**Barton Community College’s Instructional Standards**

*Barton expects their instructional team members to prepare, design, and teach courses*

*to the following minimum standards.*

**Prepare to teach assigned course(s)**

* Prepare your course syllabi.
* Prepare course materials prior to the course start date including textbooks, certified Open Educational Resources (OER) and/or other approved supplemental material.
* Prepare an outline (content and/or activities) to meet all course outcomes and competencies.
* Establish course grading criteria and a system for recording student progress.
* Establish course and instructor expectations.
* Prepare the course shell, if applicable - make sure the content is present and updated.

**Organize course(s) in an effective manner**

* Design and layout of course shall be easy to follow and understandable.
  + Scope and sequence of course content.
  + Course navigation (for those using course shells): Home, Course Syllabus, Grades, Modules.
* Make the course compliant with the Americans with Disabilities Act (ADA) and copyright guidelines.
* Design a course that aligns with Barton’s pillars of integrity and discourages academic cheating.
* Incorporate at least one essential skill outcome in the course content.
* Include various active learning techniques including, but not limited to interactive lectures, instructional videos with discussion, group discussions, simulations, small group work, and papers.
* Align course outcomes and competencies to course activities and/or assessments.

**Facilitate student engagement**

* Student to student interaction.
  + Provide opportunities for students to learn from one another including projects, activities, and discussions.
  + Monitor student interactions to ensure a collaborative, safe, and positive learning environment.
* Student to teacher interaction.
  + Reach out proactively to students and solicit input.
  + Provide meaningful and substantial feedback.
* Student to content interactions.
  + Provide learning materials that elicit activity, creativity, and engagement.
  + Update content as students engage with the course materials.
* Provide accessibility and responsiveness.
  + Communicate consistently with students in the classroom, during scheduled appointments, in email messages and with comments provided on assignments, tests, etc.
  + Respond to student inquiries within 24-48 hours.
* Manage the classroom – whether in person or virtual.
  + Start and end class on time following seat time requirements.
  + Foster a positive culture that respects individual differences and viewpoints.

**Assess student learning and use assessment data for continuous improvement**

* Use a variety of assessment techniques to measure student learning including, but not limited to quizzes, written papers, reflections, and online quiz games.
* Develop course level assessments and connect to classroom level techniques.
* Reflect and use assessment data to continuously improve and update the course.
* Report student learning outcome data as requested.

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