



## Distance Education Course Rubric

A self-evaluation tool to assist in the design and/or redesign, of online and hybrid courses.

### QUALITY ONLINE COURSE INITIATIVE RUBRIC FOR CCC

#### INTRODUCTION

The goal of this project is to help Faculty at CCC provide a quality learning environment for students in distance education courses. The main objectives of this project are:

- to create a useful self-evaluation tool (rubric) that can help faculty develop quality online courses;
- to be able to recognize faculty that are creating quality online and hybrid courses.

#### RUBRIC

This rubric can be printed and used manually, or you can rate and add comments to each section directly. For the purpose of this rubric, please use the following scale:

- (NE)** Non-Existent -- Not Present, but should be, based on course design and content, or present, but not appropriate for this course.
- (Dev)** Developing - Some evidence of this criterion, but it needs to be presented more clearly or better developed.
- (M)** Meets - Evidence of this criterion is clear and is appropriate for this course. More could possibly be added.
- (EX)** Exceeds - Evidence of this criterion is clear, appropriate for this course, and demonstrates best practices in a manner that models its use.

**All items must at least meet standards**

**Optional Items are: Video/Audio and Group Work.**




#### I. Instructional Design


Instructional Design refers to the analysis of learning needs and the systemic approach of developing an online course in a manner that facilitates the transfer of knowledge and skills to the learner through the use of a variety of instructional methods, which relate to multiple learning styles, strategies, and preferences.

#### A. STRUCTURE

1. Sequence	Content is sequenced and structured in a manner which enables learners to achieve the stated goals. <b>NE DEV M EX</b>
2. Chunking	Information is "chunked" or grouped to help students learn the content. <b>NE DEV M EX</b>

B. LEARNING GOALS/ OBJECTIVES/OUTCOMES	
1. Course Goals & Competencies	Course Goals and Competencies are present and explicitly stated to the learner. (Included in Syllabus Template) <b>NE DEV M EX</b>
2. Learning Objectives	Learning Objectives are clearly presented to the learner throughout the course (within each module or section of the course) and are aligned with the Course Goals and Competencies <b>NE DEV M EX</b>
C. COURSE INFORMATION	
1. Description	A course description is provided. (Included in Syllabus Template) <b>NE DEV M EX</b>
2. Instructor Information	Instructor information is available to student with biographical content, and availability information, (and picture is highly suggested, but optional). This information is included in the syllabus, but also needs to be included in the online course under Faculty Info Button <b>NE DEV M EX</b>
3. Instructional Materials	Students are provided with a list of supplies such as textbooks and other instructional materials needed for the course. (Included in Syllabus Template) <b>NE DEV M EX</b>
4. Credit Hours	Course provides information regarding number of Credit Hours earned for successful completion. (Included in Syllabus Template) <b>NE DEV M EX</b>
5. Agenda or Schedule	An Agenda, with a clear, concise list of activities that will be completed is provided with due dates. (This can be located within the syllabus template or included in the course as well ) <b>NE DEV M EX</b>
6. Grading Policy	Grading policy is provided, including grading scale and weights. (Included in Syllabus Template) <b>NE DEV M EX</b>
7. Technical Requirements	A list of technical requirements such as connection speed, hardware, and software is provided if in excess of what is required for all DE courses. <b>NE DEV M EX</b>
D. INSTRUCTIONAL STRATEGIES	
1. Knowledge Demonstration	A variety of ways for learners to demonstrate knowledge is provided. <b>NE DEV M EX</b>
2. Ice Breaker	At the beginning of the course, students and the instructor are provided with an opportunity to introduce themselves to each other as a way of encouraging synergy within the course. <b>NE DEV M EX</b>
3. Presentation	The selected tool for each activity is appropriate for effective delivery of the content. <b>NE DEV M EX</b>

