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| OEI Rubric TO DO LIST |
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| **What** | **Who** | **In Progress** | **Done** |
| **Getting Started** |  |  |  |
| Complete Online Course Prior to Teaching online1) Introduction to Teaching in Canvas,<https://onlinenetworkofeducators.org/course-cards/introduction-to-teaching-with-canvas/>2) Introduction to Teaching and Learning Online,<https://onlinenetworkofeducators.org/course-cards/introduction-to-online-teaching-and-learning/> | Submit proof to Kyra Mello, kmello@yccd.edu |  |  |
| Review OEI Rubric<https://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-rev.10.2018.pdf> | Faculty Member |  |  |
| Transform your Face to Face Class to OnlineIf you have not transformed your face-to-face class to an online course, use the rubric to begin to design the navigation structure, unit objectives and assignments.It is recommended that you take the following courses: 1) Introduction to Teaching and Learning Online, <https://onlinenetworkofeducators.org/course-cards/introduction-to-online-teaching-and-learning/>2) Online Teaching and Design<https://onlinenetworkofeducators.org/course-cards/online-teaching-and-design/> | Faculty Member |  |  |
| Add a SandboxThe best way to do start transforming your course, is to work in a CANVAS Sandbox shell. It is just a place to draft and play and experiment with CANVAS. For instructions on how to do this, please visit the ["How to Create a Sandbox Shell" instructions page at the *YCCD Help Site.*](https://help.yccd.edu/faq/canvas-how-to-create-a-sandbox-course/) | Faculty Member |  |  |
| Self-Evaluate your course using the OEI RubricIf you already have a course, self-evaluate the course with the rubric to determine areas not in alignment. Take any courses to assist in deficient areas<https://onlinenetworkofeducators.org/course-cards/> or meet with Linda Staffero | Faculty Member |  |  |
| Self-Evaluation ChecklistThe following checklist is not a complete list of requirements but represents some of the areas listed in the rubric. | Faculty Member |  |  |
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| What | Who | In Progress | Done |
| Section A Questions |  |  |  |
| * Is your course arranged into modules?
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| * Does your course have learning objectives for each module?
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| * Are the course objectives aligned with the assignments?
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| * Do your course modules include all the assignments, discussion boards, quizzes, etc.?
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| * Does your course have video or audio?
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| * Does your course describe how students should interact with the content, assignmnts, etc.?
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| * Does your course have remedial or extra opportunities to interact with the content?
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| * Does your course have a feedback survey?
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| Section B Questions |  |  |  |
| * Do you send a welcome message or letter prior to the start of class?
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| * Do you explain all the methods and tools you will use to communicate to students?
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| * Are students encouraged to interact with each other during the course?
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| * Do you explain the level of participation required by students?
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| Section C Questions |  |  |  |
| * Does the course include a variety of assessments that are both formative and summative?
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| * Do you include descriptive criteria or rubrics for most of the assignments, quizzes, papers, discussion boards, etc.?
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| * For each assignment, do you explain how long it will take to grade and give feedback?
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| * Do you provide opportunities for students to self assess their performance and/or to directly relate content to themselves?
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| Section D: Questions See the OEI Rubric |  |  |  |
| Coaching and Assistance, contact Linda Staffero directly or via her Coaching Session Announcements  | Linda Staffero, lstaffer@yccd.edu |  |  |
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| What | Who | In Progress | Done |
| Course Development |  |  |  |
| After self-assessment of your course, develop your online course. During this time, consult with other faculty, Linda Staffero and DE Committee members.  | Faculty Member |  |  |
| Course Validation and Submittal |   |  |  |
| Faculty teaching new online courses (that is new to the faculty member) must contact Kyra Mello and be added to the DE Committee validation schedule in the semester prior to teaching the course. Courses must be validated prior to teaching. Thus, as above, faculty members requesting validation will then be contacted two weeks prior to the DE meeting in which their course is to be reviewed for validation. You will be asked to add 3-5 faculty reviewers into your course at that time. Please be prompt and add the reviewers when you receive Kyra’s email request to do so. Next, submit your updated self- evaluation to each reviewer. The self-review should guide the reviewer to each item in your course identified in the rubric. It is recommended to provide links to reviewers for ease of review. | Faculty Member, Kyra Mello, DE Committee Members:Amber Kuykendall - akuykend@yccd.eduCarrie Mehlertcmehlert@yccd.eduClark Smithcsmith@yccd.eduColleen Monahancmonahan@yccd.eduGeorgana O’Keefe Sweringgokeefes@yccd.eduJoanna Frostjfrost@yccd.eduJoshua Pittengerjpitteng@yccd.eduKorey Champekchampe@yccd.eduKyle Mathiskmathis@yccd.eduMaris Wagenermwagener@yccd.eduMichael Bagleymbagley@yccd.eduSandi Fowlersfowler@yccd.eduSuki Grewalsgrewal@yccd.edu |  |  |
| Faculty “grandfathered” into the validation process and given 3 semesters to validate, will be contacted by Kyra Mello concerning their DE committee meeting date for validation. Generally, you will be contacted two weeks prior to the DE meeting in which your course is to be reviewed for validation. You will be asked to add 3-5 faculty reviewers into your course at that time. Please be prompt and add the reviewers when you receive Kyra’s email request to do so. Next, submit your updated self- evaluation to each reviewer. The self-review should guide the reviewer to each item in your course identified in the rubric. It is recommended to provide links to reviewers for ease of review. | Faculty member, Kyra Mello, DE Committee members |  |  |

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