

# Mountain Empire Community College

## Online Course Quality Review Form

<b>Course Title:</b>					
<b>Instructors Name:</b>					
<b>Department Chair:</b>					
<b>Review Date:</b>					
<b>Reviewers:</b>					
<b>Reviewers:</b>					
Respond to the following by selecting Yes, No, or NA (Not Applicable)		Yes	No	NA	Comments
1	Includes a "Getting Started" announcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Includes a course syllabus that includes ALL components from the MECC approved course syllabus template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Includes a statement of course specific technical requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Includes detailed faculty contact information (telephone, virtual office hours, email, fax, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Includes a course calendar or schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Includes an external link to the MECC homepage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Includes a "General Topics" or "Student Lounge" discussion forum to facilitate interaction among students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Includes measurable outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Assignments appear to correlate with course objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Methods of evaluation appear to correlate with course objectives and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Includes a description of how assessments will be administered. (Online, proctor, on campus, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Course is well structured and easy to navigate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Appears to be free of grammar and spelling errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Revisions Needed</b>			<b>Approved for delivery:</b>		
<b>Editorial Revisions</b>	<input type="checkbox"/>		<b>Yes</b>		<input type="checkbox"/>
<b>Minor Revisions</b>	<input type="checkbox"/>		<b>No</b>		<input type="checkbox"/>
<b>Major Revisions</b>	<input type="checkbox"/>		<b>Upon completion of revisions</b>		<input type="checkbox"/>
<b>Revisions have been completed</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>		

*Instructional Technologist Signature*