

Online

Peer Review Online Course Development

MTSU Online, University College

Course Information

Course ID and Title:
Course Designer Name:
Delivery Semester:

Course Designer (Self-evaluation Instructions)

The "Course Designer Evaluation" column describes the components to be developed and posted within D2L in order for the course to be recommended for approval. Under each topic, place a checkmark beside each item that is present. Use the "Course Designer Comments" column to state where each component is located (e.g. Announcements, Syllabus, etc.), to elaborate on course design, and to explain the absence of course components.

If students are required to review or complete work housed in a third-party vendor or e-publisher website, please provide access instructions for your Online Faculty Mentor in order for the peer review to be completed.

Email the completed form to your assigned Online Faculty Mentor (OFM). The Peer Review is then conducted and shared with you to provide an opportunity to make recommended changes. Please contact your assigned OFM if you have questions regarding this form or the process.

Peer Review Summary

(OFM use only)

Is this course recommended for delivery?

() Yes

() Yes – with minor modification (additional review <u>not</u> required)

() Yes – with minor modification (additional review required)

() No – Major modification and/or clarification recommended--additional review required.

e-Publisher/Third-Party Vendor Course Content

If students are required to review or complete work in these sites, please provide the following information.

- 1. Describe the incorporation of this material.
- 2. Is a contract in place for interface with D2L?
- 3. Were you provided access in order to review the content?
- 4. Does the content meet current accessibility guidelines?

Other Comments:

OFM Signature:

Review Date:

1. COURSE DESIGN AND ORGANIZATION			
Course Designer Evaluation	Course Designer	OFM	OFM Comments
	Comments	Evaluation	(items to complete for approval)
Course Home Page		Course Home Page	
() Instructor name		() Instructor name	
() Link to instructor contact		() Link to instructor contact	
information		information	
() Course ID and title		() Course ID and title	
() Welcome statement		() Welcome statement	
() Announcements		() Announcements	
() Instructions to begin		() Instructions to begin	
course		course	
() Link to assignment due dates		() Link to assignment due dates	

Course Content	Course Content	
Overview	Overview	
() Course Description	() Course Description	
include type of distance course -	include type of distance course -	
online, hybrid, full-term, accelerated,	online, hybrid, full-term,	
synchronous online () Directions for beginning the	accelerated, synchronous online	
	() Directions for beginning the	
course	course	
() The D2L Tutorial	() The D2L Tutorial	
(http://www.mtsu.edu/online/gotoclass	(http://www.mtsu.edu/online/gotocla	
.php) is listed on the content page	(\mathbf{s}, \mathbf{p}) is listed on the content page	
() Online Course Readiness <u>Quiz</u> is	() Online Course Readiness <u>Quiz</u> is	
linked on content page	linked on content page	
http://www.mtsu.edu/online/online- readiness.php	http://www.mtsu.edu/online/online- readiness.php	
() Instructor Contact Information	() Instructor Contact Information	
Syllabus	Syllabus	
() MTSU template is used	() MTSU template is used	
() Syllabus is in printable PDF or	() Syllabus is in printable PDF or	
HTML format	HTML format	
Assignment Information	Assignment Information	
() Assignment descriptions	() Assignment descriptions	
() Assignment requirements	() Assignment requirements	
() Links to resources	() Links to resources	
() Links to discussion forums from	() Links to discussion forums from	
assignments	assignments	
() Links to quizzes/exams from	() Links to quizzes/exams from	
assignments	assignments	
Course Materials	Course Materials	
() Materials required to complete the	() Materials required to complete	
course are in D2L (if vendor sites are	the course are in D2L (if vendor	
not available)	sites are not available)	

Copyright	Copyright	
() Permission obtained for use of	() Permission obtained for use of	
copyrighted materials that exceed	copyrighted materials that exceed	
fair use	fair use	
Goals and Objectives	Goals and Objectives	
() Clearly stated in the syllabus	() Clearly stated in the syllabus	
Learning Outcomes	Learning Outcomes	
() Are stated in each learning	() Are stated in each learning unit	
unit	Design and Navigation	
Design and Navigation	() Design is consistent in	
() Design is consistent in	appearance and organization	
appearance and organization	() Content is organized into	
() Content is organized	modules	
into modules	() Related content is	
() Related content is	organized together	
organized together	() Course is easily navigated	
() Course is easily navigated	() Gradebook established	
() Discussion topics are	() Discussion topics are	
established and are linked	established and are linked	
from assignments	from assignments	
() Consistent terminology is	() Consistent terminology is used	
used for gradebook items,	for gradebook items, assignments,	
assignments, and assessments	and assessments	
() Correct grammar is used	() Correct grammar is used	
throughout the course	throughout the course	
() All files are in HTML or	() All files are in HTML or	
accessible format	accessible format	
() Course files reside in D2L	() Course files reside in D2L	

2. STUDENT RESOURCES AND SUPPORT SERVICES			
Course Designer Evaluation	Course Designer Comments	OFM Evaluation	OFM Comments (items to complete for approval)
 () MTSU syllabus template is used (includes resources for distance students) () Discussion forum dedicated to technical issues is included () Resources needed to successfully complete the course, including links to software () Orientation information is provided, if required 		 () MTSU syllabus template is used (includes resources for distance students) () Discussion forum dedicated to technical issues is included () Resources needed to successfully complete the course, including links to software () Orientation information is provided, if required 	

3. Engagement			
Course Designer	Course Designer	OFM	OFM Comments
Evaluation	Comments	Evaluation	(items to complete for approval)
Engagement/Interaction		Engagement/Interaction	
) Expectations for interaction		() Expectations for interaction	
are clearly stated		are clearly stated	
() Opportunities for students to		() Opportunities for students to	
get to know instructor are		get to know instructor are	
provided via introductions and		provided via introductions and	
discussion boards		discussion boards	
() A sense of community is		() A sense of community is	
established via discussion board		established via discussion board	
topics and announcements		topics and announcements	
Multiple opportunities exist for		Multiple opportunities exist for	
interaction, communication and		interaction, communication and	
collaboration through (check		collaboration through (check	
those that apply):		those that apply):	
() Email		() Email	
() Discussion		() Discussion	
() Chat		() Chat	
() Virtual Office Hours		() Virtual Office Hours	

() Other (please explain)	() Other (please explain)
Learning Styles	Learning Styles
() Multiple learning styles are	() Multiple learning styles are
accommodated to assess student	accommodated to assess student
mastery of content	mastery of content
() Print text is provided	() Print text is provided
() Audiovisual content (video,	() Audiovisual content (video,
PowerPoint, charts, graphs,	PowerPoint, charts, graphs,
pictures) is provided	pictures) is provided
() Skills practice is included	() Skills practice is included.
() Interactive content (groups,	() Interactive content (groups,
tutorials, discussion, group	tutorials, discussion, group
projects) is included	projects) is included
Student Input	Student Input
() Feedback on content input	() Feedback on content input
and access are clearly solicited	and access are clearly solicited on
on syllabus or other format.	syllabus or other format.

Course Designer	Course Designer	OFM	OFM Comments
Evaluation	Comments	Evaluation	(items to complete for approval)
Assessment Strategies		Assessment Strategies	
Multiple assessment strategies exist		(Multiple assessment strategies exist to	
to measure knowledge of course		measure knowledge of course content	
content and skills)		and skills)	
() Quizzes		() Quizzes	
() Exams		() Exams	
() Discussion posts		() Discussion posts	
() Written assignment		() Written assignment	
() Rubrics		() Rubrics	
() Other (please explain)		() Other (please explain)	
() Grading and feedback policy		() Grading and feedback policy	
is clearly stated		is clearly stated	
() Criteria for assessment of		() Criteria for assessment of	
assignments are clear via		assignments are clear via	
assignment instructions (rubrics?)		assignment instructions (rubrics?)	
Grade Book		Grade Book	
(in compliance with FERPA)		(in compliance with FERPA)	
() Gradebook established in		() Gradebook established in	
D2L to report grades		D2L to report grades	
Self-assessment and Peer		Self-assessment and Peer	
Feedback		Feedback	
() At least one opportunity		() At least one opportunity	
available and clearly defined in		available and clearly defined in	
the syllabus or other format		the syllabus or other format	

Course Designer Evaluation	Course Designer Comments	OFM Evaluation	OFM Comments (items to complete for approval)
Technology to enhance student		Technology to enhance student	
learning as appropriate)		learning as appropriate)	
() D2L email required/instructions		() D2L email required/instructions	
for its use are included		for its use are included	
() Frequently used technology tools		() Frequently used technology	
are easily accessed/those not used		tools are easily accessed/those not	
are removed from the menu		used are removed from the menu	
() Technology use and privacy		() Technology use and privacy	
policy is provided		policy is provided	
() All technology tools meet		() All technology tools meet	
accessibility standards		accessibility standards	
() Discussion board instructions		() Discussion board instructions	
are provided		are provided	
) Web resources are clearly		() Web resources are clearly	
inked		linked	
Third-party Vendor/		Third-party Vendor/	
ePublisher Content		ePublisher Content	
() A contract is in place to		() A contract is in place to	
interface third-party vendor/		interface third-party vendor/	
ePublisher sites with D2L		ePublisher sites with D2L	
Instructions are provided for:		Instructions are provided for:	
() access to vendor site		() access to vendor site	
) completion of assignments		() completion of assignments	
) browser information		() browser information	
) Students are informed about		() Students are informed about	
microphone, webcam requirements		microphone, webcam requirements	
() Instructions are provided for		() Instructions are provided for	
D2L access on mobile devices		D2L access on mobile devices	

6. ACCESSIBILITY			
Course Designer	Course Designer	OFM	OFM Comments
Evaluation	Comments	Evaluation	(items to complete for approval)
() MTSU policy regarding ADA		() MTSU policy regarding ADA	
requirements, including providing		requirements, including providing	
accommodation, is included in the		accommodation, is included in the	
syllabus (Template states this)		syllabus (Template states this)	
() Renderable/Accessible		() Renderable/Accessible	
Content		Content	
() Heading Structure		() Heading Structure	
() Text colors limited to two or		() Text colors limited to two or	
three		three	
()Colors provide adequate		()Colors provide adequate	
contrast		contrast	
() Moving/blinking text not		() Moving/blinking text not	
used		used	
() All links have informative		() All links have informative	
titles-no links are titled "click		titles-no links are titled "click	
here."		here."	
() Alt tags or long descriptions		() Alt tags or long descriptions	
used for images and non-text items		used for images and non-text items	
() Word docs and PDF		() Word docs and PDF	
identified in the link title		identified in the link title	
() Links to outside content open		() Links to outside content open	
in new windows		in new windows	
() Text, graphics and images are		() Text, graphics and images are	
understood without color		understood without color	

Rubric Adapted from: Rubric for Online Instruction, CSU, Chico, Copyright 2003 / Revised 2009

Work done by the MTSU Online Course Evaluation Committee Regents Online Degree Program Course Requirements SREB Criteria for Evaluation Online Courses Revised 7.18.2018