

# PGP Form Instructions for Program Directors/Division Chairs

The Principles of Good Practice (PGP) form has been designed to be comprehensive, yet simple to complete. Program Directors/Division Chairs only need to complete the **Pedagogical Review**. If an instructor has both a Program Director and Division Chair, both will have the opportunity to review the course.

## Pedagogical Review Section

The Program Director and/or Division Chair responsible for the course will complete the section after the instructor completes the top portion of the form and the Instructional Designer completes their review. As Program Director and/or Division Chair you will select the boxes if they apply to the course you are observing.

Course Learning Outcomes	Activities and Assessments	Relevant and Current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Course learning outcomes are appropriate to the rigor and breadth of the degree or certificate awarded.	* Activities and assessments are appropriate for the given discipline and directly related to learning outcomes.	Resources and activities are current and relevant to the learning outcomes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Course learning outcomes are clearly stated and are aligned with the objectives of the department or discipline.	Activities or assignments that require higher-order thinking and reflection.	* Content reflects current information in the field of study.

## Program Director/Division Chair Comments Section

Please provide comments which the Division Chair (if appropriate), Dean or the Instructor would find useful. If there are concerns with the course and you feel the course needs work, you can do one of the following:

1. Email the instructor and the Instructional Designer (ID) who signed off on the PGP and specify what you would like the ID to assist the instructor in changing/updating. You can then let the

PGP sit in your SoftDocs until the updates are complete and then press **Approve** or select **Return** to send the PGP back to the instructor for updates.

2. Email the instructor and specify what you would like changed/updated. You can then let the PGP sit in your SoftDocs until the updates are complete and then press **Approve** or select **Return** to send the PGP back to the instructor for updates.
3. If the course will not be offered or the instructor will no longer teach the course, please select **Decline**.

If there are no concerns, after you have completed your comments, please click **Approve**.