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No faculty member should be required to review more than three (3) courses per academic year.

DEAN OR DESIGNEE

If a Dean chooses, he/she may designate a faculty member to assist in online reviews. This faculty member must have successful online teaching experience and perhaps training (IDOL, TOPS, QM, etc.). The designee MUST be approved by the faculty member being reviewed.

The Dean’s designee should not be required to be a mentor while serving as designee, nor should he/she be required to review additional courses in the same academic year.

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The faculty member who is being reviewed should submit three (3) names of peers to the Dean. The names of these peers must have shown successful online teaching experience. The Dean will choose one faculty member from this list. The faculty member and the Dean will evaluate the online course using the approved criteria.

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For courses that have been QM approved in 2012-2013, new reviews will not be required until 2017.
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<thead>
<tr>
<th>COMPONENTS</th>
<th>EXPLANATION</th>
<th>YES OR NO</th>
<th>COMMENTS/RECOMMENDATIONS</th>
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</thead>
<tbody>
<tr>
<td>Start Here Area or Course Tour</td>
<td>Entry point which provides guidance for students on how to get started in the course</td>
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<td>Syllabus</td>
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<td>YES ☐ NO ☐</td>
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<tr>
<td>Instructor Contact Information</td>
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<td>YES ☐ NO ☐</td>
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Distance Education Course Evaluation – Best Practices

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