# Common Course Materials Review Questions –

# Summer 2023 & Fall 2023 Colorado Online pooled sections

The questions below are designed to guide discipline conversations about course materials (e.g., textbooks, Open Educational Resources, Lab Kits)

## Alignment

*Effectiveness in helping students achieve course learning outcomes*

Looking at the common course outcomes for this course, please answer the following questions together:

### *Quantity*

* To what extent do the materials address the course learning outcomes?
  + I.e., The nominated materials address \_\_\_\_\_ of the course learning outcomes (All | Most | Some | None)

### *Quality*

* How well does the content of the materials prepare students to meet the course learning outcomes? The following questions may guide
  + Are the materials **relevant**? The nominated materials relate directly to what students are expected to know or do in the course, and will prepare students to achieve the course outcomes. Yes/No
  + Are the materials **unbiased**? The nominated materials are presented with no or minimal bias. Yes/No
  + Are the materials **current**? The nominated materials are up to date and accurate. Yes/No

## Resources

*Availability of an accompanying course shell in D2L and/or other support resources for instructors*

* Are there one or more complete D2L course shells related to these course materials that faculty and instructors are able to adopt or adapt?
  + Do shells address priority healthy course checklist areas of measurable outcomes, alignment, accessibility?
* Are there individual learning objects, learning activities and/or assessment activities related to these course materials that faculty and instructors are able to adopt or adapt?
  + Do individual learning activities address priority healthy course checklist areas of measurable outcomes, alignment, accessibility?
* Are there instructor guides or other support resources for instructors related to these course materials?

## Experience

*Accessibility and usability (ease of use) for both instructors and students*

### *Accessibility*

* If the materials are physical, are there **alternate versions?** (e.g., braille or audio versions of textbooks)
* If the materials are digital, have they been **checked for accessibility**? (e.g., logical reading order, ability to navigate without a mouse, use of heading styles, alternative text for images)

### *Usability*

* Are the course materials **well organized**?
* Are the course materials **easy to navigate**? (e.g., digital versions have links, physical versions have an intuitive layout)
* Are the course materials **broken into smaller chunks** or sections?
* Do the course materials **include reflection questions** to help students make sense of the content?
* Do the course materials **include images and/or graphic visualizations** to help students make sense of the content? Is the image resolution clear, either in print or on different devices?
* Do the course materials **include activities** to help students apply concepts or practice skills?

***Consistency***

* Are the course materials for a course that is part of a series? If so, have common course materials been selected for other courses in the series? Can pooled courses use the same materials (e.g., one textbook for two or three semesters of calculus) or materials created by the same source (e.g., publisher, OER Textbook provider)?

### *Inclusion*

* Do the course materials present course concepts from diverse perspectives that represent the students in the CCCS?
* Do the course materials use images that represent the diversity of CCCS students?

## Technology

*Technology, integration and maintenance considerations*

### *Format*

* Are the course materials provided in a digital format, a physical format (e.g., printed textbook, physical lab kit) or both?
* Are the course materials published as Open Educational Resources (OER)?

### *Integration (if digital)*

* If the course materials are digital, how would they **integrate with D2L**?
  + These course materials have an existing integration with D2L or can be managed by faculty and instructors (e.g., require only a link)
  + These course materials can be integrated into D2L, but will require work by CCCS tech staff
  + These course materials can be integrated into D2L, but will require paying the vendor for a custom integration
  + These course materials cannot be integrated into D2L, and will require students to log into another platform
* Has any instructor in the system used this integration for a class?

## Cost

*Cost to student*

* What is the total cost to students for these course materials?
  + There is no cost to students
  + The total cost to students ≤ $25
  + The total cost to students ≤ $50
  + The total cost to students ≤ $99
  + The total cost to students ≥ $100
  + The total cost to students ≥ $150
* If the cost is high, will students be able to use the same course materials for one or more other courses (e.g., multiple courses in a series use the same textbook)?
* When students register for this course, will they need to pay any fees associated with these course materials?
  + No
  + Yes, the fee is how they pay for the materials
  + Yes, there is a fee in addition to the course materials cost
  + Other \_\_\_\_\_\_\_\_\_\_