

First run evaluation of [insert course title]

[Meeting date – attendees]

To ensure high didactic quality, a systematic in-depth course evaluation is carried out after the first run and every three runs or three years by Extension School QA department, based on the [ES Quality Standards and Indicators](#), indicators are scored using the [rubric descriptors](#).

Participants [insert names]

General participants feedback:

Quality Indicators	Notes and score	Action needed? By whom?
Design: the OLE principles guiding the design are clearly reflected in the development of the course.		
Design: The learning outcomes are aligned with specific assessments and learning activities for the given target audience.		
Design-Target audience matches profile in about page		
Design - Accessibility: the course meets most requirements indicated in the ES accessibility guidelines .		
Learning Content: The content and activities enable learners to achieve the intended learning outcomes.		
Learning Content - Alignment with D&I vision (gender representation, diversity of content and learning, affordability)		
Copyright: Is all course material complying with TU Delft copyright guidelines and correctly attributed?		

Assessment: The pass rate for paying learners is within industry benchmark (ProfEd >75% - MOOC> 50%).	Pass rate:	
Assessment: presence of formative and/or summative assessment (weight of self-assessment within guidelines).		
Engagement: Delivery methods ensure a variety of engagement forms activating learners.	Number of active learners:	
Engagement: reported interaction with peers and course team		
Delivery- Re-use: Content and educational material are re-used in (TU Delft) campus education		
Technology: The technology currently used in the course supports the achievement of the learning outcomes		
Evaluation: the product meets the minimum quality standard (7.5).	Number N=	
Impact: reported impact of the product on learners (testimonials, open answers in post-surveys, forums)		

Business perspective (provided by marketers/PPM)

Promotion:

Enrollment:

Re-run planning (confirm scheduled dates for re-run)