

Tips for deans: completing an evaluation of an online class

To evaluate an online class:

- The best parity with the traditional one-class dean's visit will be achieved if you observe a certain unit of the course (such as "Chapter 3" or some similar sized unit). This unit may last a week or more in the course. The instructor can select the unit, just as he or she would choose a day for you to visit the traditional classroom. If the course is not organized by units, a similar sized chunk of the course should be selected.
- The instructor must enroll you in the course using the roster manager. Your rights should be "mentor" and your role "observer."
- At some point, the instructor should mention to the class that you are observing and why.
- Visit the course at least a few times. Observe the course structure and content and the interactions between the instructor and the students in the discussion forums.
- Toward the end of the unit being observed, the instructor can send to the students via course mail in Angel the online version of the TABS form (available on InsideMCC). The instructions should clearly state that the form should be completed and returned via course mail to you and NOT to the instructor.
- Use Faculty Online Course Observation Form (available on InsideMCC) to complete your notes on the evaluation, and complete the follow-up conference as usual. This form is similar to the Faculty Classroom/Lab Observation form, but it has been modified for use in an online classroom. There are two line items marked for hybrid courses only; leave those out when evaluating an online course.

To evaluate a hybrid class:

- All of the above directions apply, but a classroom visit should also be completed. Please use the online version of the course evaluation form (available on InsideMCC) and complete two additional line items, marked for hybrid courses.