

Standard 1.	Achievement of course outcomes and learning objectives. Learning objectives and course outcomes are clearly explained and are addressed in content resources.
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Baseline 1.		The Course Syllabus	
Considerations and implications		The Course Syllabus is complete as described in AP 766.	
			Response
Rating	0 – Not Included.	There is no course syllabus present	
	1 – Below Baseline.	The syllabus does not adhere to AP 766 in part or whole.	
	2 – Meets Baseline	The course syllabus is complete as described in AP 766.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 2.		The Course Content	
Considerations and implications		The instructional materials are current, accurate and align to the expectations listed in the most recent official Course Form 335.	
			Response)
Rating	0 – Not Included.	Instructional materials do not exist to help students cover the course content as outlined in the Course Form 335.	
	1 – Below Baseline.	Instructional materials present are outdated, inaccurate or overwhelming to the point of inhibiting a student's ability to learn..	
	2 – Meets Baseline	The instructional materials are current, accurate and align to the expectations listed in the current official Course Form 335.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 3.		Instructor-Designed Explanatory Materials	
Considerations and implications		The course contains instructor-designed supplemental explanatory materials in addition to (or in lieu of) publisher-supplied content to facilitate student learning.	
			Response
Rating	0 – Not Included.	No supplemental explanatory materials are included to augment student learning and student needs except for the text or online readings.	
	1 – Below Baseline.	The course contains only publisher-supplied supplemental explanatory materials.	
	2 – Meets Baseline	The course contains instructor-designed explanatory materials in addition to (or in lieu of) publisher-supplied content.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Standard 2.	Assessment Measures of Student Success and Assessment of Student Learning Outcomes
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Baseline 1.		Appropriateness	
Considerations and implications		The assessment Instruments are appropriate for online delivery.	
			Response
Rating	0 – Not Included.	There are no assessment instruments.	
	1 – Below Baseline.	The assessments are not appropriate for an online delivery system.	
	2 – Meets Baseline	The assessment instruments are appropriate for online delivery.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 2.		Instruments	
Considerations and implications		Each assignment/assessment comes with clear directions and grading criteria.	
			Response
Rating	0 – Not Included.	Directions and grading criteria for assignments/assessments are not included	
	1 – Below Baseline.	Directions or grading criteria are included, but not both.	
	2 – Meets Baseline	Each assignment/assessment comes with clear directions and grading criteria.	
	3 – Exceeds Baseline	The assignments provide students with sample materials to clarify assignment expectations.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 3.		Assessment Alignment	
Considerations and implications		Assignments and assessments are in alignment with course outcomes from the Course Form 335.	
			Response
Rating	0 – Not Included.	There are no assignments or assessments in place for students to demonstrate their grasp of the course outcomes and course content.	
	1 – Below Baseline.	Assignments and assessments only minimally assess the course outcomes from the Course Form 335.	
	2 – Meets Baseline	Assignments and assessments clearly assess the course outcomes from the Course Form 335.	
	3 – Exceeds Baseline	At every level of the course (unit, module, activity, assignment/assessment), students are provided with learning objectives to help measure content mastery. This includes both the Course Form 335 course outcomes and instructor-written learning objectives.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Standard 3.	Usability The course is user friendly. Students can easily find all the course components
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Baseline 1.		Homepage Organization	
Considerations and implications		The first materials on the course homepage provide instructions for course navigation and organization.	
			Response
Rating	0 – Not Included.	No instructional guide is offered on the homepage to help students navigate the course or understand its organization.	
	1 – Below Baseline.	The instructional guide that presents the organization and navigation of the course is difficult to find or cumbersome.	
	2 – Meets Baseline	The first materials on the course homepage provide instructions for course navigation and organization.	
	3 – Exceeds Baseline	The course homepage offers a narrated, multimedia course overview and orientation.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 2.		Navigation	
Considerations and implications		The course navigation and content placement is consistent across learning modules/folders and adheres to the instructions provided on the homepage.	
			Response
Rating	0 – Not Included.	There is no course navigation or content placement in learning modules/folders.	
	1 – Below Baseline.	The course navigation and content placement is not consistent throughout the course and/or not aligned with the homepage instructions.	
	2 – Meets Baseline	The course navigation and content placement is consistent across learning module/folders and adheres to the instructions provided on the homepage.	
Developer Rationale for meeting baseline >>		Insert Comments	
Reviewer Comments >>		Insert Comments	

Baseline 3.		Web Design	
Considerations and implications		The course adheres to web design best practices for navigation, color scheme and file formats.	
			Response
Rating	0 – Not Included.	Web design best practices are not used for navigation, color scheme or file formats.	
	1 – Below Baseline.	<p>Navigation: Pages do not contain enough white space. Course materials are not chunked.</p> <p>Color scheme: Available colors used in fonts and backgrounds do not adhere to web design best practices.</p> <p>File formats: Course contains Word documents or PowerPoint presentations.</p>	
	2 – Meets Baseline	<p>Navigation: Materials are chunked and pages have appropriate white space.</p> <p>Color scheme: A readable high-contrast color scheme is used.</p> <p>File formats: Text documents have been converted to HTML, (PDFs used sparingly, and Word not used). PowerPoint presentations are narrated and converted to a web-friendly format.</p>	
	3 – Exceeds Baseline	<p>Color scheme: The course color scheme accommodates color blindness.</p> <p>File formats: Course images include alternate text attributes, multi-media elements include captions and/or transcripts.</p>	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 4.		Technology Use	
Considerations and implications		The course uses different technologies that address student learning styles and do not interfere with student learning.	
			Response
Rating	0 – Not Included.	The course does not use different technologies that address student learning styles.	
	1 – Below Baseline.	The course uses different technologies but they do not address student learning styles. The technologies are difficult for the student to use.	
	2 – Meets Baseline	The course uses different technologies that address student learning styles and do not interfere with student learning. Also each tool, content source, and/or activity comes with clear instructions about how it should be used.	
Developer Rationale for meeting baseline >>		Insert Comments	
Reviewer Comments >>		Insert Comments	

Standard 4.	Interactivity Engagement, interaction and motivation are developed and maintained.
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Baseline 1.		Student to Faculty Interactivity	
Considerations and implications		The course is designed to use interactive tools that enhance communication between the students and faculty	
			Response
Rating	0 – Not Included.	The course does not offer the opportunity for communication between students and the instructor.	
	1 – Below Baseline.	The communication tools present in the course do not provide the students the opportunity to ask questions, or give and receive feedback.	
	2 – Meets Baseline	The course provides students with a timetable for receiving instructor feedback in accordance with AP-772. It also provides students with the opportunity to ask questions, to receive clarification and to give constructive feedback about the course.	
	3 – Exceeds Baseline	In addition to asynchronous opportunities, the course offers synchronous interactions between the instructor and students such as virtual office hours, and webinars.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 2.		Student to Student Interactivity	
Considerations and implications		The course offers opportunities for students to interact and/or collaborate with other students.	
			Response
Rating	0 – Not Included.	The course does not offer opportunities for students to interact and/or collaborate with other students.	
	1 – Below Baseline.	The interaction tools in the course do not provide the students with the opportunity to interact and collaborate among themselves.	
	2 – Meets Baseline	The course offers opportunities for interactions and/or collaborations among the students.	
	3 – Exceeds Baseline	The opportunities for interactions and/or collaboration among students include both synchronous and asynchronous methods.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments

Baseline 3.		Student to Content Interactivity	
Considerations and implications		The course provides students with opportunities to interact with the content and receive instantaneous feedback based on those interactions.	
			Response
Rating	0 – Not Included.	The course contains no content with interactive properties.	
	1 – Below Baseline.	The course has interactive content but it does not include feedback to the students.	
	2 – Meets Baseline	The course has interactive content that includes instantaneous feedback such as: games, practice quizzes and/or self-assessments.	
	3 – Exceeds Baseline	The course provides simulation activities that allow the students to change inputs and receive corresponding feedback.	

Developer Rationale for meeting baseline >>	Insert Comments
Reviewer Comments >>	Insert Comments