The Principles of Good Practice for New, Fully-Developed Electronically-Delivered Courses

The Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically were developed by the Western Interstate Commission for Higher Education and adopted by the Texas Higher Education Coordinating Board. These Principles provide an outline for consideration when developing, teaching, or evaluating the quality of electronic instruction. Therefore, Stephen F. Austin State University requires this documentation as an assurance that all newly developed electronically-delivered courses meet these guidelines. (Throughout the following pages, the Principles are in bold type.)

Course designers should use this form as a checklist is evaluating their own course however, it is no longer necessary for the course designer to complete this form or to bring it to the final approval meeting. This form will be completed by the Department Chair and the Office of Instructional Technology during the final approval meeting for the online course.
The Principles of Good Practice for Electronically-Delivered Courses

Course and Designer Information

Course prefix, number, and title: __________________________________________

Title and Name of Course Designer: _______________________________________

Program or Degree: _____________________________________________________

Name of School or Department: ____________________________________________

Signatures of Approval

By signing below, I declare that I have duly inspected this course and hereby warrant that this course meets the standards of the Principles of Good Practice, and is hereby approved to be offered as an electronically-delivered course.

_______________________________________________________________________

Course Designer(s) Date

_______________________________________________________________________

Department Chair Date

_______________________________________________________________________

Office of Instructional Technology Date
Department Chair’s Checklist

1. The course is consistent with the institution’s role and mission to provide an educational opportunity to all students.  
   Yes ☐ No ☐

2. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.  
   Yes ☐ No ☐

3. Qualified faculty members provide appropriate oversight of the program or course that is offered electronically.  
   Yes ☐ No ☐

4. Students will be given an opportunity to evaluate this online course.  
   Yes ☐ No ☐

5. Results of the course evaluation will be used to revise the course.  
   Yes ☐ No ☐

6. The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.  
   Yes ☐ No ☐

7. The course provides for appropriate interaction between faculty and students and among students.  
   Yes ☐ No ☐

8. Student achievement in the course will be assessed.  
   Yes ☐ No ☐

9. The course offered electronically is coherent and complete.  
   Yes ☐ No ☐

Course Prefix, Number, and Title

Department Chair Initials
Office of Instructional Technology’s Checklist

1. The institution provides faculty support services specifically related to teaching online. ................................ Yes □ No □

2. The institution assures appropriate training for faculty who teach via the use technology .......................... Yes □ No □

3. Through a Getting Started module students are provided with clear, complete, and timely information on:

   -- syllabus with course goals, requirements and assessments….. Yes □ No □
   -- nature of faculty/student interaction…………………………. Yes □ No □
   -- acquiring texts and materials………………………………….. Yes □ No □
   -- Link to SFAONLINE for Student Services and tech support. Yes □ No □
   -- Link to Online Orientation for tech requirements and skills…. Yes □ No □

4. The course offered electronically is coherent and complete.

   -- uses SFA supported LMS………………………………………. Yes □ No □
   -- timeline of requirements, assignments, and assessments…… Yes □ No □
   -- content modules with clearly defined components including:
     -- introduction and objectives for each lesson ………………….. Yes □ No □
     -- content or lecture materials generated by the instructor…… Yes □ No □
     -- readings………………………………………………………… Yes □ No □
     -- activities/practice …………………………………………… Yes □ No □
     -- dialogue and interactions……………………………………… Yes □ No □
     -- assessments (quizzes, exams, tests, presentations)......... Yes □ No □
     -- conclusion or summary………………………………………… Yes □ No □
     -- all content modules are complete and online…………………. Yes □ No □

5. The course materials meet legal requirements.

   -- all course materials meet ADA guidelines ……………………. Yes □ No □
   -- copyright laws are followed throughout the course………… Yes □ No □

Course Prefix, Number, and Title __________ OIT Initials __________

The Principles of Good Practice for Electronically Delivered Courses as adopted by Stephen F. Austin State University
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