

Course Design Review Checklist

Course:

Term:

Faculty/Instructor:

CCCS Teaching Resource Yes No Modified

Uses the [Healthy Course Checklist](#), [DEI Checklist](#), [Learner-Centered Checklist](#), [QM/QM+ Standards](#), and [Accessibility Checklist](#) as a basis for basic review. The intention is to deliver a well-designed, learner-centered course that eventually meets all standards.

- Welcome Widget or Welcome Announcement available from Day 1 of class provides clear instructions on how to get started and minimum requirements (HCC 1; QM/QM+ 1.1, 1.2, 1.3, 1.5, 1.6, 1.8+)
- Instructor contact information is clearly available to learners via the Instructor widget. It may also be available elsewhere in the course such as on the syllabus but Instructor widget should be complete and updated. Communication expectations clearly noted. (HCC 1; QM/QM+ 1.3, 5.3+, 5.4a+, 5.4b+, 6.2+)
- Syllabus is provided in a syllabus module following institution best practices (HCC 1; QM/QM+ 1.5, 1.6, 1.7, 3.2, 3.3, 6.4, 7.1, 7.2, 7.3, 7.4+, 8.6)
- Current CCNS competencies included (HCC 2; QM/QM+ 2.1+)
- Measurable module/unit/week level competencies included. Should be aligned to CCNS competencies. Clearly aligned to assessments, materials, and activities. Highly recommend inclusion of a course map. (HCC 2; HCC 3, QM/QM+ 2.2, 2.3, 2.4, 2.5, 2.5+, 3.1, 4.1, 4.2, 5.1, 5.2a+)
- Course and course materials are accessible; includes video captioning, alt text for images, heading styles for documents, and colors. (HCC 4; QM/QM+ 6.3, 8.2, 8.3, 8.4, 8.5, 8.6+)
- Diversity, Equity, and Inclusivity considerations taken into account? (HCC 5; QM/QM+ 1.4a+, 1.4b+, 4.5b+, 4.5c+, 4.5d+, 5.2a+, 5.2b+, 5.2c+, 5.2d+, 6.3b+, 8.4)
- Learner-Centered Design? Look for things like a flat structure, metacognition activities, active learning, etc. (HCC 6; QM/QM+ 3.5b+, 4.3, 4.4, 4.5, 4.5a+, 5.2b+, 5.2c+, 8.1a+, 8.1b+, 8.2)

Meets Regular and Substantive Interaction (RSI). [HLC Accreditation Requirement](#). See [this article for more information](#).

Recommendations: