

Distance Learning Course Quality Guidelines

The Distance Learning Coordinating Council requires that all new online courses in development meet the Basic-Level Guidelines before being offered online. Implementation will occur at the Department level.

Basic Level

A basic-level online course shall contain the following items:

- 'Welcome' or 'Getting Started' Item
- Introduction to Course and/or Instructor
- Course Management & Navigation Guidelines
- Course Syllabus
- Course Calendar or Schedule
- Course Content
- Student Expectations
- Description of Required Course Technologies
- Link to the JCCC Distance Learning Web Pages
- Communication Guidelines
- Instructor Response Time Frame
- Grading Policy
- Netiquette Policy
- Copyright Statement

Intermediate Level

An intermediate-level online course should contain the following items:

- Orientation Activity
- Student Introduction Activity
- Course Learning Objectives
- Supplemental Materials, Multimedia, etc.
- Links to External Content Web Sites
- Additional Instructional Support Documents

Advanced Level

An advanced-level online course should contain the following items:

- Learning Goals Linked to Assessments
- Student Interactivity Tools / Activities
- Interactive Learning Strategies Items / Activities
- Self-assessment Activities

Mastery Level

Submit course for Quality REACHE peer review

The Distance Learning Coordinating Council highly recommends that all current online courses migrating to the new LMS meet the Basic-Level Guidelines before being offered online. Implementation will occur at the Department level.