

**Pamela L Harmon**

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**From:** Humberto Espino  
**Sent:** Tuesday, May 02, 2017 1:56 PM  
**To:** TADEC  
**Subject:** [--] May Technology Advisory and Distance Ed Committee Meeting - REMINDER



Technology Advisory Committee

Good afternoon,

On behalf of the Committee Chairperson Pamela L Harmon:

Just a gentle reminder, our next TADEC meeting is tomorrow, May 3rd at **2:00pm** in room **H124**.

Agenda:

- In-house training for online instructors
- CTE support for faculty
- Other

Pam Harmon  
Chair of TADEC  
Radiology Program Coordinator

If you know of faculty that might be interested in attending, please encourage them to come along.

Feel free to contact Pam Harmon ([pamelaharmon@triton.edu](mailto:pamelaharmon@triton.edu)) for any questions.

[www.triton.edu/tadec](http://www.triton.edu/tadec)

## Technical Advisory & Distance Education Committee

### Meeting Minutes May 2, 2017 H124- 2pm

**Attendees:** Pamela Harmon, Humberto Espino, Larry Bodzewski, Hilary Meyer, Marie-Ange Zicher, Myrna La Rosa. **Guests:** Cheryl Antonich, Chuck Bohleke,

The meeting began at 2:00 pm.

#### **Committee Purpose Statement:**

*The Technology Advisory Distance Education Committee (TADEC) is a standing committee of the Academic Senate and engages in discussion and decisions related to the acquisition, maintenance and use of current and future technology for teaching and learning. In addition, TADEC will advise, evaluate, review, and develop guidelines for the Triton College Technology Plan and Distance Learning Education Strategic Plan. TADEC makes recommendations on policies that are strategic in nature to promote distance education and support institutional and academic efforts of the College related to the appropriate use of technology.*

Topics discussed included:

#### **1. In-house training for online instructors.**

Discussions regarding the "In-House" faculty training program occurred. We will continue compiling topics we feel should be included with the In-House training for online teachers and developers. The committee will take the lead in putting the outline together and will also include the Peer Review Committee in the evaluation of the coursework to ensure that the courses meet the needs of those interested in teaching online and developing online courses.

#### **2. CTE support for faculty.**

Humberto indicated that support and services through the CTE will continue as usual. He noted that he had also attended a Campus Quality committee meeting and addressed the same concern. The Campus Quality asked that our committee also address staffing issues regarding the support of online faculty. No members who attended the meeting teach online other than the Tadech Chair, Pam Harmon. Therefore, the discussion turned to what the CTE should consider regarding structure and support. It was noted that since adding the ION requirement, the number of faculty who teach online has dropped. We are hopeful that completing the outline and getting the In-house training implemented is crucial to us expanding our online coursework.

\*Since the meeting, we have received notification from VP Baker regarding this concern.

The email is included.

#### **3. Other.**

- AVP Antonich reported that there are currently 14 online courses in progress with development. She noted that the quality work was evident in the work that she has seen through the Peer Review Committee. It was duly noted from Pam Harmon of the quality courses the Triton faculty have developed. A recommendation was made to consider a recognition to high quality Peer Reviewed Courses at the faculty workshops. We all felt that recognizing the great work that is being done here at Triton should be highlighted to others on campus.

- Myrna La Rosa requested to the IT department that they consider (Insight) software for Math courses that would allow instructors to observe all screens while testing in computer lab classrooms.

Meeting adjourned at 2:55 pm  
Respectfully submitted,  
Pamela Harmon, Chair of TADEC



## Pamela L Harmon

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**From:** Christina Brophy  
**Sent:** Tuesday, May 02, 2017 3:14 PM  
**To:** Pamela L Harmon  
**Subject:** online/Blackboard support

Hello Pam,

I hope you're well.

Below find an excerpt from the most recent Campus Quality committee meeting minutes. I thought your committee might be interested in addressing this issue as well.

