Online Teaching and Learning Training (OTLT)

DRAFT 101314

Online Teaching and Training will be delivered by a four-week facilitated online short-course (aprox. 30-40 total hours) and incorporate (a) @One Standards for Quality Online Teaching, (b) Course Design Rubric for the Online Education Initiative (Aug, 2014), and (c) Quality Matters Rubric Standards (5th Ed, 2014). To be determined by the DE Planning Committee in consultation with the Academic Senate.

Instructional Materials:

- @One Standards for Quality Online Teaching
- Course Design Rubric for the Online Education Initiative
- Quality Matters Rubric Standards
- CR Policies and Procedures for DE
- Canvas Course Shell
- Canvas Tutorials: DEMOs I, II, and III; additional videos TBD
- Instructional videos: TBD

Week One: Introduction and Course Design

Introduction – Preparation and Policy

- Preparation
  - Expectations and motivation
  - Course Objectives
- DE Policy at CR
  - AP 4105 Distance Education,
  - Contractual (Schedule-F2 DE, Faculty Certification),
  - Regular Effective Contact,
  - DE Course Development and Curriculum Committee,
  - Proctoring Policy,
  - Reporting Census/Last Day of Attendance,
  - DSPS Accommodations,

Course Design (OEI Rubric Standard A; @One Standards 9; QM Standard 1)

- Elements of instructional design – Learning objectives, course structure, instructional strategies, organization of content, course overview and introduction to students.
- Elements of a syllabus – Contact information, course description and learning outcomes, establishing student and instructor expectations, student support services.
Week Two: Interaction

- **Regular Effective Contact** (OEI Rubric Standard B; @One Standards 1 & 2; QM Standards 4 & 5)
  - Weekly announcements in the Learning Management System.
  - Instructor-prepared materials (text-based, audio files, and/or video files), in addition to any publisher created materials (written, recorded, broadcast, etc.) that, combined with other course materials, creates the “virtual equivalent” of the face to face class.
  - Threaded discussion forums (or equivalent) with appropriate instructor participation.
  - Timely feedback for student work.
  - Other Types of Contact: Instructors may also choose to use other forms of communication, as mentioned in Section 55204 of Title 5. (“...through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.”) and/or CCCConfer, video conference, pod cast, or other synchronous technologies may also be included. CCCConfer is a web conferencing tool that is free to the California Community College System.
  - Timely feedback for student work (REC)
  - Scoring Rubric

- **Collaboration** (OEI Rubric Standard B; @One Standards 1; QM Standards 5)
  - Establishing a learning community, e.g., interdependent work

Week Three: Assessment

- **Introduction to assessment theory**
  - Testing theory (reliability and validity)
  - Types (objective, subjective, power vs speed)
  - Frequency (weekly vs high stakes)
  - Authenticity and security (use of proctors)

- **Assessing course learning outcomes using Multi-method assessment** (OEI Rubric Standard C; @One Standards 5, 6 & 7; QM Standards 3)
  - Use of Scoring Rubric
  - Assessment for tracking learning progress
Week Four: Learner Support and Accessibility

- **Learner Support** (OEI Rubric Standard D; QM Standards 7)
  - Tech support
  - Student support services

- **Accessibility** (OEI Rubric Standard D; QM Standards 8; @One Standards 4)
  - DSPS services and accommodations
  - Accessibility standards – Title 5, Section 508
  - Accessibility of technologies used

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**Practicum: Module development** - *Course development using a Canvas shell provided on the first day of class.*

- Creating an online course syllabus
- Creating an online class module using Canvas.
- Integration of Canvas tools with course design standards.
- One-on-one with faculty mentor &/or instructional technologist
- Apply Schedule F-2 DE evaluation criteria

**Practice** *Online practices specific to CR to be integrated during the 4-week course.*

- Considering Proctoring procedures,
- Using Web Advisor Comments/Information Letter,
- Preventing or identifying Student Authentication/Fraud/Cheating,
- Managing wait list students