Process for Online Course Evaluations
Evaluation process for instructors:

1. Online instructors will be notified before their course begins that they have been identified for evaluation by members of the Committee on Online Learning. Instructors will be directed to the website with all of the evaluations forms. Online instructors will be asked to complete and submit the self-evaluation form within the first 3 weeks of the course.

2. Online courses will be visited during Weeks 3-5 of each course. Instructors will be notified of the exact dates of their virtual visit and the visits will not last longer than one week total.

3. The online course evaluations will be done by two members of the committee, and a summary of the virtual evaluation will be completed. If there are major deficiencies in the minimum expectations, the department chair and dean will be notified immediately.

4. The Committee on Online Learning will provide copies of their written summary evaluation to the online instructor and to the respective department chair (or program director), assistant dean, dean, and AVPAA.

5. After receiving the evaluation summary from the committee members, the instructor is asked to complete a short self-reflection response form within 4 weeks addressing any deficiencies in their evaluation and including ideas for improvement in the future. Additional comments or clarification for the committee are also welcomed. The instructor is asked to discuss this response form with their department chair or program director, and provide a copy of the response form to the Chair of the Committee on Online Learning.

6. The online course evaluation, self-evaluation, course syllabus and the instructor response will all be placed in the instructor's file in the Dean's office.

7. Members of the Committee on Online Learning and the Instructional Designer will be available to help provide support and mentoring for any online instructor that requests assistance. For instructors who show major deficiencies, the Chair of the Committee on Online Learning will do a follow-up virtual visit the next time the instructor teaches online to ensure continued online teaching approval.

Timeline/rotation for instructors

Instructors who are new to teaching online, or experienced instructors who have not been evaluated in the past 5 years, will be selected for evaluation. All instructors will be evaluated on a 5 year rotation, or earlier if a need is identified (see evaluation process flow chart below).

Flow Chart for Committee on Online Learning Evaluation Process

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                    ┌─────────────────────────────┐
                    │ Instructor completes self-  │
                    │ evaluation form (within 3   │
                    │ weeks of start of course)   │
                    └──────────────┬──────────────┘
                                   │
                    ┌──────────────┴──────────────┐
                    │ COOL conducts virtual visit │
                    │ & completes evaluation      │
                    │ form. Evaluation is shared  │
                    │ with instructor, department │
                    │ chair, dean, and AVPAA.     │
                    └──────────────┬──────────────┘
                                   │
                    ┌──────────────┴──────────────┐
                    │ Instructor completes        │
                    │ response form within 4      │
                    │ weeks of receiving summary  │
                    │ evaluation and discusses    │
                    │ ideas for improvement with  │
                    │ department chair.           │
                    └──────────────┬──────────────┘
                         ┌─────────┴─────────┐
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If satisfactory review and/or satisfactory progress planned, instructor will be reviewed again in 5 years.

If showing major deficiencies in one more areas (quality of online instruction or curriculum, use of Moodle, or lack of social presence or learning community), COOL chair will notify Dean and Department Chair.

COOL Chair will review instructor next time instructor teaches online. Evaluation is shared with instructor, dept. chair, COOL and AVPAA

If unsatisfactory second review by COOL chair, instructor approval to teach online will be revoked in collaboration with AVPAA and Dean.