

XIII-E2 CHECKLIST FOR COURSE MATERIALS

Faculty Member: _____

Course Title and section: _____

Year and Semester: _____

- _____ 1. Instructor's Name, office location, email address, and telephone number (either college, administrative assistant, or office)
- _____ 2. Course Title/Number
- _____ 3. Meeting days and times
- _____ 4. General course description and prerequisites (according to College catalogue)
- _____ 5. All required course readings (whether written or electronic), including information on publisher and edition used or website address or link
- _____ 6. Student Learning Outcomes (list)*
- _____ 7. Teaching procedures (briefly describe)
- _____ 8. Course topics and/or assignments and/or required and/or supplemental reading
- _____ 9. Tentative test schedule/assignment(s) schedule
- _____ 10. Basis for student grading and calculation of final grade as well as criteria for evaluating student performance
- _____ 11. Attendance policy
- _____ 12. Institutional Disability Services statement

If any of the above are missing or if the evaluator has concerns, the unit member will be notified and given an opportunity to submit the missing materials and respond to the concerns within fourteen (14) calendar days.

*See #6 in the "Principles Statement on Student Learning Outcomes and Assessment" (Appendix A in the contract).

 Evaluator's Signature

Date