

## Arts and Sciences Distance Education Online Course Component Technical Review Checklist

**Course:** ASC 3200

**Instructor:** Cheryl Lowry

**Summary:** Spring Semester 2015

Standard	Yes	Yes with Revisions	No	Feedback/Recommendations
1. The tools and media support the course learning objectives.	✓			This course will be using a Hi-Flex model to deliver content for the course. Aspects of the course content will be accessible both synchronously and asynchronously through the Carmen and Carmen Connect platforms. There will be a mix of live guest speaker lectures to cover content.
2. Course tools and media support student engagement and guide the student to become an active learner.	✓			<p>Students will engage with each other and the course materials on a weekly basis in the following ways:</p> <ul style="list-style-type: none"> <li>• Introduction video will be used to introduce the students to the instructor and give a course overview for the start of the course</li> <li>• Students will engage in weekly group discussion assignments that will be posted to the Carmen Discussion Forum.</li> <li>• Group work assignments will be used to reinforce content</li> <li>• Weekly readings will be used for written assignments that will be submitted to the Carmen Dropbox</li> <li>• Asynchronous online interactive activities</li> <li>• Synchronous online office hours with the Instructor for the course</li> </ul>
3. Navigation throughout the online components of the course is logical, consistent, and efficient.	✓			The new ODEE online course Carmen shell template will be used for this course. Course materials will be organized within Carmen to match the week-to-week schedule outlined in the course syllabus. Detailed weekly activities will be noted in Carmen.

4. Students can readily access the technologies required in the course.	✓			Both Carmen and Carmen Connect will be used to teach this course. Students are not required to have any account outside of their OSU account.
5. The course technologies are current.	✓			Carmen and Carmen Connect are both current and supported OSU platforms✓.
6. Funding and support for the course technologies are sustainable for future sections of the course.	✓			Any video lectures will be captioned if requested as part of an authorized disability accommodation. OSU's office of Disability Services charges \$50/hr. for captioning. It is not clear at this time how this will be funded?
7. The course technologies, tools and media will be evaluated and updated as underlying technologies, platforms and approaches change.	✓			Carmen and Carmen Connect will be used to teach this course. Recommend that the students for the course be surveyed on the technology used in the course and that the technology be modified based on student feedback each time the course is taught. What did and did not work for the students?
8. The course instructions articulate or link to a clear description of the technical support offered and how to access it.	✓			The faculty member should add an overview and instructions for students to access Carmen and Carmen Connect technical support. (8-Help)  <a href="https://carmen-services.it.ohio-state.edu/carmen-help/students/">https://carmen-services.it.ohio-state.edu/carmen-help/students/</a>
9. Course instructions articulate or link to the institution's accessibility policies and services.	✓			The faculty member should include a link to OSU accessibility page on the syllabus.  <a href="http://ada.osu.edu/resources/Links.htm">http://ada.osu.edu/resources/Links.htm</a>
10. Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help students succeed in the course and how students can access the services.	✓			The faculty member should add to the syllabus an overview and contact information for the student academic services offered on the OSU main campus.  <a href="http://artsandsciences.osu.edu/current-students/university-resources">http://artsandsciences.osu.edu/current-students/university-resources</a>

### Reviewer Information

- Date Reviewed: 3/12/14
- Reviewed By: Mike Kaylor
- Comments: Complete

