# Checklist for Administrator Review & Approval of Online Courses

The purpose of this form is to guide you through the initial review of an online course that has been developed by a faculty member from your unit in collaboration with a learning designer. The materials typically reviewed at this stage include a course outline/syllabus and sample lessons.

Course under review: (e.g., METEO 101)

Faculty author(s):

Learning designer:

## Part A: General Review

Please indicate your level of agreement with each item listed by checking either “Yes” or “No.” Use the “Comments” area to provide additional feedback, if necessary.

Yes Yes Top of Form

1. Yes\_\_\_ No\_\_\_ The course topics adhere to those specified in the approved course proposal on file with the University Faculty Senate. (For new, temporary courses, the course topics meet with departmental approval.) Use the [University Curriculum Archive](http://curriculumarchives.libraries.psu.edu/apex/f?p=410:2) to search for digital versions of course and program proposals.

Bottom of Form

1. Yes\_\_\_ No\_\_\_ Course concepts are at the appropriate level of difficulty for intended audience.
2. Yes\_\_\_ No\_\_\_ Content presents perspectives that are representative of the discipline.
3. Yes\_\_\_ No\_\_\_ Content is presented in a format that is clear and consistent.
4. Yes\_\_\_ No\_\_\_ I am confident that another faculty member from my department could teach this course.

Comments:

## Part B: Specific Areas of Concern

In addition to the general review of the course, the learning designer would like your feedback on the following areas of concern. (The learning designer will provide areas of concern as a numbered list below, and the administrator will provide feedback in the “Comments” section.)



Comments:

## Part C: Approval and Recommendations

Based on the review, it is concluded (select one of the 3 choices below):

Yes\_\_\_ Course materials meet department standards. Development should continue using these materials as a model of the expected quality for the completed course.

Yes\_\_\_ Course materials need some improvement. The recommendations I have made should be incorporated in the development of the remaining materials before receiving departmental approval.

Yes\_\_\_ Course materials need some improvement. Please schedule a meeting with myself, the faculty author(s), and the course’s learning designer to discuss my concerns.

Reviewed by:

Date: