Faculty complete end of course evaluation: what worked well…what didn’t?

Students complete end of term CLL & OIC evaluations online

ITC summarizes & sends student evaluation results to instructor via letter & in person if necessary.

Conceptualize

- ITC, IDs & CPDS review term and share design strengths & weaknesses
- Notes made for next course offering

Evaluate

- ITC mentors instructor in course for first 2-3 weeks. Check on student participation & tracking.
- Provide feedback on time mgt, discussion board mgt. and student tracking.
- Midterm check-in after students complete midterm evaluations online
- Ongoing support on as-needed basis

Launch

- Instructor completes pre-launch checklist
- Review course pages for errors and/or broken links. Inform instructor if edits are necessary.
- Review Discussion Board/Topics & encourage introductory message
- Confirm that all content, including quizzes, is in place.

Develop

- New faculty: Orientation & 5-week online faculty course
- Discuss instructor's style/techniques/activities and what's important in traditional classroom
- What fears does instructor have with teaching online?
- Review Part A, major projects, & assessment tools
- What are the learning outcomes and the course objectives? And how can they be achieved using WebCT tools/features?
- Discuss: group work, "Learning Modules", accommodating learning styles, using rubrics, how to best utilize F2F sessions
- Review "First Meeting with Instructional designer"
- Determine editing process (MS Word, HTML, other)

Test & Review

- Map out course including module outline
- Review drafts of Syllabus & Getting Started
- Review & identify "weaknesses" in design & provide feedback
- Discuss using various WebCT tools: calendar, My Grades, Assignment Dropbox, Quizzes
- What tools if any need to be added to course
- Discuss time management

Course Page Designers:
- Review course pages & format of modules. Provide feedback for revisions.
- Make sure F2F sessions incorporated in Syllabus
- Review content for consistency, grammar & spell check.
- Insert notes to CPD
- Maintain communications with CPD regarding progress

ITC reviews all courses

- Translate content to HTML
- Insert images & links where appropriate
- Validate code
- Check spelling
- Upload pages to WebCT
- Move pages into Path
- Update student view
- Notify ID to review pages & make edits if necessary

Forward module outline & any other pertinent info to CPD if appropriate

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