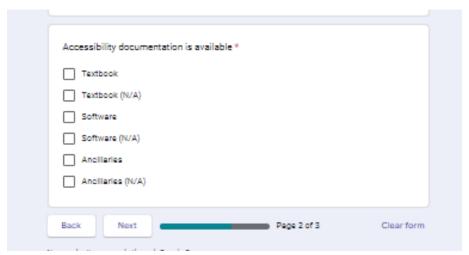
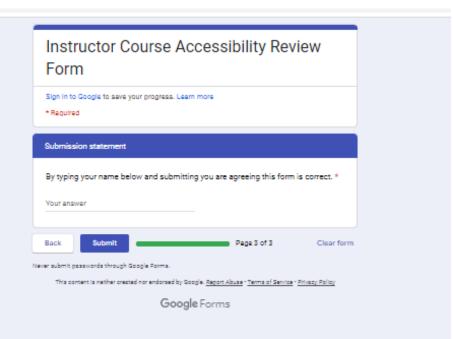
Instructor Course Accessibility Review Form Accessibility form is required. If you teach an online course, a link will be provided after you submit this form. Sign in to Google to save your progress. Learn more * Regulred First and Last Name * Your answer Email address (sandburg email account) * Your answer Department * Choose Date of self review * mm/dd/yyyy Semester being reviewed * Choose Type of Review* O Initial Subsequent Subsequent with no changes Course Name and Number * Your answer Page 1 of 3 Next Clear form

Instructor Course Accessibility Review Form Sign in to Google to save your progress. Learn more Please fill out the below questions By checking the boxes below you are verifying your course meets the accessibility guidelines set forth by Carl Sandburg College. Moodle Course * Provide a text equivalent for every graphic using the ALT tag. No text color or style is used to convey meaning. Eliminate or limit blinking text to 3 seconds How to use the Accessibility checker in Microsoft Office - File/Info/Inspect Document/Check for Issues/Check Accessibility Word Documents * N/A (No Word documents in the course) All documents passed the Accessibility Checker Excel Spreadsheets * N/A (No Excel does in the course) All documents passed the Accessibility Checker PowerPoint Presentations * N/A (No PowerPoint Presentations in the course) All documents passed the Accessibility Checker PDF Files * N/A (No PDFs in the course) All documents passed Accessibility (edit/accessibility/setup assistant/ set all accessibility options) if this option is not available your PDF is an image and does not meet accessibility guidelines. Links* Link works The target of each link used is identified. (example: do not use "click here")

N/A (No videos in the course)

Closed Captions





Instructor Course Accessibility Review Form

If this is an online course, please click the link. https://goo.gl/forms/gcVI1ZuacchwMRhB2

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Google Forms

Online Course Design-Redesign-Evaluation Form

A tool to essist in the design, redesign, and/or evaluation of online course.

Please download, print and work through before completing the online form. Once you start the online form it must be completed in one sitting.

Course * Your answer Instructor * Your answer Department * Choose Date * mm/dd/yyyy 🗖 Semester being Reviewed * Choose Reviewer Your answer

Review Type *		
O Initial		
Subsequent		
Subsequent with n	o changes	

Form continues on next page scroll down

I. INSTRUCTIONAL DESIGN analysis of learning needs and the systemic approach of developing an online course facilitating transfer of knowledge and skills through the use of a variety of instructional methods, which relate to multiple learning styles, strategies, and preferences.

Meets - Evidence of this criterion is clear and is appropriate for this course. More could possibly be added. When Meets is the only option, this is considered a standard for all online classes.

Developing - Some evidence of this criterion, but it needs to be presented more clearly or better developed.

Non-Existent - Not present, but should be, based on course design and content, or present, but not appropriate for this course.

N/A - Not applicable based on course design and content.

Course description is provided. * Meets Not Meets
Calendar of due dates and other events is provided. * Meets Not Meets
Credit hours earned for successful completion is stated. * Meets Not Meets
Course goals and objectives are stated. * Meets Not Meets
Grading policy is provided, including grading scale and weights. * Meets Not Meets

If penalties are assessed to grades, they are described. *	
☐ Meets	
Not Meets	
If outro gradit apportunities are available they are described *	
If extra credit opportunities are available, they are described. *	
Meets	
Not Meets	
A grade book is available for checking progress. *	
Meets	
Not Meets	
Procedures for reporting grade information complies with FERPA and institutional	k
regulations.	
□ Maria	
Meets	
Not Meets	
	*
Students provided with a list of supplies such as textbooks and other instructional materials needed for the course.	•
_	
Meets	
Not Meets	
Instructor information is available to student with contact and availability information.	k
Meets	
Not Meets	
Content is structured and sequenced in a mariner which enables learners to	*
achieve the course goals.	
Meets	
Not Meets	
<u> </u>	
Course abides by copyright and fair use laws. *	
Meets	
Not Meets	

