

Distance Education Checklist

- 1) List faculty members who directly participated in developing distance education curriculum and their qualifications.
- 2) List sequence and frequency of distance education lessons or class sessions.
- 3) Provide complete citation(s) of textbooks and other required written materials.
- 4) Submit sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured.
- 5) List Instructional methods and platforms that will be used (ex. Blackboard, Plato, etc.).
- 6) Arrange for a date and time to provide Bureau staff a demonstration of platform utilized for distance education.
- 7) Explain how students and teachers are trained in this program (Current Trend, Pedagogy, Theory, Adoption, Practicum)
- 8) Describe accessibility.
- 9) Describe how assessments are completed by students. Provide examples of assessments (formative summative)
- 10) Describe training/professional development for distance education teachers that is provided.
- 11) Explain the timely completion of student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used. List response time from teacher to student for evaluations.
- 12) Explain how your distance education program is applicable to your program mission.
- 13) Submit copies of distance education Syllabus/Requirements of student.
- 14) Explain how you ensure that the educational program offered through distance education is appropriate for delivery through distance education methods.
- 15) Explain how you assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment.
- 16) Explain how the instructors evaluate student's participation in class "discussion board"? Does a live instructor review all the discussions, and if so, how often? Please provide rubric for "discussion board" participation and contributions.
- 17) Explain how the program ensures the materials and programs are current, well organized, designed by faculty competent in distance education techniques and delivered using readily available, reliable technology.
- 18) Explain how the program provides for meaningful interaction with faculty who are qualified to teach using distance education methods. And how clear standards for satisfactory academic progress are maintained in distance education.
- 19) Explain how you employ a sufficient number of faculty to assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog. How many part-time and full-time?

20) An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. Does your institution comply with this requirement? Please explain.