



## Principles of Good Practice for Effective Online Instruction Worksheet

An institution offering courses through electronic or other modes of distance delivery is expected to meet the standards and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC policy specifies that all learning opportunities provided by our accredited institutions have the same quality, accountability, and focus on student outcomes, whether they are delivered electronically or by more traditional means. Any institution offering courses and programs electronically is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites (see [Policy on Distance Learning](#)).

In addition, the ACCJC has adopted "Principles of Good Practice" as developed by the Academic Senate for California Community Colleges. El Camino College encourages the use of these principles to help ensure the quality, integrity, and effectiveness of distance learning. All courses listed as a distance education course at El Camino College will be reviewed against the "Principles of Good Practice" to ensure that they are technically sound and of high quality. Faculty members must use this course compliance self-review and gain approval by their Dean or Academic Officer for each distance education course taught. The completion of this document is the final step in the assessment process to determine online course readiness.

Please fill-out this worksheet using a PDF Reader or Microsoft Word 2007/2010 and email the completed form to [distanceed@elcamino.edu](mailto:distanceed@elcamino.edu) by August 2, 2012. The form will be reviewed by the Distance Education (DE) office and forwarded to the Academic Dean for approval. You will be notified as soon as the document is finalized. The DE Office will keep a copy of the completed document.

### I. Course Information

Instructor's Name:	Department:
Course Name:	Course Start Date:
Course Site URL Address:	
Distance Education Format: <input type="checkbox"/> Online <input type="checkbox"/> Hybrid	
If students are not required to meet on campus, they can complete this course without physically visiting the institution offering this course. All necessary instruction and support infrastructure is in place to serve the off-campus student. <input type="checkbox"/> Yes <input type="checkbox"/> No	

### II. Technical Review

#### A. Browsers, Operating Systems and Devices

This course has been checked for function on the following:

Browsers:	Operating Systems and Devices:
<input type="checkbox"/> Internet Explorer	<input type="checkbox"/> Windows (PC)
<input type="checkbox"/> Safari	<input type="checkbox"/> Mac (OSX)
<input type="checkbox"/> Firefox	<input type="checkbox"/> Tablets (Mobile OS)
<input type="checkbox"/> Google Chrome	<input type="checkbox"/> Smartphones (Mobile OS)
<input type="checkbox"/> Others (specify):	<input type="checkbox"/> Others (specify):

## B. Course Management System (CMS)

What CMS are you using as delivery software for this course?

<input type="checkbox"/> Etudes (college-supported)	<input type="checkbox"/> ECC Portal
<input type="checkbox"/> Blackboard	<input type="checkbox"/> Faculty Website
<input type="checkbox"/> Moodle	<input type="checkbox"/> Publisher's Site
<input type="checkbox"/> Others (specify):	

## C. Faculty Training

When and where did you complete your Online Teaching and CMS training?

Online Teaching	Course Management System
Name of Course:	Name of Course:
Date Completed:	Date Completed:
Location Taken:	Location Taken:

## III. Curriculum and Instruction Review

### A. Syllabus (check all that are included)

<input type="checkbox"/> Course Name, Number and Description	<input type="checkbox"/> Information for downloading required software (Office 2010, Flash, PDF Reader, Media Player)
<input type="checkbox"/> Course Prerequisites	<input type="checkbox"/> Backup plan if technology fails (alternative method to notify students if website is down)
<input type="checkbox"/> Course Objectives	<input type="checkbox"/> Accessibility (ADA) Statement
<input type="checkbox"/> Instructor Contact Information	<input type="checkbox"/> Students have been made aware of testing options and locations
<input type="checkbox"/> Required Text and Purchase Information	<input type="checkbox"/> Drop Policy relative to length of course and assignment completion
<input type="checkbox"/> Student Learning Outcomes	<input type="checkbox"/> Student Responsibility (Readiness, Reading, Writing, Computer and Internet Skills)
<input type="checkbox"/> Description/Outline of Lessons/Modules	<input type="checkbox"/> Course Integrity Statement (Cheating and Plagiarism)
<input type="checkbox"/> Calendar of All Assignments, Discussion Board, Test/Quiz Due Dates	<input type="checkbox"/> Others (specify):
<input type="checkbox"/> Link to Student Support Information	
<input type="checkbox"/> Link to the Library Information	
<input type="checkbox"/> Link to Technical Support including CMS Help Resources and ITS Information	
<input type="checkbox"/> Software and Hardware Recommendations	

