

Informational eTech Meeting
Deans and Department Heads

Wednesday, January 30th at 3:00 p.m.

or

Thursday, January 31st at 4:00 p.m.

RPL 300

Presented by the College of eTech, the Office of the Registrar, and the Online Learning Advisory Board (formerly the eTech Advisory Board)

Agenda

1. eTech Course Development: History and Today's Purpose
2. Proper Use of eTech Development Course Shells
3. eTech Course Development Agreement Process
4. eTech Course Review and Approval Sequence
5. The eTech Course Attribute in Banner: When and Why
6. Coordinated Scheduling of Irregular Online Courses
7. Blackboard and the "Online Incomplete": Policy and Practice
8. Question & Answer Session

Phase 1: Transitioning to Teaching Online (T2TOL) Course

Recommendation: Require completion of T2TOL of all faculty (full-time and adjunct) before first online instructional assignment. The T2TOL course is now the pre-requisite for enrollment in the eTech Instructor Certification course. Time requirements: 3-6 hours.

Fully online and available to all active Arkansas Tech University faculty within the LMS course list of each. eTech premiered T2TOL just prior to the spring 2016 semester. This course is designed to serve as an introduction, a refresher, and a continuing resource for faculty and instructors who use Blackboard, regardless of experience. Each unit of the course is assessed and requires 80% score to proceed.

Subject Matter:

- Know Your Course
- Making the Course Ready for Students
- Non-Instructional Paperwork and Requirements
- Student Communication
- Student-to-Student Interaction
- Assessing Student Knowledge.

To date, 451 faculty have accessed T2TOL, with 119 of those completing the course.

Phase 2: eTech Instructor Certification Course

Recommendation: Require completion of the eTech Certification Course (full-time and adjunct) within 12 months of T2TOL completion. Time requirement: 6 weeks, 3-6 hours per week.

The course is taught by two Instructional Designers as well as the Multimedia Coordinator, and is a six-week hybrid class that includes three face-to-face meetings and three online meetings. Faculty participants learn about best practices for teaching and learning online. Exploration of a fully online, asynchronous version of the course is in development.

Subject Matter:

- Instructional Design Techniques
- Application of Instructional Design Techniques
- Media Techniques
- Application of Media Techniques
- Assessment
- Best Practices

For the Certification Course, previous online teaching experience is not required to apply. As incentive, each completer receives \$500 in their departmental budgets to be utilized within the fiscal year.

To date, 121 unduplicated faculty have completed the course and we are taking applications for the spring 2019 class, to begin the first week of February.

Phase 3: Online Instruction Professional Development Course (OIPDC)

Recommendation: Require online faculty to complete the OIPDC within three years of completing the eTech Instructor Certification Course, and every three years thereafter. Content will be updated annually in coordination with the Online Learning Advisory Board (OLAB) and the Center for Excellence in Teaching and Learning (CETL), this three-hour fully online, asynchronous course offers updates in internal and external policy and best practices in course design, instructional techniques, media and assessment.

Available Professional Development

A three-part series of videos that are continuously accessible from the College of eTech Resource page. Well-designed courses are a mandatory foundation for student success and these videos discuss Building a Successful Online Course, Technology Factors, and The Human Factor (such as online student interaction and student learning styles).

Additional Developer and Instructor Resources

From www.atu.edu/etech/resources, we offer many tools. These include the following:

- 1- eTech Guide to Teaching Online – a great resource for instructors who are new to ATU.
- 2- Bb Instructor Guide – to help familiarize instructors with Blackboard and best practices. We also link to ATU's Blackboard website.
- 3- A live link to the Registrar's Office webpage which provides visual guides on attendance accounting, midterm grades and final grades.
- 4- Documents showing examples of student involvement and interaction in quality online courses that best match the course's learning objectives.
- 5- A planning document for faculty who wish to develop their course to eTech standards. It shows ways to re-examine course goals and objectives.
- 6- A list of design standards for online courses.
- 7- eTech Course proposal – form for faculty developers to complete should they wish to develop their course to eTech standards.
- 8- Start guide to using Respondus Lockdown Browser to assist faculty who use objective tests online.