E. ACADEMIC INTEGRITY	
1. Course Development	Course abides by copyright and fair use laws. <b>NE DEV M EX</b>
2. Code of Conduct	A Code of Conduct, including netiquette standards and academic integrity expectations, is provided. (Included in the syllabus template) <b>NE DEV M EX</b>
F. USE OF MULTIMEDIA	
1.Audio/Video	If multimedia files are used, they have a specific purpose that does not distract from course goals and objectives. <b>NE DEV M EX</b>
	<b>II. Communication, Interaction, &amp; Collaboration</b> Communication, Interaction, and Collaboration addresses how the course design, assignments, and technology effectively encourage exchanges amongst the instructor, students, and content.
A. ACTIVITIES AND OPPORTUNITIES	
1. Student-Student	Learning activities and other opportunities are provided to foster Student-Student communication and/or collaboration. <b>NE DEV M EX</b>
2. Student-Instructor	Learning activities and other opportunities are provided to foster Student-Instructor communication and/or collaboration. <b>NE DEV M EX</b>
3. Student-Content	Learning activities and other opportunities are provided to foster Student-Content interaction. <b>NE DEV M EX</b>
B. ORGANIZATION AND MANAGEMENT OF DISCUSSIONS	
1. Organization	Discussions are organized in clearly defined forums and/or threads. <b>NE DEV M EX</b>
2.. Role	The instructor's role in discussion activities is clearly defined. <b>NE DEV M EX</b>
C. GROUP WORK (OPTIONAL)	
1. Task	A statement of the group's overall task is provided, with clear and concise outcomes that are appropriate, reasonable, and achievable. <b>NE DEV M EX</b>
2. Formation	Rules for forming groups and assigning roles within each are clearly stated. <b>NE DEV M EX</b>
3. Management	Benchmarks and expectations of group participation are clearly stated. <b>NE DEV M EX</b>
4. Delivery	A statement of how, when, and where the final product will be delivered is provided. <b>NE DEV M EX</b>

	<b>III. Student Evaluation and Assessment</b> Student Evaluation and Assessment refers to the process at CCC the is used to determine student achievement and quality of work, including the assigning of grades.
<b>A. GOALS AND OBJECTIVES</b>	
1. Aligned	Assessment and evaluation are aligned with the course goals and competencies. <b>NE DEV M EX</b>
<b>B. STRATEGIES</b>	
1. Method	Multiple methods are used for assessments and evaluations. For example: quizzes, tests, discussion, essay, projects, surveys, etc <b>NE DEV M EX</b>
2. Frequency	Assessments and evaluations are conducted on an ongoing basis throughout the course. <b>NE DEV M EX</b>
3. Tools	Assessment and evaluation tools are appropriate for measuring stated course goals and competencies. <b>NE DEV M EX</b>
4. Academic Integrity	Assessments and evaluations are designed and administered to uphold academic integrity. <b>NE DEV M EX</b>
<b>C. GRADES</b>	
1. Rubric	Explicit rationale, and/or expectations are provided for each graded assignment. <b>NE DEV M EX</b>
2. FERPA (Student Privacy)	Defined course procedures for reporting grade information complies with FERPA and institutional regulations on reporting grade information to students. <b>NE DEV M EX</b>
3. Grading Scale	A grading scale that defines letter grades and/or weights, if applicable, is provided. (Included in Syllabus Template) <b>NE DEV M EX</b>
4. Penalties	Penalties assessed to grades, if applicable, are provided. <b>NE DEV M EX</b>
5. Participation	Student participation is defined, and a mechanism for measuring quality and quantity is provided. <b>NE DEV M EX</b>
6. Extra Credit (optional)	IF extra credit is available, a statement describing extra credit is provided. All extra credit assignments are described in detail, including where, when, and how any extra credit will be administered and submitted. <b>NE DEV M EX</b>
<b>D. FEEDBACK</b>	
1. When, What and How	A statement explaining when students should receive feedback, the type of feedback students will receive, and how it will be given is included in the course. <b>NE DEV M EX</b>
<b>E. MANAGEMENT</b>	
1. Time	If an assessment is timed, A statement of the time allocated for each assessment is provided. <b>NE DEV M EX</b>
2. Deadline	A deadline for each activity is provided. <b>NE DEV M EX</b>

