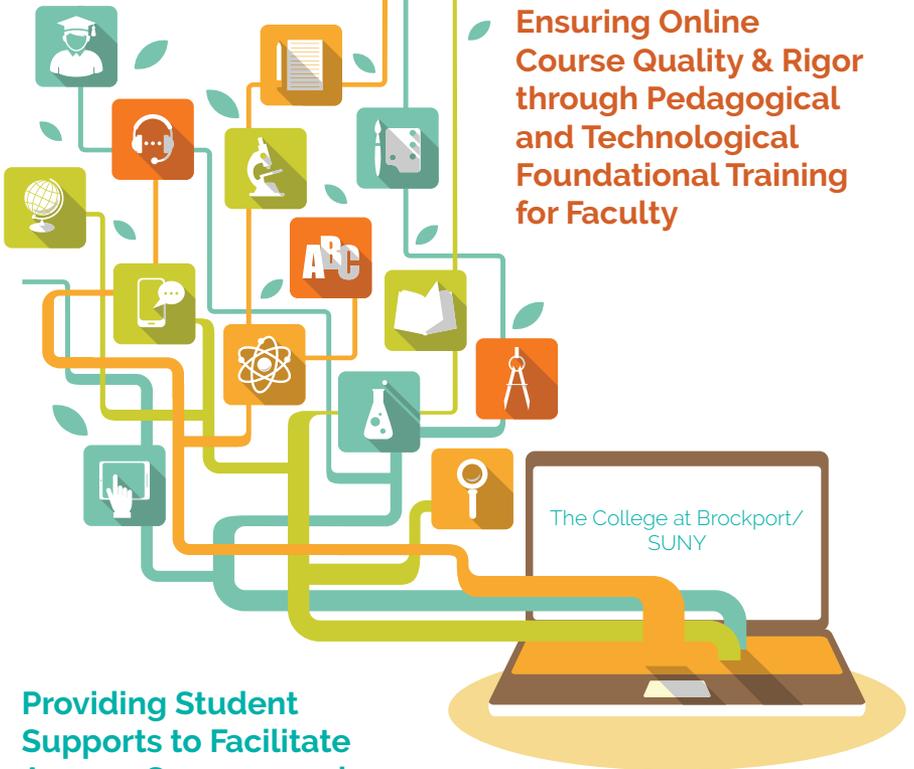# Faculty & Student Supports for 100% Online (ASY & CMB) Teaching & Learning

2016-2018

Ensuring Online Course Quality & Rigor through Pedagogical and Technological Foundational Training for Faculty

The College at Brockport/ SUNY

Providing Student Supports to Facilitate Access, Success, and Completion in Online Learning

NOTES

*The Hybrid-Online Support Team (HOST) Tenets

Our Mission:
"Provide high quality online education that exceeds expectations."

Our Vision:

1. High quality online education can meet or exceed learning outcomes compared to face-to-face (F2F) education (US Education, 2010).

2. Online education will increase opportunity and access for our students.

3. High quality online education is interactive, engaging, and promotes critical thinking.

HOST members meet monthly to review, implement, and assess strategic changes and improvements in services, systems, structures, and processes that support online faculty, students, and programs. The information herein describes supports available for the 2016 - 2018 academic year.

Members: Priya Banerjee, Mia Breitkopf, Robert Cushman, Eileen Daniel, John Daly, Jillian Flanagan, Ann Giralico Pearlman, Shari Hardenbrook, Elizabeth Heavey, Brandon St. John & Karen Schuhle-Williams

Introduction to Online Teaching (IOT) Training Timeline

Below is a timeline that outlines the Introduction to Online Teaching (IOT) training program. This program is designed for faculty who will be teaching an online course or are interested in teaching an online course. This program will be facilitated by Brockport's Instructional Technologist, Nichole Bennett, and is designed to familiarize faculty to online teaching while also providing them with the knowledge needed to build their online course. This outline includes the modality for each module along with an overview of the topics covered during each module.

Orientation Week – IOT online course is open for faculty to preview and begin work early (if they wish).

Week 1 – Blackboard Basics (fully online/asynchronous module) *Estimated completion time: 3-4 hours.*

Week 2 – Blackboard Basics Debrief and Introduction to the Open SUNY COTE Quality Review (OSCQR) rubric (synchronous sessions offered face-to-face or via Blackboard Collaborate to support faculty remotely) *Estimated completion time: 2 hours.*

Week 3 – Online Teaching Best Practices in Action (fully online/asynchronous module) *Estimated completion time: 3-4 hours.*

Week 4 – Tools of Engagement in Action: Tools that increase faculty presence and student engagement within the online course (synchronous sessions face-to-face or via Blackboard Collaborate to support faculty remotely) *Estimated completion time: 2 hours.*

Course Development – Faculty work on their own to develop their course. The instructional support team will be available to assist with any needs.

IOT Wrap Up – OSCQR Review in action. Synchronous one-on-one sessions with each faculty member to review their course with OSCQR (offered face-to-face or via Blackboard Collaborate to support faculty remotely). *Estimated completion time: 1 hour.*

For more information go to:
http://brockport.edu/support/lits/asis/support.html

Certification
A Certificate of Completion will be awarded upon the successful completion of all modules.

Stipend Eligibility (Effective WI '17)

Instructors who earn the IOT program certificate, receive a one-time, $500 recognition stipend when their first 100% online course "Goes Live" and $250 for each subsequent new online course (both prorated if less than 3 credits).

The Online Course Approval form must be completed and signed/submitted by the dean in order for instructors to be eligible for the stipend.

