OEI Rubric TO DO LIST

#  **Getting Started**

| **WHAT NEEDS TO BE DONE?** | **WHO SEES IT?** | **IN PROGRESS** | **DONE** |
| --- | --- | --- | --- |
| Complete Online Course Prior to Teaching online* [Intro to teaching in Canvas](https://onlinenetworkofeducators.org/course-cards/introduction-to-teaching-with-canvas/)
* [Intro to teaching & Learning Online](https://onlinenetworkofeducators.org/course-cards/introduction-to-teaching-with-canvas/)
 | Submit proof or Kyra Mello |  |  |
| [Review OEI Rubric](https://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-rev.10.2018.pdf) | Faculty Member |  |  |
| Transform face-to-face class to Online* Use rubric to design navigation, structure, unit objectives & assignments
* Recommended to take following courses:
	+ [Intro to Teaching & Learning Online](https://onlinenetworkofeducators.org/course-cards/introduction-to-online-teaching-and-learning/)
	+ [Online Teaching & Design](https://onlinenetworkofeducators.org/course-cards/online-teaching-and-design/)
 | Faculty Member |  |  |
| [Add a Sandbox](https://help.yccd.edu/faq/canvas-how-to-create-a-sandbox-course/):* Draft, play, experiment with CANVAS
 | Faculty Member |  |  |
| Self-Evaluate your course using OEI Rubric* [Take self-evaluation Course](https://onlinenetworkofeducators.org/course-cards/)
* Meet with Linda Staffero
 | Faculty Member |  |  |
| Self Evaluation Checklist (not complete list of requirements, but represents some areas listed in rubric:* **Section A Questions**
	+ Is your Course arranged in modules?
 | Faculty Member |  |  |
| * + Does our course have learning objectives for each module?
 |  |  |  |
| * + Are the course objectives aligned with the assignments?
 |  |  |  |
| * + Do your course modules include all the assignments, discussion boards, quizzes, etc.?
 |  |  |  |
| * + Does your course have video or audio?
 |  |  |  |
| * + Does your course describe how students should interact with the content, assignments, etc.?
 |  |  |  |
| * + Does your course have remedial or extra opportunities to interact with the content?
 |  |  |  |
| * + Does your course have a feedback survey?
 |  |  |  |
| * **Section B Questions**
	+ Do you send a welcome message or letter prior to the start of class?
 |  |  |  |
| * + Do you explain all the methods and tools you will use to communicate to students?
 |  |  |  |
| * + Are students encouraged to interact with each other during the course?
 |  |  |  |
| * + Do you explain the level of participation required by students?
 |  |  |  |
| * **Section C Questions**
	+ Does the course include a variety of assessments that are both formative and summative?
 |  |  |  |
| * + Do you include descriptive criteria or rubrics for most of the assignments, quizzes, papers, discussion boards, etc.?
 |  |  |  |
| * + For each assignment, do you explain how long it will take to grade and give feedback?
 |  |  |  |
| * + Do you provide opportunities for students to self-assess their performance and/or to directly relate content to themselves?
 |  |  |  |
| * **Section D Questions: See Rubric**
	+ **[Sections D1-D3](https://yc.yccd.edu/accessibility-content-pages-canvas-files-2/)**
	+ [**Sections D4-D16**](https://yc.yccd.edu/accessibility-content-pages-canvas-files/)
 |  |  |  |
| Coaching and Assistance:* Linda Staffero directly or via Coaching Session announcements
* Joanna Frost for Section D Accessibility
 | Linda StafferoJoanna Frost |  |  |
| Course Development:* After self-assessment course, develop your online course
* Consult with other faculty, Linda Staffero and DE Committee members
 | Faculty Member |  |  |
| Course Validation & Submittal:* Faculty NEW to online teaching must contact Kyra Mello to be added to the DE Committee Validation schedule IN SEMESTER PRIOR TO TEACHING
* Faculty member will 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 -add reviewers when you receive email from Kyra
* Submit updated self-evaluation to each reviewer.
* 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 Schweringgokeefes@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 validation process:* Have 3 semesters to validate
* Will be contacted by Kyra Mello concerning their DE Committee meeting date for validation
* Will be asked to add 3-5 faculty reviewers into their course at that time
* Will please be prompt and add reviewers when Kyra’s email is received requesting them to do so
* Will submit their updated self-evaluation to each reviewer
* The self-review should guide the reviewer to each item in their course identified in the rubric
* It is recommended that faculty provide links to reviewers for ease of review
 | Faculty memberKyra MelloDE Committee Members |  |  |