

J-1 Potential Pre-Evaluation Questions for Online Courses

These are supplemental and voluntary to any other questions you may ask tenure candidates prior to the evaluation.

Course Structure

1. Within Canvas, how do students primarily access course content (modules, a pass-through to Publisher Content, a combination, or some other way)?
2. If you use Publisher content, will your evaluator need an access code to access the material? If so, provide an access code (typically available from your publisher representative).
3. What type of material do you use when facilitating your online course (textbook readings, articles, videos, discussions, publisher content, etc.) Of these, which are used in the week you are being evaluated?

Communication

1. What form(s) of communication do you use with the class as a whole (Zoom, Canvas Inbox/Conversations, Discussions, Announcements, MyPortal mail, regular email, other)?
2. If you use Zoom in your course, what are the participation requirements of students? Are your meetings required or optional? Do you provide recordings for students?
3. If you use discussions in your course, what are the typical participation requirements of students? What do students receive in terms of feedback on their discussion posts?
4. What form(s) of communication do you use with individual students (Canvas Inbox/Conversations, regular email, assignment submission feedback and comments, discussions, announcements, other)?
5. What can a student in your class expect in terms of communication in an average week?
6. Evaluators can't access the gradebook, your submission comments, the Canvas Inbox/Conversations or your email. Do you feel you will need to provide screen captures or sit down with your evaluator to highlight your regular, effective communication with students? If so, would you prefer to provide screen captures or meet with your evaluator in person?

Equity, Student Success and Community

1. How do you feel you create and facilitate a sense of community in your online course?
2. How would you evaluate the engagement of your online students? Do you have any standards of participation that lend themselves to an active online course with strong student participation and engagement?
3. Is there anything else you'd like to share, even an anecdotal story, about how you've addressed equity and student success in your online course?

Additional Information

1. During the week being evaluated, is there a particular activity you'd like to highlight and/or explain to your evaluator in more detail?