College of Marin DE Course Checklist

Adapted from American River College DE Course Checklist and the CCC Online Education Initiative's "Course Design Rubric for the Online Education Initiative."

This self-assessment is designed to give you an idea of how well your hybrid and/or DE courses are meeting the requirements of our state regulations (Title 5), ACCJC, and the U.S. Department of Education. This checklist focuses on two categories only — Regular Effective Contact (REC) and Accessibility. For a comprehensive assessment tool, check out the Online Education Initiative – Course Design Rubric.

Instructor's Name: Course:

Table 1: Regular Effective Contact

Regular Effective Contact(REC): DE courses are considered the "virtual equivalent" to in-person courses.	Yes	No	Notes
1. I understand the OEI guidelines for REC.			
2. My syllabus* includes a communication policy in which I do the following			
a. Specify frequency of all contact initiated by the instructor. *For example, state how often students can expect to receive a class email.*			
b. Specify timeliness of response to student-initiated contact. *For example, "Monday-Thursday I usually respond to your emails within 24 hours. I will respond to emails sent Friday-Sunday on Monday morning."*			
c. Explain course policy regarding student-initiated contact (where to post questions, assignments, etc.)			
d. Outline and explain netiquette.			
e. Clarify important dates, such as assignment and assessment deadlines.			
f. Do you have a drop policy.			
g. Explain how participation is evaluated (i.e. using a rubric or equivalent grading document) *Tip: Make your syllabus easy to find by having it as the first item in your Table of Contents AND add it to your navigation bar as a custom link!*			
3. A class welcome including an orientation to the LMS and specific course is provided.			
4. A specific forum for questions regarding course assignments (i.e. FAQ's) is provided.			
5. Instructor contact information which includes virtual or in-person office hours is prominently displayed.			
6. A variety of instructor-initiated contact and interaction is provided which establishes the instructor's active presence in the class. This is demonstrated by the utilization of the following (check all that apply):			
a. Email			
b. Discussions			
c. News/Announcements			
d. Assignment feedback			
e. Grades feedback			

Regular Effective Contact(REC): DE courses are considered the "virtual equivalent" to in-person courses.	Yes	No	Notes
f. Rubrics			
g. Quiz feedback			
h. Chat/virtual office hours			
i. In-person office hours			
j. Checklist			
k. Virtual groups			
l. Surveys & Self-Assessments			
m. Other:			
7. Frequent and substantive feedback is provided throughout the course. *Tip: This includes individual feedback on assignments and discussions, but can also include prepared feedback utilizing tools such as Intelligent Agents, Rubrics, Quizzes feedback, News items, & Release Conditions.*			
8. Regularly scheduled assignments and projects promote interaction and collaboration			
a. Instructor-learner examples: Self-introduction; discussion postings and responses; feedback on project assignments; one-to-one e-mail communication, etc.			
b. Learner-learner examples: Self-introduction exercise; group discussion postings; group projects; peer critiques, etc.			
c. Learner-content examples: essays, term papers, group projects, etc. based on readings, videos, and other course content; self-assessment exercises; group work projects, etc.			

Table 2: Accessibility

Accessibility	Yes	No	Notes
1. An ADA statement and contact information for Student Accessibility Services are provided in your syllabus.			
2. There are no learning activities or instructional media that are inaccessible.			
a. Videos are accurately captioned.			
b. Audio files are transcribed.			
c. Objects (including images, tables, and charts) have alternative text.			
d. Course materials are "readable" in terms of effective font, color contrast, and spacing. Color is not the only method used to convey meaning.			
e. Hyperlink text is meaningful.			
f. Documents are created in such a way that screen reading software is able to "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)			