

Mock Accreditation Review: Instructions for Course Reviewers

Reviewer C	Instructions/Information	
Your assigned courses	Course name, course ID, hybrid or online	
The official course outline of record	Scroll to the bottom of the webpage at http://www.mtsac.edu/instruction/learning/dlc/approved_dl_courses.html	
Getting into the courses in Moodlerooms	<ul style="list-style-type: none"> • Open a web page (Google Chrome suggested) and enter the following URL in the address bar: http://mtsac-sandbox.mrooms.net • Log in using the credentials shown below. • Look for the category called "Mock Review" in the center panel under Course Categories. The courses are all listed by course short name-reference number-course title. • Click on the course you wish to review. 	
Guest login codes	Teacher: Username: teacher Password: BestTeacher	Student: Username: student Password: BestStudent
How to Get Feedback to Us	<p>Written feedback by April 15, 2014 to mtjohnson@mtsac.edu and mchen@mtsac.edu. Key questions/points below:</p> <p>1) General themes addressing whether the courses you reviewed meet the Standards and identifying what may need attention.</p> <p>2) Your process: where did you look, what did you look at for the answers you needed?</p> <p>3) Insights or observations about accreditation evaluation pertaining to DE that would help us prepare for our self-evaluation report (site visit Fall 2016). This could be based on your college's recent accreditation experience or your knowledge as an expert in the field.</p> <p>4) If you are available, participate in a conference call on Tuesday, April 22nd, 1:00-2:00 PM, so that our Distance Learning Committee and possibly faculty who volunteered their courses for this mock review may talk with you about your findings/observations.</p>	
Additional Information	Mt. SAC website: www.mtsac.edu Distance Learning Homepage: http://www.mtsac.edu/distancelearning/ Substantive Change Proposal (approved) with information/evidence on how we meet the Commission Policies and Eligibility Requirements (see Distance Learning Homepage)	
Contact Information	Meghan Chen, Dean, Library & Learning Resources mchen@mtsac.edu (909) 274-5888	Mary T. Johnson, Distance Learning Faculty Coordinator mtjohnson@mtsac.edu (909) 274-6369 (part-time hours)