DISTANCE LEARNING
QUALITY-CHECK FORM

Course Number: ____________________________
Course Name: ______________________________
Instructor Name: ___________________________

Directions: Review this Internet course to ensure it meets all the listed quality standards established by the Gateway Distance Learning Committee and eTech. Place a checkmark in all boxes where the standards are met. If a standard is not met, do not check the box and make any comments that might be helpful to the course designer to bring the course up to standard. Sign and date the form. If this course is part of a state-aligned curriculum, forward to Vice President/Provost of Open Campus for his signature of approval.

☐ Appropriate Gateway Technical College identification
☐ Course navigation information
☐ Course syllabus
  ☐ Attendance procedures and policies
  ☐ Calendar of events and due dates for all assignments and Discussion Board discussions
  ☐ Contact information (mailing addresses, FAX numbers, phone numbers, email addresses, and Web addresses)
☐ Competencies
☐ Core Abilities
☐ Description
☐ Defines time to complete the course
☐ Grading plan/assessment strategies
☐ Instructor contact information
☐ Instructor introduction
☐ Prerequisites (if any)
☐ Special needs services
☐ Textbook and materials
☐ Virtual office hours
☐ A campus support section(s) or link to Gateway site including the Distance Learning Student Support link at
      http://cws.gtc.edu/departments/distancelearning/studentsupport/

☐ Assignment section(s)
  ☐ Competencies and outcomes
  ☐ Description of learning activity
  ☐ Due dates (define time)
  ☐ Guidelines for assignments
  ☐ Helpful links to other web sites
  ☐ Related instructor notes
  ☐ Required readings and research
☐ Student introduction requirement (Discussion Board)
☐ Timely feedback on assessment
☐ Hardware and software specifications specific to the course
☐ Learning activities/objects (need one or more)
  ☐ Communicates high expectations
  ☐ Develops collaborative learning
  ☐ Emphasizes time on task
  ☐ Respects diverse talents and ways of learning
  ☐ Uses active learning techniques
  ☐ Promotes Interaction
☐ Other Requirements
  ☐ Netiquette statement (or link to the Distance Learning Student Support Site listed above)
  ☐ Staff preparation for online delivery demonstrated
  ☐ Student attributes for successful on-line learners
  ☐ Students contacted by the instructor before course begins
  ☐ Students communicate with one another during course
  ☐ Students complete eTech Wisconsin feedback instrument as well as instructor course evaluation
  ☐ Student list with email addresses (with permission)
  ☐ Technology support section(s) (when it exists)

Director, Distance Learning: ___________________________ Date: ______________

(For State-aligned Curriculum only):

VP/Provost Signature: ________________________________ Date: ______________

Comments: