Appendix B

Online Class Proposal Evaluation Criteria

- The course content is suitable for online delivery.
- The course has no negative impact on existing course/s (online or on-ground).
- The same course is offered in an on-ground format during the same academic year.
- The course is transferable to a two- or four-year college.
- The projected course enrollment is at least 15 students.
- The teaching methods engage students in active learning.
- The learning activities promote interactivity (student-student and/or student-instructor).
- The learning objectives can be accomplished meaningfully and entirely by the teaching methods used in online delivery format.
- The technology tools used in online delivery promote the accomplishment of learning objectives.
- The learning outcomes assessment methods are suitable for online delivery.
- If the course materials used in online delivery are copyright-protected, the permission has been received to use the materials online.
- The instructor has adequate experiences or skills in teaching with technology. The instructor has taught an online course at either MxCC or other higher education institution. Or the instructor has used basic teaching tools (e.g. e-mail, discussions, assignment, announcements, syllabus, etc.) within a course management system for an on-ground course at MxCC or other higher education institution.
- The instructor has successfully completed the iTeach course, an intensive training course offered by the Connecticut community college system.*
- The instructor is available and willing to commit to the development of the online courses no later than five months before the semester when the course will be offered.
- The instructor can be reached via e-mail daily on working days during registration and the semester when the course is being offered.
- The instructor resides within driving distance and is available for face-to-face training or face-to-face student assistance on MxCC campuses when the course is developed as well as when the course is being offered.

    *Those who have not completed iTeach but have met equivalent competency of iTeach will be seeking approval by his/her department chair, Director of Distance Learning, and Dean of Academic Affairs.