View Amendment Form

Course Code: GAME1309North C102416
Course Number: GAME1309
Course Name: Intro to Animation Programming

Standard:	1.4 - (2 Points)
Title:	<mark>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.</mark>
Revision Notes:	Removed the links and verified the links were working and linked to the correct Syllabus document in Standard 1.1.
	Corrected broken links noted in Standard 1.4, and previous course had incorrect Syllabus linked. Corrected Syllabus. (If some links are not working, the reviewer might be behind a firewall and not able to view the links requested) Late submission rules/guidelines were already listed.
	Most of these corrections seemed to be issues with the Syllabus. The Syllabus was updated so this should be a non-issue now.
Chair Approval:	No
Notes:	<mark>This standard was originally "not met' with the following recommendation, "To meet this standard check the links and make sure they are active and working properly. Canvas does have a Check Link feature that you can "run" on your course. It will identify links that are not working. Specific recommendations were:</mark>

1. **Done-removed bad links** <mark>Providing a link to the Course Schedule as the one provided in the reviewed course pulls up a Sample Weekly Course Content not an actual course schedule. This link appears on the Course and Campus Policies page and does not</mark>

appear to have been changed. To improve this, either remove the link, link to the actual course schedule, or explain why you are including a "sample" weekly schedule.

2. **done** Scholastic Integrity – link not working. This link has been removed from the Course and Campus Policies page. In the Scholastic Integrity section of the syllabus, information about scholastic integrity is provided and a statement directing students to the student handbook, "See Student Handbook "Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)] #18 is included. Since the wording in the standard is "Course and/or institutional policies with which the learner is expected to comply **are clearly stated, or a link to current policies is provided**," this satisfies the requirements for the standard; however, including a direct working link to this information would make it easier for the students to access.

3. **Done**-**removed bad links** –Plagiarism—link not working. Directions are provided telling the students how to find the Plagiarism Tutorial in Canvas Commons. I was not able to actually access the tutorial, I received a "Sorry, there is a problem in your Canvas/Commons configuration." This could be because I have a reviewer account but you should verify that students can actually access this in your actual course.

4. **Done**-**removed bad links** –The Other Important Policies and Information link (which appears on the Course and Campus Policies page) goes to a File or Directory not found message. To meet this standard, either remove this link or fix the link so that it goes to the correct file.

5. **Done**-**removed bad links** –Disability Services. This link has been removed from the Disability Services section of the syllabus. Information about disability services is provided and a statement telling students "The link is available from the NCTC home page". Since

the wording in the standard is "Course and/or institutional policies with which the learner is expected to comply **are clearly stated, or a link to current policies is provided**," this satisfies the requirements for the standard; however, <mark>including a direct working link to Disability Services would make it easier for the students to access.</mark>

<mark>Of the 5 specific issues mentioned in the review recommendations, 3 appear to still be problematic. To meet this standard, resolve issues still associated with items 1, 3, and 5.</mark>

Standard:	1.5 - (2 Points) **done-Changed the name of the page to Technology Help to Technology Requirements**
Title:	1.5 Minimum technology requirements are clearly stated and instructions for use provided.
Revision Notes:	Added a technology requirements page to the "Begin Here" Module. Information was already listed in the Syllabus.
Chair Approval:	No
Notes:	Although the amendment form states, "Added a technology requirements page to the "Begin Here" Module. Information was already listed in the Syllabus," I do not find a technology requirements page in the Begin Here module. I do find a Technology Help page in the Begin Here module. On this page there is a section "Minimum Requirements" that explains students need either Microsoft Office or OpenOffice. The syllabus does list the textbook and software (Autodesk MAYA2014) requirements along with a flash drive designated as optional.

If you created a technology requirements page, make sure the page you added appears in the Begin Here module. If the Technology Help page is what you are referencing, you might

rename the page (e.g., Technology Help & Minimum Requirements) to indicate what is included on the page. Also, it's still unclear to me whether or not the webcam is needed or optional for this course. It is mentioned in the Introduction discussion assignment but appears to be an option. You might make this clear by listing it in the syllabus as optional or required--like you did the flash drive.

Standard:	1.8 - (1 Point) **done**
Title:	1.8 The self-introduction by the instructor is appropriate and is available online.
Revision Notes:	Added Introductory statements and my expectations of students to HOME page. Already had my self as an Animation visible as an example on the Student Intro page. Still planning on generating an INTRO Video to append to the HOME page.
Chair Approval:	Yes
Notes:	An instructor introduction appears on the Home page. It's great that you are working on generating an INTRO video to include as well. Although you reference an Animation "visible on the Student Intro page", I do not see a Student Intro page.
Standard:	2.2 - (3 Points) **done**
Title:	2.2 The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.
Revision Notes:	Completely revised the Course Learning Objectives, and edited in the Syllabus, as well. Course Learning Objectives were simplified and revised to match the WECM Objectives and are stipulated with (WECM Learning Objective) WLO1. Course Learning Objectives are introduced as the means to acquire the WECM Objectives. They are also stipulated with an abbreviation or acronym of CLO1.

