SOE Online and Hybrid Review Process
Checklist

In order to ensure the highest quality online learning experiences for undergraduate and graduate students in the School of Education (SOE) at SUNY Buffalo State, a review process has been developed for course sections being implemented as hybrid or 100% online delivery.

Faculty must participate in this SOE review process prior to a first offering of a hybrid or online course section in either format. Course sections which will be taught in hybrid and/or online formats will be reviewed based on the following checklists.

<u>Hybrid Instruction - Review Checklist</u>

Name of Course:

Instructor:

1. Faculty member will provide evidence of expertise in the Blackboard learning management system. (For example, the faculty member completed the Blackboard Specialization Certificate or completed several professional development activities related to Blackboard/Online Teaching or has successfully implemented sections of other courses in the hybrid/online environment with a positive evaluation of the design by RITE or department faculty.)

Documentation provided: _____   Approved by Department Chair: _____
(Please attach copies of documentation to this form.)

2. Faculty member will submit an example course calendar indicating how many class sessions the class will meet face-to-face and the time points in a typical semester when they will take place.

Course Calendar provided: _____   Approved by Department Chair: _____
(Please attach copy of course calendar to this form.)

3. Faculty member will submit a description of the benefits of providing the course section in hybrid format, including a description of the types of course activities that will take place in online and face-to-face environments and justification for those choices.

Description of Benefits provided: _____   Approved by Department Chair: _____
(Please attach copy of course calendar to this form.)

100% Online Instruction – Review Checklist

Name of Course:

Instructor:

1. Faculty member will provide evidence of expertise in the Blackboard learning management system. (For example, the faculty member completed the Blackboard Specialization Certificate or completed several professional development activities related to Blackboard/Online Teaching or has successfully implemented sections of other courses in the online environment with a positive evaluation of the design by RITE or department faculty.)

Documentation provided: _____   **Approved by Department Chair:** _____
(Please attach copies of documentation to this form.)

2. Faculty member will submit a justification for providing a section of the course in an online format. The justification should include a description of how online instruction will provide a direct benefit to students and/or how it will provide an alternative mechanism for reaching a population of students who would not be able to attend class meetings on campus.

Justification provided: _____   **Approved by Department Chair:** _____
(Please attach copies of justification to this form.)

3. Faculty member will submit an example course calendar with an outline of weekly course activities/assessments and an explanation of how each Student Learning Outcome (SLO) for the course will be met in the online format.

Course Calendar provided: _____   **Approved by Department Chair:** _____
(Please attach copy of course calendar with SLOs to this form.)

Approval/Denial:

The course has been **approved** for hybrid _____ or online instruction_____.

Department Chair Signature/Date: _____

Comments:

The course has been **denied** for hybrid _____ or online instruction_____.

Department Chair Signature/Date: _____

Comments: