

Southern Regional Education Board's *Electronic Campus*  
Principles of Good Practice Checklist

*Electronic Campus* Principles of Good Practice Checklist

Program/Course: \_\_\_\_\_

Institution: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

A. CURRICULUM AND INSTRUCTION:

1. Each program or course of study results in learning appropriate to the rigor and breadth of the degree or certificate awarded.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

2. A degree or certificate program or course offered electronically is coherent and complete.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

3. The course provides for appropriate interaction between faculty and students and among students. (Describe the nature of the interaction for the course. In the case of a degree program describe the general nature of the student interactions across all of the courses while noting specific exceptions when necessary)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

4. Qualified faculty provide appropriate supervision of the program/course that is offered electronically. (Describe how faculty provide supervision to remote learners enrolled for this course of program.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

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5. Academic standards for all programs or courses offered electronically are the same as those for other courses delivered at the institution where the programs originate.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination

Comments:

6. Student learning in programs or courses delivered electronically should be comparable to student learning in programs offered at the campus where the programs originate. (If any research data are available to support the nature of the student outcomes, please provide a summary or copies if available.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

B. INSTITUTIONAL CONTEXT AND COMMITMENT:

Roles and Mission

1. The program or course is consistent with the college's role and mission

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

2. Review and approval processes ensure the appropriateness of the technology being used to meet program or course objectives. (Please discuss why particular technologies or modes of delivery were chosen.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

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Student Support Services (to be completed if originating college is providing)

3. The program or course provides students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, prerequisite technology competencies and skills, technical equipment requirements, availability of academic support service, financial aid resources and costs and payment policies.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

4. Enrolled students have reasonable and adequate access to the range of student services and resources appropriate to support their learning. (How is the access provided? If through a web site, please provide the URL.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination

Comments:

5. The institution has admission/acceptance criteria in place to assess whether the student has the background, knowledge and technical skills required for undertaking the course/program. (If a form of student assessment is used, please provide a copy or reference its location (URL) on the Internet.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

6. Advertising, recruiting, and admissions materials clearly and accurately represent the program and the services available. (Please provide copies of any materials used in promotion of the course or program.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

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Faculty Support

7. The program or course provides faculty support services specifically related to teaching via an electronic system. (Describe the nature of the support services offered to faculty.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

8. The institution assures appropriate training for faculty who teach using technology. (What types of training is offered to those involved in SREC listed courses and programs?)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

9. The program or course provides adequate equipment, software and communications to faculty for interaction with students, institutions, and other faculty. (Describe any specific equipment, software and communications methods to enhance student faculty interaction.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination

Comments:

Resources for Learning

10. The program or course ensures that appropriate learning resources are available to students. (Describe the range of resources such as textbooks, readers, tapes, CD's, access to digital databases and other library resources and how the student acquires them.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

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11. The program or evaluates the adequacy of, and the cost to students, for access to learning resources. It also documents the use of electronic resources. (Describe any processes used for evaluation and attach any additional costs to the student for such access not covered in tuition and regular fees.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

Commitment to Support

12. Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

13. The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period sufficient for students to complete a degree or certificate. (If a required course is not offered or the program is discontinued, how will students be accommodated?)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

C. Evaluation and Assessment

1. The institution evaluates program and course effectiveness, including assessments of student learning, student retention and student and faculty satisfaction.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

2. At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

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Comments:

3. Program or course announcements and electronic catalog entries provide appropriate information. (Provide copies.)

\_\_\_\_\_ Meets criteria  
\_\_\_\_\_ Appears to barely meet criteria  
\_\_\_\_\_ Does not meet criteria  
\_\_\_\_\_ Inadequate information provided to make a determination.

Comments:

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Principles of Good Practice Evaluation Form

**Program/Course:**

**Institution:**

**Reviewer:**

**Date:**

**Comments:**

\_\_\_\_\_ Request should be approved and forwarded to the *Electronic Campus*

\_\_\_\_\_ Request should be discussed by the review committee.

\_\_\_\_\_ Request should be held until the institution can provide more information.

**I have concerns regarding the specific criteria noted below and an explanation follows.**

A1	A2	A3	A4	A5	A6			
B1	B2	B3	B4	B5	B6	B7	B8	B9
B10	B11	B12	B13					
C1	C2	C3						

**Explanation of concerns or additional comments:**