**UNT ONLINE PROGRAM CHECKLIST**

For a NEW ONLINE PROGRAM or a PROGRAM OFFERED 50% OR MORE ONLINE

**COLLEGE:**

**DEPARTMENT:**

**PROGRAM:**

**CONTACT PERSON:**

Name:

Title:

E-mail:

Phone:

**CURRICULUM AND INSTRUCTION**

[ ]  Learning outcomes are appropriate to the rigor and breadth of the degree or certificate awarded

[ ]  Program or course is coherent and complete

[ ]  Provides for appropriate interaction between faculty and students and among students

[ ]  Qualified faculty provide oversight of program or course that is offered electronically

[ ]  Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution when the program or course originates

[ ]  Student learning in programs or courses delivered electronically should be comparable to student learning in programs or courses offered at the campus where the program or course originates

**INSTITUTIONAL CONTECT AND COMMITMENT**

**Role and Mission**

[ ]  Program or course is consistent with the institutions role and mission

[ ]  Review and approval process ensure the appropriateness of the technology being used to meet the objectives of the program or course

**Students and Student Services**

[ ]  Program or course announcements and electronic catalog entries provide appropriate information

[ ]  Students shall be provided with clear, complete, and timely information on curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.

[ ]  Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning

[ ]  Institution has admission/acceptable criteria in place to assess the extent to which student rights appropriate to support their learning

[ ]  Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available

**Faculty Support**

[ ]  The program or course provides faculty support services specifically related to teaching via an electronic system

[ ]  The institution assures appropriate training for faculty who teach via the use of technology

[ ]  The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty

**Resources for Learning**

[ ]  The institution ensures that appropriate learning resource are available to students

[ ]  The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources

**Commitment to Support**

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

[ ]  The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program

**EVALUATION AND ASSESSMENT**

[ ]  The institution evaluated the programs or courses educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction

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

[ ]  **Programs should assess outcomes across modalities (face-to-face, online and/or off-site locations) and provide evidence of analysis and any necessary improvement actions taken based on the analysis. Evidence and actions should be annually recorded in institutional effectiveness plans.**