

Distance Ed Committee

AGENDA

Dec 7, 2016

Meeting time/location: 2:00pm, Room H115

Topics:

- Online course development forms.
- Plans for 2017

**Technical Advisory & Distance Education Committee
Meeting Minutes December 2nd, 2016 H115- 2pm**

Attendees: Pamela Harmon, Marie-Ange Zicher, Humberto Espino, Sara Gallagher, Joe Buchel, Larry Bodzewski, Patricia Knol, Ric Segovia, Regina Hughes.

The meeting began at 2:05 pm.

Topics discussed included:

1. Forms for online course development were reviewed and discussions occurred on submissions from committee members. All members are asked to review and email recommendations to the Chair for the December meeting. From the discussion, notes were taken and the revisions will be posted in Blackboard for revisions and approval.
2. Discussions occurred regarding the goals of the Tadec committee for 2017.
3. The IT representative (Larry Bodzewski) has again asked that we have a discussion about a 1:1 program with laptops for students. As mentioned previous, Humberto will need to look into the need by sending out surveys and collected the data. Larry mentioned that several classrooms were using the laptop cart. Cost is always an issue for the student that will need to be addressed once surveys are completed.
4. A brief discussion occurred regarding the "In-House" faculty training program that will be voted on in Senate on December 13, 2016. No questions were emailed to the Chair of Tadec from Senate members after the October and November meeting.
5. Meeting dates for spring 2017 will be February 1st, March 1st, April 5th, May 3rd. Meeting time will be 2pm

Meeting adjourned at 3:15 pm

Respectfully submitted,

Pamela Harmon, Chair of TADEC

MEMORANDUM

To: Triton College Senate members

From: Pamela Harmon, TADEC Chair

Date: 11/28/2016

Re: Alternative Triton College In-house online training and development

The Technology Advisory & Distance Education Committee is recommending that an in-house training be developed for those faculty who want to teach online and develop courses as an alternative to the current ION certification. Below is a suggested list of topics that the developer of these courses could use as a framework for it to be developed. Additional topics, changes in the LMS, and current trends in online courses would be incorporated as needed.

The Online Course Facilitator certificate is intended for faculty who will be teaching but not developing online courses. This certificate is aimed for faculty teaching courses that are either co-owned or owned by Triton College. It is expected that faculty would not significantly alter the courses they are teaching, but make minor adjustments as required for the course's flow, student-instructor communication, and concept clarification.

Teaching an online course:

- Overview of online learning
- Online faculty presence and community
- Encouraging communication
- Online teaching principles of community and feedback
- Orienting the online learner
- Fundamentals of online teaching
- Connecting learning theories to your teaching strategies
- Technology tools for online learning

The Online Course Developer certificate is intended for faculty who will be developing and teaching their courses that are either co-owned or owned by Triton College. As part of the deliverable, the faculty member must present a unit design plan, including a summary of the organizational methods used and a map of the content to the unit's student learning outcomes. In addition to "lecture" components, the unit would include a sample of possible video or audio, opportunities for student-student interaction, and formative and summative assessments (including assignments).

Designing an online course:

- Design principles and theory
- Pedagogy in engaging interactions, assignment and design
- Building course infrastructure
- Exemplary course program rubric
- Assessment, collaboration and technology
- Instructional design
- Course evaluation