Appendix 4

Motlow State Community College
Quality Assurance Survey
for Online Courses

This survey is intended primarily for use by course developers/maintainers and curriculum chairs/directors to ensure that all online, online hybrid and on ground hybrid courses offered by the college satisfy the academic standards of the college as set forth in the information provided below and in the Appendices of Motlow State Policy 2:05:00:00.

Course

I. Overview and introduction.

	YES	NO	REMARKS
A. Course navigational information and instructions make the organization of the course easy to follow and understand.			
B. Students are provided an opening statement by the instructor that includes a self-introduction and an introduction to the course.			
C. Students are required to use course email and discussion Board, chat room, etc., to introduce themselves to the instructor and fellow classmates.			

II. Students are provided a course syllabus as prescribed by the Motlow State Community College *Distance Education Policy* and *Online Course Standards.* As a minimum, does the course syllabus include:

	YES	NO	REMARKS
A. Course description.			
B. Student learning outcomes.			
C. Prerequisites and/or co-requisites.			
D. Course outline and/or topics to be covered.			
E. Special course, software and/or hardware requirements.			
F. Required textbook(s) and/or supplementary materials.			
G. Instructor information.			
H. Assessment and grading information.			
I. Assignments and projects required.			
J. Participation requirements.			
K. Punctuality.			
L. Course ground rules.			
M. Guidelines for communications.			
N. Resource information, e.g., library support, tutoring, etc.			
O. ADA information and/or adequate accommodations.			
P. Available technical support.			
Q. How changes to the syllabus will be communicated to students.			

III. Course content format. Course content should be separated into short concise sections, units or modules, as prescribed by the Motlow State Community College *Course Content Format.* As a minimum, and as required by the particular course content, each section, unit or module should include:

	YES	NO	REMARKS
A. Overview of the material to be covered.			
B. Student learning outcomes.			
C. Key words, terms, and concepts			
D. Content, lectures, readings, assignments, etc.			
E. Additional resource requirements.			
F. Assessment and evaluations.			
G. Summary and/or reflection.			

IV. Student Learning Outcomes.

	YES	NO	REMARKS
A. The student learning outcomes are clearly stated and easy to understand.			
B. The student learning outcomes are adequate and measurable.			
C. The student learning outcomes adequately address the scope and purpose of the course.			
D. If the course is divided into learning modules/levels, are the student learning outcomes for each module or level clearly outlined and defined.			

Submitted by: _____ Date: _____
                Course Developer

Approved by: _____ Date: _____
                Curriculum Chair

Approved by: _____ Date: _____

                Dean of Digital First Learning