A course review form for ADA accessibility has been submitted. *	
Meets	
Developing	
Mandatory attendance assignment included	
Meets	
Not Meets	
A list of technical competencies necessary for course completion is provided. *	
Meets	
Developing	
Non-Existent	
□ N/A	
A list of hardware and software requirements is provided. *	
Meets	
Developing	
Non-Existent	
□ N/A	
A Code of Conduct, including netiquette standards and academic integrity *	
expectations, is provided.	
Meets	
Developing	
Non-Existent	
□ N/A	

Stud	dents, instructor have opportunities to introduce themselves to each other. *	
	Meets	
	Developing	
	Non-Existent	
	N/A	
_		
Mod	dules or activities are described for purpose and/or objectives. *	
	Meets	
	Developing	
	Non-Existent	
	N/A	
Inet	ructional delivery methods accommodate multiple learning styles. *	
illot	ractional delivery methods accommodate multiple learning styles.	
	Meets	
	Developing	
	Non-Existent	
	N/A	
A va	ariety of ways for learners to demonstrate knowledge is provided. *	
	Meets	
	Developing	
	Non-Existent	
	N/A	
Cou	rse tools are appropriate for effective delivery of the content. *	
000		
	Meets	
	Developing	
	Non-Existent	
	N/A	

Cour	rse has no broken links. *
	Meets
	Developing
	Non-Existent
	N/A
Font	type, size, and color are readable. *
	Meets
	Developing
	Non-Existent
	N/A
lmag	ge, audio, and/or video files are clear, file size is manageable by the user. *
	Meets
	Developing
	Non-Existent
	N/A

N/A

A statement of t	he time allocated for	each assessme	ent is provide	±.*	
Meets					
Developing					
Non-Existent					
□ N/A					
A statement indi provided.	cating whether or no	t the assessme	nt can be reta	ken is	*
Meets					
Developing					
Non-Existent					
□ N/A					
	laining how, when, ar	nd what type of	feedback stu	dents receive	is *
		nd what type of	feedback stur	dents receive	is *
provided. Meets Developing Non-Existent N/A					is *
provided. Meets Developing Non-Existent N/A					is *
provided. Meets Developing Non-Existent N/A Opportunities fo Meets Developing Developing	r learner feedback (o				is *
provided. Meets Developing Non-Existent N/A Opportunities fo Meets Developing Non-Existent	r learner feedback (o				is *
provided. Meets Developing Non-Existent N/A Opportunities fo Meets Developing Developing	r learner feedback (o				is *

VI. Credit Hour Policy and Equivalency
The Sandburg Board of Trustees Credit Hour Policy: The definition of a credit hour for Carl Sandburg College constitutes a formalization of policy in order to ensure compliance with federal regulations and accreditation expectations. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency.
The credit hour is the basic unit of academic credit granted by Carl Sandburg College. The college utilizes the Carnegle Unit as the basis for the credit hour. One semester credit equals 50 minutes of faculty instruction time per week for a minimum of 15 weeks along with a minimum of two hours of out of class student work each week during the semester for each credit hour. An equivalent amount of work is required for all forms of learning activities, such as online, blended, laboratory work, studio work, and courses meeting on a shortened schedule.
Calculating number of hours per week required for credit hour equivalency 45 hours of coursework = 1 credit hour 45 x # credit hours = total hours per credit hour / number of weeks in term = hours of coursework per week
For example: 45 hours x 3 credit hours = 135 hours / 16 weeks = 8.44 hours of coursework / week 45 hours x 3 credit hours = 135 hours / 8 weeks = 16.88 hours of coursework / week 45 hours x 1 credit hours = 45 hours / 12 weeks = 3.75 hours of coursework / week 45 hours x 4 credit hours = 180 hours / 16 weeks = 11.25 hours of coursework / week Calculate the required weekly hours of coursework required for credit hour equivalency in this class:
45 x (# credit hours) = (total hours per credit hour) / (number of weeks in term) = (hours of coursework per week)
Credit Hour Equivalency Worksheet Primary activities which substantiate the number of hours per week regulred for credit hour equivalency
Use this worksheet to compute your hours and transfer to the next question. http://bit.ly/credithouregulvalency
Credit hour equivalency based on worksheet Your answer
Does the course meet the Sandburg credit hour policy? (Use the worksheet to help determine credit hour equivalency.) Yes No

Online Course Design-RedesignEvaluation Form Sign in to Google to save your progress. Learn more * Required Submission statement By typing your name below and submitting you are agreeing this form is correct. * Your answer Back Submit Clear form Never submit passwords through Google Forms. This content is neither created nor endorsed by Google, Report Abuse * Terms of Service * Privacy Policy Google Forms