

ONLINE COURSE EVALUATION PROCEDURE
REVISED BASED UPON COMMENTS FROM FALL 08 PILOT

**Note: The procedure is designed to follow the current on-campus observation procedures as closely as possible in the online environment so that deans, chairs, and peers can observe courses. Faculty who are interested in observation of their courses by online teaching experts specifically for improving the online aspects of their courses may contact the Office of Distance Education for more information about Quality Matters.*

1. Selection of observers for the online course should follow normal departmental procedures for the selection of classroom observations.
2. Online course observations are done in two parts:
 - a. First, the observer should initially enter the class on his/her own to observe the course and materials.
 - b. Then the observer and instructor should review the course together.
3. When the instructor uses WebCT as the course management system, if the observer is unfamiliar with WebCT, he/she should complete the WebCT tutorial provided at <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=11750>
If the instructor uses a different delivery method, he/she should provide the observer with appropriate orientation materials.
4. The observer should review the Standards for Online Courses at Montgomery College.
(<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=12325>, read *Standards for Online Courses at Montgomery College*)
5. The observer and the instructor mutually agree on a specific learning unit to observe and window of time for the observation. Observation forms can be found at the ODE website (<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=8847>)
6. As with any observation, ahead of time, the instructor provides the observer with any essential materials (see checklist) or a list of areas on which he/she would specifically like feedback.
7. The instructor e-mails the ODE, copying the observer, requesting that the observer be given guest student access to the course for the purpose of observation.
8. The instructor notifies students that an observer will be in the course site during the selected observation period.
9. The observer observes the selected learning unit and materials provided by the instructor during the agreed upon time period.
10. There is a follow-up meeting between instructor and observer to discuss details about the about the instructor's pedagogical techniques that might not be observable (instructions sent through private e-mail, etc)
11. Once the agreed upon window for the observation has passed, the instructor e-mails the ODE, copying the observers, requesting that the guest access be deleted from the course.

CHECKLIST OF MATERIAL INSTRUCTORS MAY WANT TO PROVIDE OBSERVERS
(items on this list are not required, but may be distributed at the discretion of the instructor)

- Copy of course syllabus, orientation and/or navigation instructions
- Sample e-mails between instructor and student (with students' names blanked out)
- Rubrics used to evaluate discussion boards or other assignments
- Sample feedback on student work (comments on an essay assignment or discussion board topic with students' names blanked out)
- Outside resources provided to students (list of websites, private tutorials, distributed CDs)