

# Online/DE Hybrid Course Review Checklist

## LPC Distance Education Committee

Completing each item in the checklist below ensures that your Distance Education course not only meets the accepted best practices for development, but completion will also ensure that accreditation and legal requirements are met. Those requirements include: Regular Effective Contact (state), Regular and Substantive Interaction (federal), student authentication and attendance monitoring (federal/ACCJC), the Americans with Disabilities Act (federal/state), equitable access to learning support services (ACCJC), and student privacy (federal).

<b>Course (e.g. English 1A):</b>  <b>Course Title:</b>	<b>Instructor Name:</b>  <b>Term expected to offer course (e.g. Fall 2023):</b>
--	---

1. Course includes a distinct starting point. Yes      No
2. Clear instructions are provided for students to begin the course. Yes      No
3. Instructor contact information is easily located and includes preferred method(s) of communication/contact and expectations for response times, grade turnaround and feedback times, along with expectations for instructor participation. Yes      No
4. Course syllabus is easily located (use of the Syllabus link in Canvas is recommended). Yes      No
5. Course syllabus includes:

	Yes	No
Course description		
SLOs		
Textbooks and materials (including any technical requirements, software, and purchase methods)		
Student participation expectation		
Online attendance expectations and policy		
Explanations of grading methods (including rubrics), late submission or makeup policies		
Guidelines and policies for online behavior and academic honesty, including plagiarism.		
Accessibility and accommodation information and resources.		

6. Course navigation menu is intuitive and only includes items that students will use. Yes      No

Comments:

7. Course content is organized appropriately (e.g. grouped by week, topic, lesson, unit, etc.) Yes No

Comments:

8. Sequence of content within modules follows a consistent layout and structure. Yes No

Comments:

9. Learning materials are presented in ways appropriate to the subject matter (text, images, presentations, audio, and video). Yes No

Comments:

10. Video files are stored on external sites and not uploaded into Canvas. Yes No

Comments:

11. Links to external sites are active and display properly (set links to open in a new window). Yes No

Comments:

12. Regular opportunities for meaningful student-student and student-instructor interaction, such as in Discussion Boards, are required. Yes No

Comments:

13. A variety of formative and summative assessment methods (quizzes, assignments, projects, etc.) are used.

Yes No

Comments:

14. References/links to the following are provided:

	Yes	No
Technical support (LPC, Canvas, and any third-party tools)		
LPC academic support services, such as online tutoring and the LPC library		
LPC student support services, such as online counseling, A&R, Financial Aid		
LPC Online Learning web site		

15. Shows progress towards making course content accessible to students with disabilities. This includes using styles for headings, text, and lists; properly formatting links, utilizing accurate captions for videos, providing alternative text for images; providing proper color contrast; and creating accessible Word and PowerPoint files.

Yes No

Comments:

Contact the LPC Instructional Technology Specialist (x1655) for assistance with web accessibility.