100% Online [ASY or CMB] Course Development Timeline

Developing a 100% online course requires extensive time and effort. Plan on developing your first online course as per the following timeline:

Term Course Offered	Course Development Timeframe	Note
Fall	Spring or early summer	Faculty who may be unavailable or out of the area in SP or SU, should develop their course early in the prior FA.
WinterSession	Summer or early fall	Faculty who may be unavailable or out of the area in SU or FA, should develop their course early in the prior SP.
Spring	Early fall	Faculty who may be unavailable or out of the area in FA, should develop their course early in the prior SP or SU.
SummerSession	Early spring	Faculty who may be unavailable or out of the area in SP, should develop their course early in the prior FA.

New to Online — at Brockport

*Faculty who have not taught online at Brockport and are deemed "exempt" from attending IOT training by their chair/director, based on extensive online course development **and** teaching experience at another college.*

Pedagogical Training

OPEN SUNY COTE (Center for Online Teaching Excellence) Quality Review (OSCQR) - The aim of the Open SUNY COTE Quality Review (OSCQR) Rubric is to support continuous improvements to the quality and accessibility of online courses.

Venue

Faculty work with veteran, lead online faculty members to conduct a formative assessment of their online course(s) toward implementing pedagogical improvements and technological updates with the assistance of campus-based online support team members.

Timing

Conducted early in the term, by appointment.

Certification

A local Certificate of Completion will be awarded upon the successful completion of the OSCQR.

Stipend Eligibility (Effective WI '17)

Instructors who earn an OSCQR certificate, receive a one-time, $500 recognition stipend when their first 100% online course "Goes Live" and $250 for each subsequent new online course (both prorated if less than 3 credits).

The Online Course Approval form must be completed and signed/ submitted by the dean in order for instructors to receive a stipend.

For more information, email *online@brockport.edu.*

Veteran Online Instructor "Course Refresh"

For faculty whose most recent new online course development was greater than three years ago (i.e., pre-2013).

Pedagogical Training

OPEN SUNY COTE (Center for Online Teaching Excellence) Quality Review (OSCQR) - The aim of the Open SUNY COTE Quality Review (OSCQR) Rubric is to support continuous improvements to the quality and accessibility of online courses.

Venue

Faculty work with the veteran, lead online faculty members to conduct a formative assessment of an online course (i.e., upcoming or previously taught) toward implementing pedagogical improvements and technological updates with the assistance of campus-based online support team members.

Timing

Conducted early in the term, by appointment.

Certification

A local Certificate of Completion will be awarded upon the successful completion of the OSCQR.

Stipend Eligibility (Effective WI '17)

Instructors who earn an OSCQR certificate, receive $250 for each subsequent new online course (prorated if less than 3 credits) developed within three years from earning their most recent OSCQR certificate.

For more information, email *online@brockport.edu.*

Technological Training

Blackboard is the learning management system at Brockport. The Academic Systems Integration & Support (ASIS) team provides training and support in Blackboard and other learning technologies.

Venue: Instructors can sign up for a workshop or webinar, schedule an individual or departmental appointment, come to walk-in hours, or report a technical issue.

Contact: To learn more, visit Academic Systems Integration & Support, **www.brockport.edu/support/lits/asis/support.**

About Learning Technologies at Brockport

Brockport has integrated several learning technologies into **Blackboard** for instructor and student use.

VoiceThread is a video/audio band platform for learning, teaching, and collaborating within Blackboard. It bridges the gap between real-time discussions and standard video lectures or online presentations.

Kaltura CaptureSpace makes it simple for instructors and students to record, publish, and view videos within Blackboard.

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign is effective as both a deterrent and an educational tool that reviews assignments for originality and creates opportunities to help students identify how to properly attribute sources. This tool is built directly into Blackboard Assignments and is seamlessly integrated into the grading workflow for instructors.

Remote Proctor Now allows students in 100% online courses to take proctored midterms, finals, and other major exams anytime, anywhere.

ASIS Workshop, Webinar, and Consultation Topics

1) Get Started with **Blackboard**
2) **Blackboard Collaborative** Tools: Discussion Boards, Journals, Blogs, and More
3) Use **Blackboard Collaborate** for Live Interactive Sessions
4) Use **VoiceThread** for Interactive Lectures, Student Presentations, and Discussions
5) Make and Share Videos with **Kaltura CaptureSpace**
6) Use **SafeAssign** to Engage Students in the Writing Process
7) Get Online Exam Proctoring Via **Remote Proctor Now**

Providing Student Supports to Enhance Access, Success & Completion

Online Concierge

Individual student outreach, providing online students with online learning readiness assessment, referrals, and social engagement spaces for UG and GR online students. For information, contact *onlineconcierge@brockport.edu*.

Live, Remote Writing Tutoring

By-appointment through the Student Learning Center. For information, contact *mdentino@brockport.edu*.

Live, Remote Quantitative Skills Tutoring

By-appointment through the Student Learning Center. For information, contact *mdentino@brockport.edu*.

Online Research Help

Librarians are available for research help on demand and by appointment through the *Ask a Librarian* feature at **https://brockport.edu/library/help/ask.php**

Online Only Student ID's

Non-photo ID's are issued to students taking only fully online degree courses. For more information, visit **www.brockport.edu/academics/online**.

Online Student Satisfaction Survey

Administered at least 1x per year, across varied terms (SU, FA, WI, SP). For questions, contact *online@brockport.edu*.

Testing Centers

For students in online courses, required to take proctored exams, information is available through **www.brockport.edu/academics/online/studentresources.html**

The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK