

## eLearning Services Faculty Meeting

January 6, 2010  
7:00 – 8:00 PM EST

## Welcome

- Introductions
  - 7:05 – 7:45
- Effective Online and Hybrid Teaching: Best Practices
  - Presence in the Classroom
  - Timely and Effective Communication
  - Course Management Strategies
- 7:45 – 8:15
- LTU Online Administrative Updates
  - Enrollment
  - Student Evaluations / Continuous Improvement Program
  - Blackboard Updates
- Adjourn

## Effective Online and Hybrid Teaching: Best Practices

- Presence in the Classroom
- Timely and Effective Communication
- Course Management Strategies

## Effective Online and Hybrid Teaching: Best Practices

- Presence in the Classroom Weekly
  - Just as in the face-to-face classroom, online instructor is required to be
    - Visible and Active
  - Course Content available
    - Lecture Material / documents / guidance
  - Follow the established (syllabus / module 0) course schedule
  - Manage learning experience
  - Facilitate discussion forum
    - Guide and confirm knowledge communicated in forum
    - Grade discussion forum for content contributed
    - Provide weekly feedback for improvement and/or confirm comprehension of subject
      - Grade Forum

## Effective Online and Hybrid Teaching: Best Practices

- Presence cont.
  - Rubrics:
    - Provide students guidance for participation expectation
  - Bb Options:
    - Use Discussion Forum “Subscribe” option to receive notification of student posts by email

## Effective Online and Hybrid Teaching: Best Practices

- Timely and Effective Communication
  - Establish a pattern of communication
  - Address student inquiries with 24 hours via:
    - Blackboard and/or email
  - Set expectations for student participation
  - Establish online Office Hours
    - As needed
    - Before major assignment

## Effective Online and Hybrid Teaching: Best Practices

- Course Management Strategies
  - Syllabus = Table of Contents
    - Student expectations
    - Assignment due date
    - Grading scale
    - Guidance for success
  - LTU Online Template design
    - Theory and Practice
  - Establish a Pattern of Course Facilitation

## Effective Online and Hybrid Teaching: Best Practices

- LTU Faculty Experiences:
  - Matt Cole – Arts and Science
  - Stacey DeLoose – Arts and Science
  - Lisa Sacino – Engineering
  - Kimberly Lapinski – Architecture
  - Lisa Eshbach – College of Management
  - Chris Emmons – College of Management

## Effective Online and Hybrid Teaching: Best Practices

- eLearning Staff
  - Alan McCord – Executive Director, Administration
  - Diane Cairns – LTU Online, Assessment & Evaluation
  - Rachel Cronover – Graphic Specialist, LTU Online
  - Bill Drummond – LTU Online, eLearning Architect
  - Marija Franetovic – Course Developer, Instructional Designer
  - Cliff Johnson – Classroom Technologies
  - Marquita Poinsetta – eLearning Support

[eLearning@ltu.edu](mailto:eLearning@ltu.edu) – [www.ltu.edu/ehelp](http://www.ltu.edu/ehelp) - 248.204.2380

## Effective Online and Hybrid Teaching: Best Practices

- eLearning Services Resources
  - Course Development
  - Module 0

## Course Development *Steps to Develop your Course*

- Gather course materials
  - Map course topics into modules
  - Plan each module
- Resources:
- *Start early* with your **Course Development Template**:  
[http://www.ltu.edu/elearning/coursedev\\_overview.asp](http://www.ltu.edu/elearning/coursedev_overview.asp)
- Services:
- *Sign up* for a **Course Development Consultation**:  
Marija Franetovic [mfranetov@ltu.edu](mailto:mfranetov@ltu.edu) 248.204.3758

## Effective Online and Hybrid Teaching: Best Practices

- Module 0 Tips –
  - Introduce yourself including a brief summary of experience and have students post their own introductions
  - Establish a communications plan. Let students know when you will answer emails (24 hr rule) and establish online office hours
  - Set class expectations up front (work submittal methods and rubrics)
  - Include exercises that demonstrate how to use Blackboard, including submitting an assignment
  - 12 – 20 slides as a guideline, min of 22 pt font

## Discussion

- Comments
- Questions
- Feedback

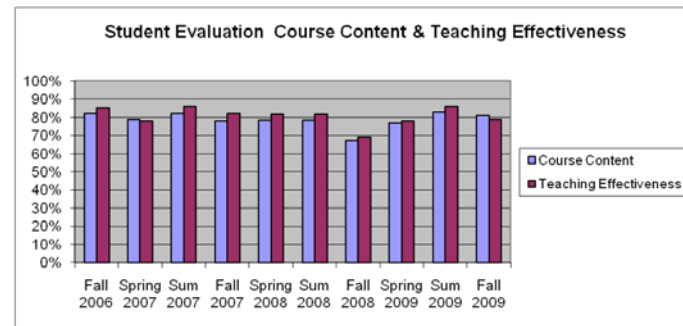
## 7:45 LTU Online Updates

- 7:45 – 8:15
- LTU Online Updates
  - Student Evaluations / Continuous Improvement Program
  - Enrollment
  - Blackboard Updates

## Student Evaluations / Course Improvements

- Student Evaluations
  - Trends
  - Recommendations

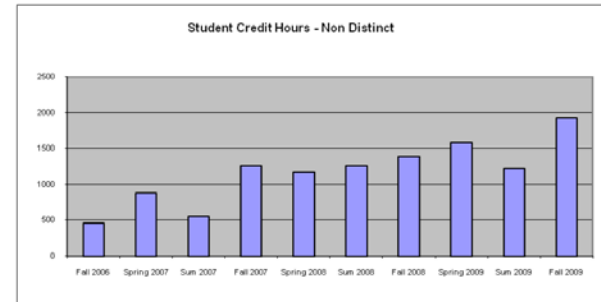
## Student Evaluations



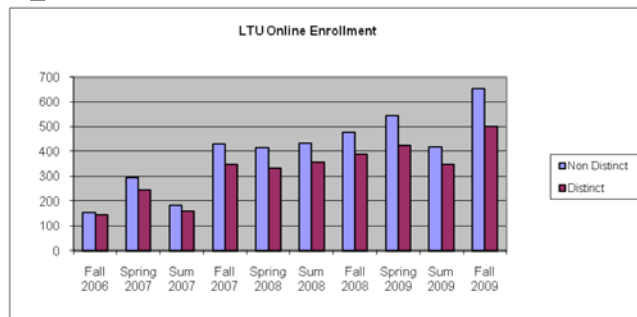
## Student Evaluations – Course Improvement

- Semester reporting requirements
  - All LTU Online instructors will be contacted to review Student Evaluations and complete Continuous Improvement plan
  - Supports:
    - Development of faculty and student training requirements
    - Continuous improvement of LTU Online programs
    - Course content development
    - Teaching effectiveness practices

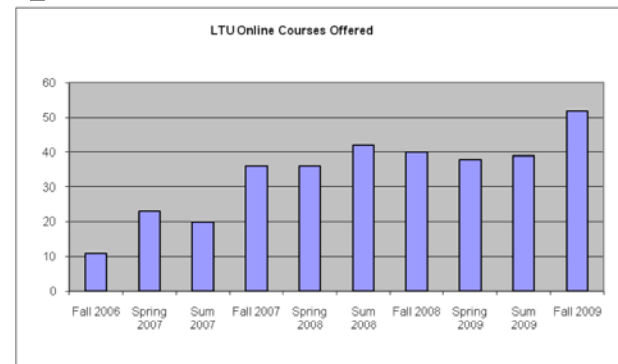
## Enrollment



## Enrollment



## Enrollment



## [ New Technology / Tools ]

- Blackboard – Version 9
  - Rollout Expected Summer 2010
  - Digital drop box going away
  - Drag and drop, pull down menus:
    - Ex. Drag and drop content in Document / Modules

## [ Open Discussion ]

- Feedback
- Questions
- Comments