

EXHIBIT 2
CCC ON-LINE COURSE REVIEW/INSTRUCTOR EVALUATION

Course Title				Date	
Instructor			Evaluator		
Mark "yes" if this course exhibits the criteria. Mark "no" if it does not exhibit the criteria.					
Course Overview and Introduction	REVIEW STANDARD: The overall design of the course, navigational information, and course, instructor, and student information are made transparent to the student at the beginning of the course.				
	Yes	No	Criteria		
			Navigational instructions make the course design easy to understand.		
			Evidence of a statement introducing the student to the course and how student learning is structured.		
			Netiquette expectations with regard to discussions and e-mail communications are clarified.		
			The instructor provides an appropriate self-introduction.		
			Students are requested to introduce themselves to the class.		
			Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline are clearly stated.		
Comments					
Course Syllabus Components	REVIEW STANDARD: The course syllabus follows the approved syllabus template.				
	Yes	No	Criteria		
			Instructor contact information is included in the syllabus (phone number, e-mail address)		
			Instructor has posted the response time.		
			Course description is included in the syllabus.		
			Learner outcomes are included.		
			Methods of instruction are identified.		
			Methods of assessment are clearly identified and are linked to outcomes.		
			Course requirements, which outline the instructor's expectations for successful completion of the course, are included.		
			Course Outline is contained in the syllabus OR information is provided in this section directing students to where course outline is available in the course.		
			Assignment Policy contains information on how the instructor will handle late and make-up assignments.		
			Exam policy statement is included.		
			The instructor's expectation for interaction and participation is outlined in the syllabus.		
			Additional recommended resources are listed if applicable and/or available for the course.		
		ADA Compliance statement is included.			
Comments					

Course Instruction	REVIEW STANDARD: To enhance student learning, course technology should enrich instruction and foster learner interactivity.		
	Yes	No	Criteria
			The tools and media used guides the student to become an interactive learner.
			All technologies required for this course are either provided or easily downloadable.
			Instructions on how to access resources at a distance are sufficient and easy to understand.
			The instructor used a variety of teaching methods and aids to meet individual learning differences.
			The instructor completed and reported an assessment of student learning activities related to outcomes listed in the course syllabus.
Comments			
Learner Support	REVIEW STANDARD: The course is effectively supported for learners through fully accessible delivery modes, resources, and learner support.		
	Yes	No	Criteria
			Course instructions articulate or link to a clear description of the technical support offered.
			Course instructions articulate or link to an explanation of supporting materials or resources to enhance student learning.
			Course instructions articulate or link to tutorials and resources that provide additional instructional support for the student.
Comments			

Evaluator's Signature _____ Date _____

My signature below indicates that I have read and received a copy of this evaluation. It does not necessarily indicate that I agree with it.