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](mailto:kmello@yccd.edu?subject=Sumbit%20proof) |  |  |
| [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](mailto:lstaffero@yccd.edu) | 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 Staffero](mailto:lstaffero@yccd.edu)  [Joanna Frost](mailto:jfrost@yccd.edu) |  |  |
| 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.edu](mailto:akuykend@yccd.edu)  Carrie Mehlert  [cmehlert@yccd.edu](mailto:cmehlert@yccd.edu)  Clark Smith  [csmith@yccd.edu](mailto:csmith@yccd.edu)  Colleen Monahan  [cmonahan@yccd.edu](mailto:cmonahan@yccd.edu)  Georgana O’Keefe Schwering  [gokeefes@yccd.edu](mailto:gokeefes@yccd.edu)  Joanna Frost  [jfrost@yccd.edu](mailto:jfrost@yccd.edu)  Joshua Pittenger  [jpitteng@yccd.edu](mailto:jpitteng@yccd.edu)  Korey Champe  [kchampe@yccd.edu](mailto:kchampe@yccd.edu)  Kyle Mathis  [kmathis@yccd.edu](mailto:kmathis@yccd.edu)  Maris Wagener  [mwagener@yccd.edu](mailto:mwagener@yccd.edu)  Michael Bagley  [mbagley@yccd.edu](mailto:mbagley@yccd.edu)  Sandi Fowler  [sfowler@yccd.edu](mailto:sfowler@yccd.edu)  Suki Grewal  [sgrewal@yccd.edu](mailto:sgrewal@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 member  Kyra Mello  DE Committee Members |  |  |