

Completeness Rubric

Course Map 5%	Course Assessments 20%	Course Narrative 15%	OERs, Other Resources 10%	LMS Development 10%	Lesson/Module Plans 30%	Accessibility 10%
Evaluation of each of these elements will include alignment with Course Outcomes and Objectives				Welcome Module Shell Organization/Use of Canvas Template? Content Uploaded & Organized Interactive Elements Technical Support	Lesson Plan Template - Central Focus - Learning Objectives - Assignments/Assessments - Sequence of Instruction - Agenda/Pacing Guide - Texts/Slides/Materials	90% WCAG Compliance Images: Alternative Text Audio & Video: Closed Captioning & Transcripts Accessible Materials
Course Syllabus Curriculum Map (module outline, SLOs, assessments, eval criteria) - Template - NURS Template	Actual Assessments Assessment Instructions Evaluation Criteria Feedback Mechanisms	Introductory Overview Module Descriptions Pedagogical Rationale Instructional Guidance	Identified Resources Access Instructions			
Description: A visual representation of the course structure, illustrating how assignments, activities, and assessments align with the course’s learning objectives. This map provides a clear, organized layout that helps both instructors and students understand the progression of the course and how each element fits together and builds upon the others.	Description: Includes all the tools and strategies used to measure student learning & progress throughout the course. Assessments should be fully aligned with the course’s learning objectives & appropriately sequenced to support student development. This element ensures that assessments are fair, transparent, and effective in evaluating student performance	Description: Serves as the foundational blueprint for the course, providing an explanation of how the course is structured to achieve the SLOs, how each component contributes to student learning, and how an instructor can implement it. Should be broken down on a module-by-module basis, including an introductory overview that explains the course’s overall design & pedagogy.	Description: Focuses on the identification & integration of Open Educational Resources (OER) and/or other instructional materials into the course. List all instructional materials to be used in the course and explain how students and instructors can access them, the price of each, and any required licenses or permissions.	Description: Involves the full development of the course within the college’s Learning Management System (LMS), Canvas. The course should be organized, navigable, and fully accessible within the LMS, ensuring that all content is integrated and that the online learning environment is user-friendly.	Description: Covers the development of comprehensive lesson plans that cater to multiple teaching modalities, including in-person, hybrid, and online formats. Each lesson plan should be designed with flexibility in mind, allowing for easy adaptation between different teaching environments while maintaining the course’s pedagogical integrity.	Description: Ensures that the course meets all required accessibility standards, making it inclusive and accessible to all students, regardless of their abilities. This involves adhering to the Web Content Accessibility Guidelines (WCAG) and any other relevant standards set by the institution.

Completeness Rubric for Canned Courses

Course Map 5%	Course Narrative 15%	LMS Development 10% (5%)	Lesson/Module Plans 30%	Accessibility 10% (5%)	Explanation
Course Syllabus Curriculum Map (module outline, SLOs, assessments, eval criteria) - Template - NURS Template	Introductory Overview Module Descriptions Pedagogical Rationale Instructional Guidance Curriculum Access Instructions	Welcome Module Shell Organization/Use of Canvas Template? Content Uploaded & Organized Interactive Elements Technical Support	Lesson Plan Template - Central Focus - Learning Objectives - Assignments/Assessments - Sequence of Instruction - Agenda/Pacing Guide - Texts/Slides/Materials	90% WCAG Compliance Images: Alternative Text Audio & Video: Closed Captioning & Transcripts Accessible Materials	An instructor may be compensated for up to 60% of the regular commissioning rate for development of a “canned” course. Developers will not be compensated for the content and intellectual property provided by the selected curriculum publisher. This includes the Course Assessments and OER or Other Identified Resources sections of the Rubric. If the “canned” course needs more development within the LMS and further accessibility features or measures, the developer may receive up to half of the allocated compensation for those categories. “Canned” courses must still include a course map and syllabus, course narrative, and lesson/module plans as described in the completeness rubric.
Description: A visual representation of the course structure, illustrating how assignments, activities, and assessments align with the course’s learning objectives. This map provides a clear, organized layout that helps both instructors and students understand the progression of the course and how each element fits together and builds upon the others.	Description: Serves as the foundational blueprint for the course, providing an explanation of how the course is structured to achieve the SLOs, how each component contributes to student learning, and how an instructor can implement it. Should be broken down on a module-by-module basis, including an introductory overview that explains the course’s overall design & pedagogy.	Description: Involves the full development of the course within the college’s Learning Management System (LMS), Canvas. The course should be organized, navigable, and fully accessible within the LMS, ensuring that all content is integrated and that the online learning environment is user-friendly.	Description: Covers the development of comprehensive lesson plans that cater to multiple teaching modalities, including in-person, hybrid, and online formats. Each lesson plan should be designed with flexibility in mind, allowing for easy adaptation between different teaching environments while maintaining the course’s pedagogical integrity.	Description: Ensures that the course meets all required accessibility standards, making it inclusive and accessible to all students, regardless of their abilities. This involves adhering to the Web Content Accessibility Guidelines (WCAG) and any other relevant standards set by the institution.	