

C2C KCREACHE Administrator Interest Group

Faculty Policies & Practices

Full-time Online Instructor

- Faculty teaching totally online (problem for other faculty because they think its easier)
- Working for other Schools (Board of Regents Rule)
- Work Space for Online Instructors
- Require On-Campus Hours
- Reimburse mileage for travel to campus

Policies and Procedures

- Updating – Sequential Outlines
- Requires Faculty Input
- Faculty Master Contract does not apply to Online Learning
- No differences between F2F and Online in Contracts
- Online Issues are causing changes for On-Campus Policies
- Faculty Association looks at Online Office Hours and Class size
- Use of Graduate Assistants (GA) in Online Courses (grading)

Instructor Availability Weekends

- Weekends (be available?)
- Assignment Due Dates before Weekend

Adjunct Management

- Percentages of Adjunct Instructors vs. Full-time Online
- What type of community building? (breakfast) (Food)
- Training outside of the State or Area
- Survey of problems and their needs for instruction
- Providing tutorials & training
- Encouraging adjuncts to contact Admin & Tech Support
- Some programs began with Adjunct before Full-time instructors
- Use Instant Messenger (IM) support for Adjunct

Online Hire and Course Development Timelines

- Six month prior to going online
- If classes are not ready (no-go)
- Quality of Classes major problem
- Withhold pay until material in place (\$300 credit hour)
- Training required for teaching online course
- Post (Contact Instructor for More information)

Compensation for Instructors

- Reward (purchase item) for developing tutorials for other faculty

Publishers & Software

E-packs

Access Code Concerns

Free vs. Charges

Expense and the Quality of E-packs

Books & E-pack cost more than the Course

Flexibility to customize required

File Size for Dial-up (Speed – Download)

Technical Support Concerns (Find the Author for Support)

Remove Marketing Links (Broken Links)

E-packs not supported unless approved

Free or store material locally preferred

Some Institutions take advantage of Side or Extra Websites

Question and Game Software

Study Mate (\$2400) (Question Generator) uses Respondus

Hot Potatoes (halfbakedsoftware.com) HTML pages

Flash Card, Crossword Puzzle

Quandary

Streaming Media Lawsuit

Many schools looking at this as blackmail

John Hopkins Consortium

Accessibility Online

Training for Disability

Access Services People

Media Courses (cause problems) (alternative available)

Slide Show with Audio Only (problem)

Include Checklist with Accessible Option

Have a (Text) version available

Support is very difficult

All courses may not be totally accessible

Students

Course Evaluation

Collect what is working and what is not

Evaluation Instruments (same as f2f)

Problem with student incentive to complete evaluation

Summary collected in Excel to share with everyone

IDEA Online

Complete Evaluation in Student Portal

Student Feedback

- Focus on the Content
- Consistency in Webpage or Courses for Navigation
- Standard Look and Feel

Prerequisite Courses or Training for Online Students

- Not required Online Course
- Online Tutorial
- Have students complete Learning Style Evaluation
- Take tutorials with Viewlets

Defining an Online Course

- Blended vs. totally Online vs. Face-to-Face
- Designing a Web-Enhanced Course (Handouts)
- Webcentric (F2F specific dates and times – and rest online)
- Web Assisted (Online and F2F)
- Proctoring for testing

Web Enhanced

- \$15 Web Enhanced – Lab Fee
- \$20 Total Online – Lab Fee
- Record Class and Digitize (Upload to Producer)

Online Administrator Training

- A lot of Whining
- Experience with Teaching Online
- Online Quizzes
- Suggest Webcetra