

**Chaminade University Online Course Peer Checklist
for
Course Content**

All Chaminade University online courses must meet with minimal standards for delivery to the public. The following checklist has been developed to assist peer reviewers in assessing new/developing or current courses for their compliance with those standards.

Instructions:

1. The peer review can be done either in person or online. Peer reviewers should be division heads or senior classroom faculty with online experience in the same or similar content area.
2. Contact the instructor at least five business days prior for a scheduled meeting or online review.
3. Upon completing the review, the reviewer will discuss with the instructor what deficiencies if any need to be improved upon.

Instructor Name:	Reviewer Name:
Course ID:	Course Title:
Course Description:	
eCollege Course Access for Reviewer: Contact eCollege Systems Administrator if you require access as a student or designer. Please contact: Jon Nakasone, 739-8327 or jnakason@chaminade.edu	

Basic Information from Online Instructor <i>(Please ask the online instructor the following):</i>
Are you using pre-developed courseware or other online or video content from a publisher or faculty member? If so, please describe.
Describe the methods of student testing/assessment you plan to utilize in the course and your reasons for choosing those methods.

Explain why you believe the chosen mode of online delivery is appropriate for this course.

Checklist for Reviewer (*Please indicate whether the following items have been achieved or not by the online instructor*):

Instructional Design Considerations			
	Yes	No	Comments
1. The course objectives match those of Face-2-Face courses.			
2. Course content and coverage are equivalent to that of on-campus sections of the course.			
3. The textbook is the same as, or comparable to that used in on-campus sections.			
4. Visuals are used to enhance the content.			
5. Content is made available in manageable segments with logical progression.			
6. Opportunities for collaborative work with others in class are provided.			
7. Quizzes, tests, exams, assignments and projects are tied to course outcomes and appropriate to the class.			
8. Assessments are used that are appropriate to the online environment and focus on a range of styles including papers, discussion postings, projects etc.			

Course Management Considerations			
	Yes	No	Comments
8. The syllabus clearly shows instructor's name, phone, email and office hours; course objectives; and information on assessment tools and calculation of grades.			
9. Course policies, such as penalties for late work, plagiarism, make-up tests, etc. have been clearly outlined in the syllabus.			
10. The syllabus clearly shows assignment due dates and test dates.			
11. The Discussion tool is used.			
12. The interaction (e.g. discussion postings) expectations set by the instructor are both reasonable and sufficient.			
13. Sufficient initial direction or instructions is available for beginning the course.			
14. External Web links are provided as a resource for the course.			
15. The Announcement tool is/will be used to announce quizzes, due dates etc.			
16. Plans have been or will be made for proctoring exams if required.			