

Academic Divisions Online Standards Analysis

	Business & Social Sciences	Biological Health Sciences	Counseling	Fine Arts/Communication	Kinesiology/Athletics	Language Arts	Library	PSME
Document attendance	Faculty performs weekly academically related activities through week 7 or the drop with W deadline for each student in an online class.	Faculty performs weekly academically related activities through week 7 or the drop with W deadline for each student in an online class.	Orientation assignment for students to demonstrate first-day attendance and understanding of course requirements, expectations, and logistics		Faculty must record a weekly academically related activity	Orientation assignment for students to demonstrate first-day attendance and understanding of course requirements, expectations, and logistics	Faculty performs weekly academically related activities through week 7 or the drop with W deadline for each student in an online class.	Faculty will monitor weekly student engagement up at least through week 7 or the W deadline
Response Time	Standard response time: M-F, 24-48 hrs Instructor must inform students & provide an alternative method for resolving issues if unavailable and/or non-responsive for more than 2 days.	Standard response time: M-F, 24-48 hrs Instructor must inform students & provide an alternative method for resolving issues if unavailable and/or non-responsive for more than 2 days.	Standard response time: M-F, 24-48 hrs	Instructor returns emails requesting help or asking for assistance in 24 to 48 hours or less.	Standard response time: M-F, 24-48 hrs Instructor must inform students & provide an alternative method for resolving issues if unavailable and/or non-responsive for more than 2 days.	Standard response time: M-F, 24-48 hrs	A response time of 24-48 hours, Monday through Friday Instructor must inform students & provide an alternative method for resolving issues if unavailable and/or non-responsive for more than 2 days.	A response time of 24-48 hours, Monday through Friday Computer Science: Respond to student questions (public or private) within 18 hours of posting, Monday through Friday.

Instructor-initiated communication	Instructor is visibly engaged with the class on a weekly basis.	Instructor is visibly engaged with the class on a weekly basis.	Instructor initiates weekly contact with students (provides feedback and responds to work)	Instructor uses communication tools	Instructor is visibly engaged with the class on a weekly basis.	Contact is initiated by instructor with students in a variety of ways	Instructor is visibly engaged with the class on a weekly basis.	Asynchronous online communication between students and instructor should occur five days per week.
	The course design needs to include a discussion forum within the course management system, in which the instructor is visibly present and actively monitoring the discussions at a minimum on a weekly basis	Encourages use of communication tools	“Welcome” email sent one week before class starts including course syllabus, face to face CMS training, and an assessment to determine if students are ready for an online class	Encourages use of communication tools	monitoring and responding to questions and discussion in the course management system	Encourages use of communication tools	Encourages use of communication tools	Encourages use of communication tools
	Encourages use of communication tools	Regular and effective contact	Encourages use of communication tools	Regular and effective contact	The course design needs to include a discussion forum within the course management system, in which the instructor is visibly present and actively monitoring the discussions at a minimum on a weekly basis	Regular and effective contact	Regular and effective contact	Regular and effective contact
					Regular and effective contact			

	Regular and effective contact		Regular and effective contact		Encourages use of communication tools			
Faculty Presence	The instructor's own voice and his/her own original content has to drive and shape the course narrative	The instructor's own voice and his/her own original content has to drive and shape the course narrative	Faculty presence is demonstrated in content delivery		The instructor's own voice and his/her own original content has to drive and shape the course narrative	Faculty presence is demonstrated in content delivery	Library faculty are responsible for the course content	Content should reflect a substantial amount of instructor-authored content
Assessment	Require frequent and varied assessment activities throughout the duration of the quarter.	Require frequent and varied assessment activities throughout the duration of the quarter.	Require frequent and varied assessment activities throughout the duration of the quarter.	Assessments are given at regular intervals	Require frequent and varied assessment activities throughout the duration of the quarter.	Require frequent and varied assessment activities throughout the duration of the quarter.	Require frequent and varied assessment activities throughout the duration of the quarter.	
	Match the curriculum and learning objectives, as well as the instructor's own course content	Match the curriculum and learning objectives, as well as the instructor's own course content	Expectations are matched to the course outline of record (COR) Appropriate accommodations are provided for students with documented disability	Match the course objectives		Expectations are matched to the course outline of record (COR) Appropriate accommodations are provided for students with documented disability		

Course information			Course guidelines and policies are clearly stated	Course guidelines and policies are clearly stated		Course guidelines and policies are clearly stated	Course guidelines and policies are clearly stated	Course guidelines and policies are clearly stated
Course design and organization			Course assignments are easily located.	Course assignments are easily located.		Course assignments are easily located.	Course assignments are easily located.	Course promotes engagement and collaboration of activities
			Content is presented using universal design as possible	Course promotes engagement and collaboration of activities		Course promotes engagement and collaboration of activities		
			All content is ADA compliant and meets standards for accessibility and copyright compliance			All content is ADA compliant and meets standards for accessibility and copyright compliance		
			Course promotes engagement and collaboration of activities					
Resources			Provide links of resources (DRC, TLC, counseling appointments, etc)	Provide links of resources (DRC, TLC, etc)		Provide links of resources (DRC, TLC, etc)	Provide links of resources (DRC, TLC, etc)	