

# Technical/Quality Review (using Quality Matters Rubric)

revised 7/2/2020

**Course:**

**Instructor:**

**Reviewer:**

**Date:**

**At least 50% of term content available at time of assessment. For the Fall 2020 term course development, 2 weeks of course content and as much of the course structure as possible will be acceptable for the review. \_\_\_\_\_Yes \_\_\_\_\_No**

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## Part 1. Course Overview

|      |                                                                                                                                                  |                |                   |             |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 1.1  | Instructions make clear how to get started and where to find various course components.                                                          | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.2  | Learners are introduced to the purpose and structure of the course                                                                               | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.3  | Etiquette expectations (sometimes called “netiquette”) for online discussions, email, and other forms of communication are clearly stated.       | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.4  | Course and/or institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided. | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.5  | Minimum technology requirements are clearly stated and instructions for use provided.                                                            | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.6  | Prerequisite knowledge in the discipline and/or any required competencies are clearly stated.                                                    | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.7  | The minimum technical skills expected of the learner are clearly stated.                                                                         | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.8  | The self-introduction by the instructor is appropriate and is available online.                                                                  | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES. |                   |             |
| 1.9  | Learners are asked to introduce themselves to the class.                                                                                         | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |
| 1.10 | Course dates and assignments are in alignment with the term dates.                                                                               | <b>Evident</b> | Partially Evident | Not Evident |
|      |                                                                                                                                                  | COMMENTS: YES  |                   |             |

## Part 2. Learning Objectives (Competencies)

|     |                                                                                                                                                            |                |                   |             |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 2.1 | The course learning objectives, or course/program competencies, describe outcomes that are measurable.                                                     | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 2.2 | The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies. | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 2.3 | All learning objectives or competencies are stated clearly and written from the learner's perspective.                                                     | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 2.4 | The relationship between learning objectives or competencies and course activities is clearly stated.                                                      | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 2.5 | The learning objectives or competencies are suited to the level of the course.                                                                             | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |

### Part 3. Assessment and Measurement

|     |                                                                                                                                |                |                   |             |
|-----|--------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 3.1 | The assessments measure the stated learning objectives or competencies.                                                        | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                | COMMENTS: YES  |                   |             |
| 3.2 | The course grading policy is stated clearly.                                                                                   | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                | COMMENTS: YES  |                   |             |
| 3.3 | Specific and descriptive criteria are provided for the evaluation of learners' work and are tied to the course grading policy. | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                | COMMENTS: YES  |                   |             |
| 3.4 | The assessment instruments selected are sequenced, varied, and suited to the learner's work being assessed.                    | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                | COMMENTS: YES  |                   |             |
| 3.5 | The course provides learners with multiple opportunities to track their learning progress.                                     | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                | COMMENTS: YES  |                   |             |

## Part 4. Instructional Materials

|     |                                                                                                                                     |                |                   |             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 4.1 | The instructional materials contribute to the achievement of the stated course and module/unit learning objectives or competencies. | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                     | COMMENTS: YES  |                   |             |
| 4.2 | Both the purpose of instructional materials and how the materials are to be used for learning activities are clearly explained.     | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                     | COMMENTS: YES  |                   |             |
| 4.3 | All instructional materials used in the course are appropriately cited.                                                             | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                     | COMMENTS: YES  |                   |             |
| 4.4 | The instructional materials are current.                                                                                            | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                     | COMMENTS: YES  |                   |             |
| 4.5 | A variety of instructional materials are used in the course.                                                                        | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                     | COMMENTS: YES  |                   |             |
| 4.6 | The distinction between required and optional materials is clearly explained.                                                       | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                     | COMMENTS: YES  |                   |             |

## Part 5. Course Activities and Interaction

|     |                                                                                                    |                |                   |             |
|-----|----------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 5.1 | The learning activities promote the achievement of the stated learning objectives or competencies. | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                    | COMMENTS: YES  |                   |             |
| 5.2 | Learning activities provide opportunities for interaction that support active learning.            | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                    | COMMENTS: YES  |                   |             |
| 5.3 | The instructor's plan for classroom response time and feedback on assignments is clearly stated.   | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                    | COMMENTS: YES  |                   |             |
| 5.4 | The requirements for learner interaction are clearly stated.                                       | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                    | COMMENTS: YES  |                   |             |

## Part 6. Course Technology

|     |                                                                                       |                |                   |             |
|-----|---------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 6.1 | The tools used in the course support the learning objectives and competencies.        | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                       | COMMENTS: YES  |                   |             |
| 6.2 | Course tools promote learner engagement and active learning.                          | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                       | COMMENTS: YES  |                   |             |
| 6.3 | Technologies required in the course are readily obtainable.                           | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                       | COMMENTS: YES  |                   |             |
| 6.4 | The course technologies are current.                                                  | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                       | COMMENTS: YES  |                   |             |
| 6.5 | Links are provided to privacy policies for all external tools required in the course. | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                       | COMMENTS: YES  |                   |             |



## Part 7. Learner Support

|     |                                                                                                                                                                                                     |                |                   |             |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 7.1 | The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.                                                                            | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                                                                     | COMMENTS: YES  |                   |             |
| 7.2 | Course instructions articulate or link to the institution's accessibility policies and services.                                                                                                    | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                                                                     | COMMENTS: YES  |                   |             |
| 7.3 | Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them. | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                                                                     | COMMENTS: YES  |                   |             |
| 7.4 | Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.                        | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                                                                     | COMMENTS: YES  |                   |             |

## Part 8. Accessibility and Usability

|     |                                                                                                                                                            |                |                   |             |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|
| 8.1 | Course navigation facilitates ease of use.                                                                                                                 | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 8.2 | Information is provided about the accessibility of all technologies required in the course.                                                                | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 8.3 | The course provides an alternative means of access to course materials in formats that meet the needs of diverse learners (for example: closed captioning) | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 8.4 | The course design facilitates readability.                                                                                                                 | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |
| 8.5 | Course multimedia facilitates ease of use (for example: proper embedding in the LMS)                                                                       | <b>Evident</b> | Partially Evident | Not Evident |
|     |                                                                                                                                                            | COMMENTS: YES  |                   |             |