Chair Approval:	Yes
Notes:	Weekly (module level) objectives are included in each week's introduction. These module level objectives are written in terms that a measurable and precisely describe what student's need to do to meet the objective. Weekly (module) objectives are aligned by reference the WLO or CLO each objective addresses.
Standard:	2.4 - (3 Points)
Title:	2.4 The relationship between learning objectives or competencies and course activities is clearly stated.
Revision Notes:	Completely reworked and updated the course Learning Objectives to align with the Workforce requirements (WECM) Every weekly module was assigned the WECM Learning Outcome in parenthesis (WLO1-3). Each weekly task is assigned those Learning Objective numbers.. Connected the WECM Learning Objectives with the Course Learning Objectives.
Chair Approval:	No
Notes:	To meet this standard you must clearly state the relationship between the learning objectives and course activities. Review feedback recommendations were to:

1. clearly align course and weekly learning outcomes
2. include a statement to connect the learning objectives to learning activities (or reference the WLO's in assignment directions or continue the weekly introduction page format (Statement of weekly objectives followed by the "how you will meet these objectives" information.

You have addressed item 1 by referencing the WLO or CLO to each weekly objective statement. Although you state "Each weekly task is assigned those Learning Objective numbers", I

am unable to find where you have done this. You do use the weekly introduction format (list weekly learning objectives followed by the "how you will master these objectives" statement for modules 1 - 9 but not for modules 10 - 13. To meet this objective you need to meet this at least the 85% level, as it stands meeting it for 9 of 13 modules is 69% which leaves this standard still "Not Met".

Standard:	3.1 - (3 Points) **done**
Title:	3.1 The assessments measure the stated learning objectives or competencies.
Revision Notes:	Added Rubrics to most of the Lab's within a table format. Stipulated that there is a level of subjective selection that applies here, just as it does in many fields of study.
Chair Approval:	Yes
Notes:	This standard is met as the assessments measure the stated learning objectives.

Standard:	3.3 - (3 Points)
Title:	3.3 Specific and descriptive criteria are provided for the evaluation of learners' work and are tied to the course grading policy.
Revision Notes:	Added Rubrics to most of the Lab's (some within a table format). Some repetitive Labs were removed. Updated Syllabus and Gradebook to depict the POINTS system for grades. Updated all Discussion Forums with Grading Rubric.
Chair Approval:	No

Notes:	To meet this standard, specific and descriptive criteria are provided for the evaluations of the learner's work and tied to the course grading policy. You have added rubrics to many assignments to clarify how points will be awarded. There are 21 assignments with points associated. Thirteen of the assignments have rubrics associated with them and 1 assignment (Lab 9B/Axe) is designated as complete/not complete--all or nothing--no rubric needed. These meets the standard at a 66% level which is below the minimum 85% level.
	To meet this standard, provide specific and descriptive grading criteria for the following assignments--or if as in the case of assignment (Lab9B/Axe), they are all or nothing, provide a statement to that effect. If you have provided the grading criteria elsewhere in the course and I've missed it, you might reference it with the assignment directions. That is where I looked for this information.
Standard:	4.3 - (2 Points) **done**
Title:	4.3 All instructional materials used in the course are appropriately cited.
Revision Notes:	Citations Page was added to BEGIN HERE module AND Citations were added to indicate third party links. Links were amended and updated. Some links were removed.
Chair Approval:	Yes
Notes:	This standard is MET as all instructional materials used in the course are now appropriately cited.
Standard:	5.1 - (3 Points)
Title:	5.1 The learning activities promote the achievement of the stated learning objectives or competencies.
Revision Notes:	In multiple locations added a parenthetical reference to the Learning Objectives and the Course Outcome. (WL0 and

CLO) Created a reference on the Course Ojectives page that acts as a legend. Added references to all Weekly Intro pages.

Chair Approval: No

Notes: To meet this standard, it should be clear how the learning activities promote the achievement of the stated learning objectives. The example provided in the annotation for for this standard provides guidance in one way this can be met. Please refer to Standard 5.1 Annotation in the QM Rubric Handbook. In the review feedback, one issue that caused this standard to not be met was the lack of clarity as to how the module level objectives aligned with the WCEM and Course Learning Outcomes. You have addressed this by providing the alignment reference at the end of each module level objective statement, e.g., (WLO1 or CLO1).

A second issue was making clear how the learning activities supported the achievement of the module and course level outcomes. You do a good job of providing this clarity in the Week 1 History of Animation (Introduction Page). On this page you, provided the module level learning outcomes with WLO and CLO's referenced. You follow this with an "In order to accomplish the Learning Objectives, please complete the following assignments and activities by the dates indicated on each." You follow this statement with a list of the required assignments leading to the accomplishment of the objectives; however, you do not follow this model for the rest of the Week __ Chapter __ Introductions. Instead, you list the objectives and then follow them with the assessment activities. To meet this standard, follow the Week 1 Introduction model for each of the following week's introduction. Another module where you almost do this is Week 3 CH2 Animation Fundamentals. You do provide a list of the learning activities but this appears after you list the assessment activities.

