

CTL Online Instruction Certification Process

ULV's Online Policy notes that the Center for Teaching and Learning (CTL) provides a process for certifying faculty technical and pedagogical readiness for online teaching. The FTC approved the online preparation courses for certification and passed this recommendation on to Faculty Assembly for a passing vote.

The CTL's conception of certification is a readiness process which takes into account individual faculty needs with specific consideration for the student's likelihood to succeed in navigating an online course given applied instructional design and delivery principles. It is not the purview of the CTL to make recommendations on discipline-specific content or assessment techniques; these are the considerations of the department or program for which the instructor teaches.

The content of the online faculty academies (Blackboard 117 and 118) are drawn from best practices of national universities and community colleges which are engaged in continuous quality improvement and support for the teaching and learning experience using hybrid or online delivery.

The proposed process to become certified teach online is roughly is follows:

1. Faculty member comes to the CTL with approval from their department chair or Dean to seek certification to teach online.
2. CTL will provide a copy of the ULV Online Policy if needed.
3. The CTL will send an informational email to include the department Dean or Dean's designee in order to make their intent to begin the certification process known/confirmed.
4. An initial orientation takes place in order to review the expectations and any exceptions to the process (see below) via phone, email or in person meeting. The faculty member is enrolled in the courses at this point, unless they have previously been observing the course(s).
5. During the instructional design process, the CTL will recommend some discipline-specific courses to view for possible modeling both inside ULV and select institutions which allow guest access.
6. The instructor will also receive a copy of "Quality Matters" (a FIPSE funded model for continuous quality improvement out of *MarylandOnline*) to serve as a rubric of instructional design elements

to create a new hybrid or online course as well as modify a traditional course for online delivery.

7. Upon completion of the Blackboard 117 and 118 courses, the CTL will provide a certificate of completion and a written report detailing any recommendations for modifications to their proposed course syllabus and schedule of activities to the faculty member, their department chairperson, and Dean. It is the decision of the department to grant course approval or final certification.

Time considerations

The time commitment depends upon the skill level navigating the online content in Blackboard and on the World Wide Web. Certain areas of both courses can be challenged depending upon instructor's prior experience with course management systems or facilitating online learning experiences for students. Instructors should meet with the CTL director for any petitions to challenge the courses. In most cases, this will depend upon joint recommendations from the instructor's home department based on recommendation by the CTL.

In the case of department need and permission from Program Chairs, Associate Deans, or Deans, concurrent enrollment in the certification courses and online teaching may occur. In these instances, a revised certification process can be arranged.

Other Considerations

(see CTL Director for clarification of ULV Online Policy with regard to separate certification for hybrid vs. online course design)

Guide to Curriculum

Each module contains an introductory reading, links to further reading and resources, a short quiz, and activities (see below). All quizzes are required and are preparation for the cumulative test at the end of module 6 in BB 117. All activities are required unless otherwise indicated ***Optional** in both courses.

BB 117: Introduction to Blackboard Online

- Module 1: Overview of Blackboard
 - Activity – change password, edit your student homepage
 - Quiz – *5 questions about overview of BB

- Module 2: Communication in Blackboard
 - Activity – discussion forum post and reply to course-mate
 - No quiz
- Module 3: Online Assessments
 - Activity – discussion forum on tests in Blackboard
 - Quiz – *5 questions on testing
- Module 4: Using Blackboard in Instruction
 - Activity – visit ULV Blackboard course sites, post to the discussion forum about what was discovered in activity.
 - Quiz – *5 questions on using Blackboard in instruction
- Module 5: Technical Competencies – to be changed in summer '07 to new social software functions in Blackboard (Campus Pack: TeamsLX, Wikis, Journals, Blogs, Search Content).
 - Activity – * create a basic website, visit a website of a course-mate or ULV faculty member, post to the discussion forum as directed
 - Quiz – *5 questions on technical competencies using Blackboard for instruction
- Module 6: Online Survey
 - Activity – take anonymous survey to evaluate the course
 - Comprehensive test on entire course for certification candidates

BB 118: Theories into Practice

- Module 1: Your Audience
 - Activity – take a learning style survey, take a teaching style survey, post to the discussion forum
- Module 2: Planning Your Course
 - Activity – * create a course goals and objectives chart, match your objectives to your assessment style, find a syllabus for an

online or hybrid course from your academic area (if you need help finding someone the CTL staff can assist; post to the discussion forum

- Module 3: Effective Content
 - * Activity – visit 5 interactive, online curriculum development sites, post to the discussion forum
- Module 4: Teaching Process
 - * Activity – complete a lesson plan and student interaction chart, post to the discussion forum
- Module 5: Media for Your Course
 - * Activity – visit the CTL IDEA Lab to develop multimedia curricula, post to the discussion forum
- Module 6: Putting it All Together
 - Review the Quality Matters Rubric (<http://www.esac.org/fdi/rubric/finalsurvey/demorubric.asp>)
 - Print and answer the questions as they pertain to your working syllabus. (*optional)
 - Present your new or revised syllabus **and** course schedule showing time on task for students either for a web-enhanced, hybrid, or online course to the CTL for review.
 - Review and submit the worksheets for Decision Templates for Methods of Instruction and Weekly Schedule of Activities, preferably at the time of final certification review.