Best Practices for Evaluation of Hybrid and Online Sections
as recommended by the Distance Education Committee, (November) 2018

• Evaluatees should provide evaluators with student access to all course components and may provide instructor access. Additionally, evaluatees should provide materials not currently available to students.

• Evaluatees should make students aware that observers will be entering the class to solicit student evaluations of the instructor and the course and to observe class activities.

• Evaluators should visit course areas several times over a period of one to two weeks; "one time" visitations yield few usable details in online or hybrid environments.

• Evaluators should be sensitive to the fact that many online students complete their coursework in short windows of activity, often over the weekend.

• Evaluators should take care in determining which tools are used to establish and maintain regular, effective instructor-student and student-student contact; since only some contact will be visible to evaluators, they ought to ask the evaluatee for information about regular, effective instructor-student and student-student contact in the class.

• Evaluators should consider the extent to which the course is designed for ease of use, accessibility, and effective pedagogy.

• Once the observation has occurred, evaluatees or evaluators may contact the Office of Distance Education to have the evaluators removed from the class.