Fine Arts and Communication Online Standards DRAFT

These are standards developed by our department/division to assist faculty in teaching online. They are not guidelines for evaluation. Please see the J-1 and the Guideline for Administrator and Peer Review of Online Courses for faculty evaluation.
Our discussion of online standard led us to a broad conversation about the necessary online teaching tools for our division (primarily multimedia related). Our online multimedia needs in are high and likely greater than that of other divisions. We plan to communicate with the faculty in our division, gathering a list of needed online teaching tools and resources as well as support.
Guidelines for Online Instruction (based on the OEI Course Design Rubric)

1.) Course Design

   a.) Students can readily find course objectives and it is made clear how students can reach the objectives
   b.) Site is easy to navigate, accessible to all students, with tutorials to aid learning.
   c.) Content is organized or "chunked" into readable segments with headings
   d.) Different technologies are used to facilitate learning (video, audio, links to external resources, interactive materials)

2.) Interaction and Collaboration

   a.) Instructor contact information easily accessed with hours that instructor will be available.
   b.) Communication encouraged via topics presented in forums that help build a sense of community among the students.
   c.) Guidelines are presented regarding the quality of student participation on forums and required levels of participation (how many posts, etc.)
   d.) Instructor uses communication tools (like a mass email) to provide students with reminders, updates, supplementary materials and special one time announcements.

3.) Assessment

   a.) Assessments match the course objectives and are given at regular intervals during the endurance of the course
   b.) Students clearly understand what is expected of them on assessments, instructions are clearly written.
   c.) Instructor provides feedback on assessments, allowing students to get

addition help if needed

    d.) Assessments should be graded in a timely manner, no more than a week after the assessment is taken.

4.) Learner Support

    a.) Student needs to made aware of supplemental software needed to take course and that software is supported by the college site

    b.) links to download software, college services, supplemental material are easy to find

    c.) Policies concerning plagiarism and online conduct are clear and easily to understand.

    d.) Instructor returns emails requesting help or asking for assistance in 24 to 48 hours or less.