3. Availability	A date/time when each assessment will be available is provided. <b>NE DEV M EX</b>
4. Retake	A statement indicating whether or not the assessment can be retaken is provided. <b>NE DEV M EX</b>
5. Delivery Method	A description of the assessment delivery method is provided. (For example, essay, true/false, multiple choice) <b>NE DEV M EX</b>
6. Submit	Instructions for completion and submission are provided. <b>NE DEV M EX</b>
	<b>IV. Learner Support &amp; Resources</b> Learner Support and Resources refers to program, academic, and/or technical resources available to learners.
<b>A. INSTITUTIONAL/PROGRAM SUPPORT AND RESOURCES</b>	
1. ADA Support	Statement of ADA Compliance and procedure for requesting special services is provided. (Included in Syllabus Template) <b>NE DEV M EX</b>
<b>B. ACADEMIC SUPPORT AND RESOURCES</b>	
1. Orientation	Opportunities for Learning Management System (Blackboard) orientation are communicated to the student. <b>NE DEV M EX</b>
2. Resources	A list of academic resources with links to the institution's library, tutoring center, counseling services, and other resources is provided. (Included in Syllabus Template) <b>NE DEV M EX</b>
3. Gradebook	A LMS gradebook is available for checking progress. <b>NE DEV M EX</b>
	<b>V. Web Design</b> Web Design refers to the use of Web pages, graphics, multimedia, and accessibility standards in the web pages of a course which are under the course developer's control.
<b>A. LAYOUT/DESIGN</b>	
1. Scrolling	Scrolling is minimized. <b>NE DEV M EX</b>
2. Consistency	Consistent layout design orients users throughout the site. <b>NE DEV M EX</b>
3. Fonts	Font type, size, and color are readable and consistent throughout the site. <b>NE DEV M EX</b>
4. Pop-up Windows	Use of Pop-up windows (windows with specific information, no scroll bars, and no menus) is appropriate. <b>NE DEV M EX</b>
<b>B. USE OF MULTIMEDIA</b>	
1. Technical Requirements	Audio/Video hardware requirements do not extend beyond the basic sound cards, speakers, and video players unless appropriately needed to meet course goals and objectives. <b>NE DEV M EX</b>

2. Audio Standards	<p>If audio files are used, they meet minimum standards in the following areas:</p> <ul style="list-style-type: none"> <li>• Audio quality is clear.</li> <li>• Audio file length is adequate to meet the goals of the activity without being too large to restrict users' ability to download the file on computers with lower bandwidths.</li> <li>• Audio file length is adequate to meet the goals of the activity without adding unnecessary information.</li> <li>• Audio player required is compatible with multiple operating systems and requires only a standard, free plug-in.</li> </ul> <p><b>NE DEV M EX</b></p>
3. Video Standards	<p>If video files are used, they meet minimum standards in the following areas:</p> <ul style="list-style-type: none"> <li>• Video quality is clear.</li> <li>• Video file length is adequate to meet the goals of the activity without being too large to restrict users' ability to download the file on computers with lower bandwidths.</li> <li>• Video file length is adequate to meet the goals of the activity without adding unnecessary information.</li> <li>• Video player required is compatible with multiple operating systems and requires only a standard, free plug-in.</li> </ul> <p><b>NE DEV M EX</b></p>
<b>C. USE OF IMAGES</b>	
1. Image Quality	Images are clear <b>NE DEV M EX</b>
2. Animation of Images	Use of animated GIFs is limited to only those that contribute to the learning experience or support the course content. <b>NE DEV M EX</b>
<b>D. LINKS/NAVIGATION</b>	
1. Hyperlink Function	Course has no broken links. <b>NE DEV M EX</b>

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Please use this area to explain any items that are Non Existent or Developing. Items in this rubric are required to be at Meets or Exceeds.

Final Overall Notes/Comments