## Guidelines for reviewing Online/ Hybrid Course Proposals and forms

**All forms must be included with the proposal for the Committee’s review**

### Specific to the Course Syllabus & Modular Worksheet

1. Is the syllabus completed using the online template? Are the links for Tutoring, Moodle Tutorials working and up-to-date?
2. For hybrids, are “Online” components **bolded**? (Are the appropriate Weekender sections bolded to denote they are online?)
3. Do the modules appear to have content associated with them that is more than just homework?
4. Do the online assignments have some sort of interactivity?
5. Will there be some type of assessment in the online section of the course?
6. Is there a specific grading rubric for postings, discussion board, etc.?
7. Is it specified what the online learner will have to do for the online components of the class?

### Specific to the Course Checklist

1. Is the course checklist complete? If no, is there an attachment as to why it is incomplete?
2. How is the student oriented to the online component of the class?
3. Are learning activities specified?
4. Does the course checklist align with the syllabus as far as those learning activities go? **Example of non-alignment**…the checklist specifically mentions a discussion board component or component or YouTube but there is no reference to it in the online portion of the syllabus.

### Specific to the Course Proposal

1. Is the course proposal complete? (Some of these items will be found on the syllabus).
2. Do the answers to the questions on the course proposal make sense?
3. Will they stand up to scrutiny from outside Keystone College?
4. Is the proposal signed by the developer and Division Chair (or approved by email the Division Chair)

### Specific to the F2F Matrix

1. Are the Matrix’s total hours appropriate? (One Weekender = 6 hours, an entire 3 credit course should be 3hrs x 15 weeks=45 hours)

Please add any other comments here: