### Required Standard

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<th>Required Standard</th>
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| 1. Course taught on approved online platforms. | • Blackboard  
• INACT (used by Alternative Teacher Certification Program) | n/a – not necessary for student evaluation of instructor. |
| 2. Syllabus posted electronically within platform. | Posting of syllabus:  
• Course menu*  
• Homepage  
• Course email messaging | Was the syllabus accessible and clearly presented? |
| 3. Syllabus specifies method of communication for use by students and faculty. | Methods of communication:  
• University email  
• Course email messaging  
• Discussion board | Did the instructor clearly specify a method of communication for use by students and faculty? |
| 4. If special hardware (e.g. webcam, scanner) or software (e.g. Powerpoint, Prezi, etc.) are required, specifications and use are clearly defined. | Posting of requirements:  
• Homepage*  
• Syllabus*  
• Course email messaging | Did course software, tools and media support course objectives? |
| 5. Instructor introduction accessible first day of semester. | Posting of introduction:  
• Homepage  
• Syllabus  
• Course email messaging  
• Audio  
• Video | Was the instructor’s introduction accessible? |
| 6. Course deadlines and assignment dates are clearly delineated. | Posting of deadlines and dates:  
• Blackboard or INACT calendar  
• Syllabus  
• Course email messaging | Were course deadlines and assignment dates clearly delineated? |
| 7. Method instructor will use to verify attendance prior to census date is clearly described. | Methods of verification:  
• Discussion Board Participation*  
• Respond to Instructor Email  
• Submission of assignment | n/a – not necessary for student evaluation of instructor. |
| 8. Standards for instructor responsiveness (e.g. return email within 48 hrs) and availability (e.g. post virtual office hours) are clearly posted, including: contact information, office hours, timely feedback, posting of grades. | Posting for instructor availability:  
• Homepage  
• Syllabus | Did instructor clearly post standards for instructor responsiveness and availability (i.e. contact information, office hours, email turnaround, feedback)? |
| 9. Standards for “appropriate interaction between faculty and students and among students”\(^{2}\) are clearly posted. | Methods for interaction:  
• Asynchronous (Threaded Discussion)  
• Synchronous (Live Chat)  
• Team Projects  
• Individual Email  
• Group Email  
• Audioconference  
• Interactive Video  
• Student posting of assignments for review by faculty/other students | Did course tools and media support “appropriate interaction between faculty and students and among students” to meet course objectives? |
| 10. Course content is organized in a manner that is clear and accessible. | Methods for course organization:  
• Folders  
• Units  
• Modules  
• Chapters | Was course content easily accessible?  
Was course content organized and clearly presented? |


\(^{2}\)See THECB website for Coordinating Board Rules, Policy and Related Forms for Distance Education, [http://www.thecb.state.tx.us/index.cfm?objectid=8996E4AE-9356-09BD-80C4630889C8B45](http://www.thecb.state.tx.us/index.cfm?objectid=8996E4AE-9356-09BD-80C4630889C8B45)