### B. Lectures

Delivery Method	Frequency per week
CMS Modules	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Slides (PowerPoint, Prezi)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Audio Clips (Audacity)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Video Clips (Intellectcom, Edustream)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Video Conference (CCC Confer, Google Hangout)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Lecture Capture (Echo 360)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Screen Capture (Camtasia, Jing)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Multimedia Tools (VoiceThread, Merlot)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Others (specify):	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+

### C. Coherence and Completeness (check all that apply to this course)

<input type="checkbox"/> A consistent course structure
<input type="checkbox"/> A variety of learning activities that meet diverse learning styles
<input type="checkbox"/> Guidelines for feedback on assignments and questions (turn-around time for email, grading, etc.)
<input type="checkbox"/> Graphical and multimedia elements
<input type="checkbox"/> Course navigation that is easy for the student to follow
<input type="checkbox"/> Word, PDF, PowerPoint and other downloadable files
<input type="checkbox"/> Links to other web sites (opens in new window)
<input type="checkbox"/> Interactive activities
<input type="checkbox"/> Evaluation instruments

### D. Regular Effective Contact

Per accrediting the Title V Guidelines, regular and substantive interaction between student and teacher is required. Syllabi must describe mandatory regular substantive interaction between students and instructors. Instructors must regularly initiate interaction with their students. What delivery method and how many times per week do you achieve regular contact with your students?

Delivery Method	Class Discussions	Group Work	Review Sessions	Student Questions	Office Hours
Discussion Board	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
CCC Confer	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Voice Thread	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Google Docs	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Social Networks	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Email	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Chat/IM	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Private Message	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Phone	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2+
Others (specify):					
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#### E. Evaluation and Assessment (check all that apply)

<input type="checkbox"/> Student achievement in the course will be assessed
<input type="checkbox"/> The course results in learning outcomes appropriate to the rigor and breadth of the course outline of record.
<input type="checkbox"/> Necessary revisions to this course will be made at regular intervals
<input type="checkbox"/> Students will be given an opportunity to provide feedback for this online course
<input type="checkbox"/> Communication between student and instructor regarding the effectiveness of the course will be open

#### IV. Accessibility Review

(Add statement on Section 508). Characterize the accessibility of your course content using a scale with 0 not in compliance and 2 fully compliant). To indicate that you are not using a method listed below, leave the item blank.

Video with audio are all captioned	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Images have alternative text or descriptions	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Tables include row and column headers	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Audio files have text transcripts	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Color is not used to convey meaning	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Styles are used in Word Documents	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Tab orders were checked in PDF Files	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2

#### V. Copyrights and Permissions Review

(Add statement on Copyrights and Permissions)

Have you confirmed that the course materials and any course materials not developed by the copyright holder are "fair use" or that you are otherwise exempt from liability from infringement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process
If not, have you acquired permission to use or link to the materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process

#### VI. Authentication Review

The Higher Education Act (HEA) of 2008 requires an institution that offers distance education "to have processes through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit." What processes and practices do you use to authenticate or ensure student identity (check all that apply)

<input type="checkbox"/> Secure login and password - College-supported CMS (Etudes)
<input type="checkbox"/> Secure login and password - other system (specify):
<input type="checkbox"/> Proctored examinations
<input type="checkbox"/> Face to face meetings
<input type="checkbox"/> Monitoring regular and effective engagement between student and instructor
<input type="checkbox"/> Utilize plagiarism detective software (Turnitin)
<input type="checkbox"/> Others (specify):

By entering the date and your name below, you certify that all efforts have been made to ensure that copyright permissions have been obtained and all efforts have been made to comply with institutional policies regarding technology and other learning resources including ECC Policies and Guidelines for Distance Education. The Distance Education Office will notify the instructor of course approval status. The DE Office will keep a copy of the completed document.

**Instructor's Comments:**

Date:	Signature:

**Instructional Media Coordinator's Comments:**

Date:	Signature:

**Division Dean's Comments:**

Date:	Signature:

**Learning Resources Director**

Date:	Signature:
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