

Please Note

According to the **UNCG Syllabus Policy** the highlighted sections **Student Learning Outcomes (Objectives)** and the **Assessments** (*sections 2 and 3 of the Quality Matters Checklist*) **must** either be listed on or linked from the syllabus.

Of these two sections, only line 2.2 (*The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.*) in the highlighted section of **Student Learning Outcomes (Objectives)** (*section 2*) does not need to be checked on the form.

Therefore, for approval, please make sure that when the Quality Matters Checklist is submitted, 2.1, 2.3, 2.4, 2.5, 3.1, 3.2 and 3.3 are all checked and the form is signed by the faculty member and the department head.

Thank you

QUALITY MATTERS CHECKLIST

Use this checklist as a guide to identify the areas (Syllabus, Canvas, and/or External Course Website) where the specific QM standard is met in your course. For example, QM standard 1.1 is typically met by content in Canvas.

Place a checkmark in each area (Syllabus, Canvas, and External Course Website) where the QM standard is met.

Standards mandated by UNC Greensboro are denoted by an asterisk and highlighted in green.

Course Prefix: _____ No: _____

Standard	Syllabus	Canvas (LMS)	External Course Website
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Course Overview/ Introduction

1.1	Instructions make clear how to get started and where to find various course components.*			
1.2	Learners are introduced to the purpose and structure of the course.*			
1.3	Communication expectations for online discussions, email and other forms of interaction are clearly stated.*			
1.4	Course and/or institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided.			
1.5	Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.*			
1.6	Computer skills and digital information literacy skills expected of the learner are clearly stated.			
1.7	Expectations for prerequisite knowledge in the discipline and/or any required competencies are clearly stated.			
1.8	The self-introduction by the instructor is professional and is available online.			
1.9	Learners are asked to introduce themselves to the class.			

Learning Objectives (Competencies)

2.1	The course learning objectives, or course/program competencies, describe outcomes that are measurable.*			
2.2	The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.*			
2.3	Learning objectives or competencies are stated clearly, are written from the learner's perspective, and are prominently located in the course.*			
2.4	The relationship between learning objectives or competencies and course activities is clearly stated.*			
2.5	The learning objectives or competencies are suited to the level of the course.*			

Assessment and Measurement

3.1	The assessments measure the stated learning objectives or competencies.*			
3.2	The course grading policy is stated clearly at the beginning of the course.*			
3.3	Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy is clearly explained.*			
3.4	The assessments used are sequenced, varied, and suited to the level of the course.			
3.5	The course provided learners with multiple opportunities to track their learning progress with timely feedback.			

Standard	Syllabus	Canvas (LMS)	External Course Website
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Instructional Materials

4.1	The instructional materials contribute to the achievement of the stated learning objectives or competencies.*			
4.2	The relationship between the use of instructional materials in the course and completing learning activities is clearly explained.*			
4.3	The course models the academic integrity expected of learners by providing both source references and permissions for use of instructional materials.*			
4.4	The instructional materials represent up-to-date theory and practice in the discipline.			
4.5	A variety of instructional materials is used in the course.			

Learning Activities and Learner Interaction

5.1	The learning activities promote the achievement of the stated learning objectives or competencies.*			
5.2	Learning activities provide opportunities for interaction that support active learning.*			
5.3	The instructor's plan for interacting with learners during the course is clearly stated.*			
5.4	The requirements for learner interaction are clearly stated.			

Course Technology

6.1	The tools used in the course support the learning objectives and competencies.*			
6.2	Course tools promote learner engagement and active learning.*			
6.3	A variety of technology is used in the course.			
6.4	The course provides learners with information on protecting their data and privacy.			

Learner Support

7.1	The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.*			
7.2	Course instructions articulate or link to the institution's accessibility policies and services.*			
7.3	Course instructions articulate or link to the institution's academic support services and resources that can help learners succeed in the course.			
7.4	Course instructions articulate or link to the institution's student services and resources that can help learners succeed.			

Accessibility and Usability

8.1	Course navigation facilitates ease of use.*			
8.2	The course design facilitates readability.*			
8.3	The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners.			
8.4	The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.			
8.5	Course multimedia facilitate ease of use.			
8.6	Vendor accessibility statements are provided for all technologies required in the course.			

Faculty Signature: _____ Date: _____

Please Print Name: _____

Department Chair or Designee Signature: _____ Date: _____

Please Print Name: _____