

University of Houston-Victoria
ONLINE COURSE INVENTORY

General Course Information

Faculty Name:

Semester:

Course Name:

Course Code and Number:

Course Description:

Course Objectives & Topics:

1. Interaction		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
1.1 Welcome Message	Includes a welcome message from the instructor.		
1.2 Instructor Contact Information	Instructor contact information is provided.		
1.3 Instructor Response	Expectations are announced for instructor response to student communications.		
1.4 Instructor Availability	Virtual office hours are posted.		
1.5 Participation Requirements	Required participation is explained.		
1.6 Communication	Guidelines for proper etiquette (netiquette) are explained.		
1.7 Student-Instructor Interaction	Learning activities promote student-instructor interaction.		
1.8 Student-Content Interaction	Learning activities promote student-content interaction.		
1.9 Student-Student Interaction	Learning activities promote student-student interaction.		
1.10 Collaboration/ Team Work	Team tasks are clearly defined.		
1.11 Team Formation	Methods to form teams are announced.		
1.12 Team Expectations	Expectations of team participation are defined.		
Comments:			
2. Ensuring rigor of material, courses, program & quality of instruction		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
2.1 Instructional Material	An explanation is provided on how to navigate the instructional material.		

2.2 Accessibility	When applicable, online instruction complies with accommodation requirements for individual students.		
2.3 Schedule	The course schedule is posted that includes due dates for assignments and activities.		
2.4 Syllabus	The syllabus is posted in an apparent location on the course home page.		
2.5 Identified Learning Objectives	Learning objectives are stated.		
2.6 Learning Objectives	Course assignments align with learning objectives.		
2.7 Feedback	Feedback on assignments is evident.		
2.8 Intellectual Development	Assignments are designed to foster progression of thinking.		
2.9 Required and Optional	The distinction between required and optional materials is clearly explained.		
Comments:			
3. Educational effectiveness		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
3.1 Grading Policy	The grading policy for final course grade is outlined.		
3.2 Multiple Methods	A minimum of 2 methods of assessment are used to evaluate student learning.		
3.3 Assessment	Assessments align with learning objectives.		
3.4 Performance Criteria	Performance criteria for assignments are clear.		
Comments:			

4. Technology used		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
4.1 Starting Point	There is an evident starting point to begin the course on the course home page.		
4.2 Assignment Submission	Directions on how and where to submit assignments are stated.		
4.3 Student Support	Instructions are provided on using the course technologies.		
4.4 Technology Support	There are links within the course to the IT help desk and to Online Technology Specialists.		
4.5 Online Equipment & Tutorials:	There are links within the course to the online equipment requirement & tutorials.		
4.6 Student Services & Resources	The UHV Student Services & Resources is linked within the course.		
4.7 Multi-modal Support	Various technologies and strategies are used to deliver content.		
Comments:			
5. Currency of materials, programs, & courses		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
5.1 Currency	Links to online activities are active.		
5.2 Instructor Oversight	Instructor reviews all aspects of the course before it goes live.		
Comments:			
6. Policies on intellectual property		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
6.1 Intellectual Property	Intellectual property has been acknowledged and verified.		

6.2 Referenced Material	All resources and materials used in the course are appropriately cited.		
Comments:			
7. Integrity of student work and credibility of degrees & credits		<u>Instructor</u> Yes if present No if not evident NA not applicable	<u>Committee</u> Yes if present No if not evident NA not applicable
7.1 Academic Credibility	Measures are taken to prevent cheating.		
7.2 Security of Student Work	All materials and student assessments are password protected.		
Comments:			

INSTRUCTOR'S EVALUATION SUMMARY

Strengths noted in course:

Areas that need modification and updates:

Timeline and plan for improvement:

Faculty Signature/Date

ONLINE COURSE INVENTORY Committee and Dean's Feedback

FOR THE SCHOOL-LEVEL COMMITTEE

Review the inventory completed by the instructor, comparing the instructor's responses to evidence in the course.

List any inventory items for which the committee assessment differs from the instructor's assessment and why:

Strengths of the course:

Recommended modifications to the course:

Timeline and plans for improvement:

Signature of Committee Representative

Date

FOR THE DEAN

List any inventory items for which the Dean's assessment differs from the committee assessment and why:

Strengths of the course:

Recommended modifications to the course:

Signature of Dean

Date