



HLC Accreditation Evidence

- Online Visitation Form Guide

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources

A. Class Structure

1. Course navigation is easy to follow and matches course length
2. Module introductions contain at least a list of assignments and competencies/outcomes
3. Emphasizes main points (competencies/outcomes) throughout the module
4. Effective learning activities in the module
5. Directs student preparation for assignments in the module
6. Maintains effective online course management including updated links and documents

B. Methods

1. Provides course materials designed to address two to three basic learning styles: visual, auditory, and/or kinesthetic
2. Employs non-lecture learning activities (i.e. discussions, practice opportunities, or other activities)
3. Learner activities foster student-student interaction with instructor facilitation
4. Uses examples that are simple, clear, precise and appropriate
5. Each course module contains lecture materials that merge textbook/publisher/OER materials and instructor developed content into an integrated lesson or lessons that present relevant course materials
6. Utilizes academic integrity tools based on

the majority of points

C. Teacher-Student Interaction

1. Solicits and respects student input
2. Sustained and interactive communication regarding current course content and activities between the student and the instructor through assessment feedback and in-course messaging
3. Provides at least weekly predictable, regular, substantive feedback commentary or summary to current course content and/or activity in either announcements, lessons, or course emails to the entire class
4. Provides timely responses to students
5. Exhibits sensitivity to students' personal culture, gender differences and disabilities
6. Responds appropriately in a non-threatening, proactive manner

D. Content

1. Appears knowledgeable
2. Appears well-organized
3. Explains concepts clearly
4. Relates concepts to students' experience
5. Selects learning experiences appropriate to level of learning

Course Location

Left hand side navigation, under modules and does navigation show on Homepage

Modules - Weekly introductions

Module Items/Content

Module items/Content

Modules - Weekly Introductions/Content. ???

Modules - Course Content

Lectures, Assignments, Discussions

Assignments, Discussions, Quizzes, Exams

Discussions, Group Assignments

Lectures, Lessons

Exams/quizzes (use of Examity or Respondous Monitor), papers (turn-it-in or file verification)

Discussions, Emails Responses

Discussions, Assignments, Quizzes, Exams, Rubrics

Announcements, Emails, Lessons

Emails, other course communications

Emails, other course communications

Emails, other course communications

Course Content

Course Navigation/Content

Course Content/Assignments/Discussions

Course Content/Assignments/Discussions

Assignments/Discussions/Quizzes/Exams

Rubric Reference
Section -> Subsection

Course shell -> Course Navigation - Line #19

Content -> Module Introductions - Line #29

Content -> Instructor Presentation - Line #31

Learning styles -> Content Design - #32

Content Sections -> Module Introductions and/or Instructor Presentation - Line # 29-31

Course Shell -> Links - Line #18

Learning Styles -> Content Design - Line #32

Learning Styles -> Line # 32-36

Substantive Interaction -> Instructor Facilitated Student - Student Interaction - Line #37

Content -> Instructor Presentation - Line #31

Course Shell - Line #20

Substantive Interaction -> Line #37

Substantive Insteraction -> Substantive Interaction - Line #37 and 40

Substantive Interaction -> Regular Content Interaction - Line #38