



## Distance Education Environment Checklist

Name \_\_\_\_\_ Date \_\_\_\_\_

Class Observed \_\_\_\_\_ Time \_\_\_\_\_

Observer \_\_\_\_\_ Department \_\_\_\_\_

Syllabus reflects learning assessments appropriate to course outcomes? YES  NO  N/A

Graded assignment required in accordance with 10% verification? YES  NO  N/A

Student opinion of instruction (SOI) evaluated? YES  NO  N/A

	Exceptional Contribution*	Meets Expectations	Needs Improvement*	Not Observed
<b><u>Learning Environment</u></b>				
Maintains class organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course is active and necessary materials are posted the first day of class; i.e., syllabus, staff information, first assignment, subsequent course material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selects learning experiences that are appropriate to level of learning and that set high and challenging academic standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages and invites diverse perspectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a respect for students' dignity, worth and potential in all communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Instructional Delivery</u></b>				
Has medium for frequent student-student interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitates and moderates that medium regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course is designed and delivered to meet course outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course material is available in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty provide frequent and meaningful feedback to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*All items marked Exceptional Contribution or Needs Improvement must be explained.  
Other Comments: (Note either effective or ineffective teaching practices observed)**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator's Supervisor Signature**

\_\_\_\_\_  
**Date**