Best,

Christina

1. While faculty appreciate that the administration is aware of the staffing crisis [in online/Blackboard support], there is concern that a full understanding of online faculty needs is lacking. **Our tech support needs are enormous and require highly skilled professionals, with knowledge of our institution to respond to them.** Whenever there is a new employee, it takes quite a bit of time for the person to get up to speed. For online courses, we can't afford a lengthy learning curve with a new hire. Online students are more jittery and grow impatient faster than classroom students. When there is a tech issue with a course, we have to have lightning fast responses from our tech support or we lose students. This will hurt student success, our enrollment, and our retention rates. Marie-Ange Zicher knows this institution, she knows us, she is aware of our needs and she is an expert on Blackboard and making it work for our courses. It seems the solution to this crisis is staring us in the face. Please retain Marie-Ange Zicher.
2. **Faculty committee members were unanimous in their recommendation that Marie-Ange Zicher be retained by Triton to continue her excellent work in support of online/Blackboard faculty as well as tech training. Members asked to the Academic Senate as a whole to approve of this.**

Christina S. Brophy, Ph.D.  
Tenured Faculty in History and Humanities  
Chair of the Gender and Women's Studies Committee  
Department of Social Science  
Triton College  
2000 Fifth Avenue, D-107  
River Grove, IL 60171

May 3, 2017

Colleagues,

I want to inform you about the steps being taken to ensure a smooth transition related to personnel changes in the Center for Teaching Excellence and the Professional Development Center. I know of particular interest to faculty is how these changes will effect online teaching. I have been working with Human Resources, Information Services, Assistant Vice-President Espino, and Shelley Tiwari to develop a new structure to support the varied needs of the faculty.

Assistant Vice-President of Technology and Innovation Espino will manage the operation side of the Blackboard and will provide Blackboard support going forward. AVP Espino has assured me that he has the skills and commitment necessary to take on this responsibility.

The search for a replacement for the recent vacancy in the Instructional Designer position will begin immediately. Every effort will be made to hire a replacement before the end of the fiscal year.

I am committed to supporting faculty members who teach online. Faculty will continue to be approved for ION or other comparable programs, including the recently approved in-house training program. Shelley Tiwari will maintain her role in the CTE and will have some additional responsibilities related to online teaching. In cooperation with the TADAC Committee, Shelley will seek faculty leaders who are interested in sharing their online knowledge with colleagues in workshops or mentoring relationships for which compensation will be available. Furthermore, information about other learning opportunities related to online teaching will be shared as it becomes available.

Please know that I support your ability to offer our students quality online courses and this continues to be an important objective for the college. I have confidence that we can work together to provide the quality support that each of our faculty need to help students to succeed.

Deb

## **Module 1: Models and Principles**

This module lays the groundwork to understand online teaching and learning with technology, and discusses technology capabilities and effective teaching practices. Learn the basic components of an online course and a framework for converting a traditional classroom into an online format.

*Key topics include:*

- How the online environment impacts teaching and learning
- What are the benefits and challenges of teaching online
- What it takes to be an effective online instructor

## **Module 2: Role of the Online Learner**

This module explores online learning from the learner's perspective, and focuses on the skills and motivations that contribute to the online learner's success. Develop a greater understanding of the factors that contribute to effective learning online, including learner skills and learner supports.

*Key topics include:*

- How distance and technology affect learners
- What skills and competencies online learners need
- How instructors can better support and scaffold learning

## **Module 3: Role of the Online Instructor**

This module looks at the online instructor's role and teaching skills, and the similarities and differences between online and face-to-face teaching. Learn effective teaching strategies and methods to engage learners.

*Key topics include:*

- What skills and competencies online instructors need
- What active learning principles are
- How to establish a teaching presence in the online classroom

## **Module 4: Planning Course Content**

This module takes a more "how to" approach that focuses on applying principles of good practice to course planning. It describes principles for structuring, chunking, and formatting content, and introduces copyright and accessibility considerations.

*Key topics include:*

- The role and importance of learning objectives in course design
- Creating learner profiles when planning courses
- Ways to make content relevant to learners

**Module 5: Planning Learning Activities**

This module builds on the content planning activity of the previous unit, focusing on the design of learning activities and interactions between students, content, and the instructor. It includes examples of authentic learning activities that stimulate learner engagement.

*Key topics include:*

- Guidelines for planning learner interactions
- Strategies for providing meaningful feedback
- Interaction principles for the design of online learning activities

**Module 6: Course Management Strategies**

This module looks at course management strategies for handling teaching tasks and workload, presenting a variety of practical strategies for managing time, communications, and students. It identifies policies that help learners with course procedures as well as saving administrative time.

*Key topics include:*

- Time management strategies for online instructors
- Strategies to support online communication and interaction
- Managing students' needs and expectations