Standard: 5.4 - (2 Points) **done**

Title:	5.4 The requirements for learner interaction are clearly stated.
Revision Notes:	Student interaction requirements are listed in the Syllabus and in the BEGIN HERE Module under Netiquette. All Discussion Forums were clearly labeled with requirement rubrics and point breakdowns.
Chair Approval:	Yes
Notes:	To meet this standard, student interaction requirements are clearly stated. This standard is now met. Requirements for learner interaction is clearly stated in the syllabus and in each discussion forum assignment directions. Rubrics are associated with each discussion assignment clearly explaining how these are graded.

Standard:	6.5 - (1 Point) **done**
Title:	6.5 Links are provided to privacy policies for all external tools required in the course.
Revision Notes:	Links page with Privacy Policy resources requested -are now listed in the Modules page. (Begin Here Module)
Chair Approval:	Yes
Notes:	A Privacy Policy page which contains links to the privacy policy statements of the required course technologies is now included in the Begin Here module.

Standard:	7.3 - (2 Points)
Title:	7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.
Revision Notes:	This information is located in the Syllabus. NCTC made a change in its Website rendering many of the links useless

from the previous semester. Updated the links, and expect students and reviewers to understand that such a page is a service and a dynamic service. Things change constantly and sometimes you have to search for links from a base page. Removed many links because of this restraint.

Chair Approval:	No

Notes: **done** To meet this standard you need to articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in your course. This standard was not met during the initial review because of broken links. You state in your amendment that these links are provided in the syllabus and you updated the links. When I test these links they are not going to the stated page, instead I am directed to an Outlook Web App where I'm prompted to enter a Username/Password or to a File not Found page. You might run the link checker tool in Canvas to find/fix broken links and re-check the links you've included in your syllabus. In order to meet this standard, the links provided need to work properly.

Standard:	7.4 - (1 Point) **done**
Title:	7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.
Revision Notes:	This information is located in the Syllabus. Updated links.
Chair Approval:	No

Notes: To meet this standard you need to articulate or link to an explanation of how the institution's student support services and resources can help learners succeed in your course. This standard was not met during the initial review because of broken links. You state in your amendment that these links are provided in the syllabus and you updated the links. When

I test these links they are not going to the stated page, instead I am directed to an Outlook Web App where I'm prompted to enter a Username/Password or to a File not Found page. You might run the link checker tool in Canvas to find/fix broken links and re-check the links you've included in your syllabus. In order to meet this standard, the links provided need to work properly.

Standard:	8.2 - (3 Points) **???**
Title:	8.2 Information is provided about the accessibility of all technologies required in the course.
Revision Notes:	This information is located in the Syllabus and in the Begin Here module. Updated links and added a new technology page to the BEGIN HERE module.
Chair Approval:	No
Notes:	In order to meet this standard, accessibility information needs to be provided for all required technologies utilized in this course. Although you state this information is located in the Syllabus, I am unable to find any information addressing accessibility of technologies in the syllabus. You have added a new Accessibility Policies page to the Begin Here module which includes links to accessibility information for Canvas, Adobe, Microsoft, Google/YouTube and OpenOffice, I do not find accessibility information for the MAYA program which is required. Although you have provided accessibility information/links for some of the technology required, in order for this standard to be met accessibility information needs to be provided for MAYA Autodesk 2014 or as stated in the annotation for this standard, "If an accessibility statement does not exist for a particular technology, a statement is included that explains that the accessibility statement does not exist."
Standard:	8.3 - (2 Points)

Title:	8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.
Revision Notes:	Accessibility Options are accounted for within a descriptor in the Syllabus. Updated as time allowed. Removed some material because of this restraint.
Chair Approval:	No
Notes:	I did a random check for accessibility. The syllabus has multiple alt text missing errors. Alt text does not appear in the publisher PowerPoints. I only checked 1 video for closed captioning and it was not 99% accurately closed captioned. You stated you "removed some materials because of this restraint". This standard will be reviewed based on content that is incorporated in the course--not what you take out. I encourage you to meet with your Instructional Designer and work towards meeting accessibility standards. This is a challenge and will be a long-term process to address. Some courses are more challenging than others, and your course falls in that category. You will not have to meet this standard in order to have your course QM recognized but I encourage you to start addressing this.
Additional Course Representative Comments:	
Additional Chair Comments:	If you focus on meeting the essential standards (2.4, 3.3, and 5.1) this take you to the QM Recognized status. You are very close to meeting these standards and resolving 2.4 should resolve 5.1 as well. Of course, I encourage you to meet all the standards.