**Online course evaluation: Instructor response form**

Instructions: Respond to your plan to meet the standards that were not met during your virtual visit (*i.e.,* standard met with “partially” or “no”). Please add more boxes as needed. The text in italics is an example – please type over with your own responses.

Please discuss your response form with your Department chair or Program Director within the next four weeks. Please provide a completed copy of this form to the Chair of the Committee on Online Learning (Jennifer Sadowski, [jasadowski@viterbo.edu](mailto:jasadowski@viterbo.edu)).

Addressing feedback from your evaluation with a plan to improve is a required element of continued online teaching approval. Members of the Committee on Online Learning and our Instructional Designer are available for individual mentorship and support.

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| Instructor Name: | | |
| Department: | | |
| Full course name and course prefix and number: | | |
| Dates of virtual visit: | | |
|  | | |
| **Standard** | **Plan** | **Comments** |
| *Section A#1. The course includes multiple forms of instruction (e.g., interactive discussions, writing assignments, and testing) to address multiple styles of student learning.* | *I will include additional types of activities:*   * *Online quizzes* * *Videos* | *This was the first time teaching the course online and I have ideas for including several new types of activities that will complement and extend student learning.* |
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| **Other comments:** | | |