

E-Learning Training & Resources Subcommittee

Minutes

January 22, 2015, 1-1:50 pm

Library Study Room 119

Present: Scott Baker, Scott Cline, Toni Knott, Erin McCully; Bethany Emory and Kristy Sartain

Training: The Meeting opened with a look at the faculty survey from end of Fall 2014 semester that Kristy Sartain sent out. The committee reviewed the descriptions and objectives for the requested trainings and didn't have any further recommendations for other trainings to add.

E-Learning (Kristy, Erin, & Bethany) described the E-Learning Open Lab that was held that same day and its success (three instructors came) and the committee determined to continue with Open Labs for instructors in the Center for Teaching Excellence each Thursday from 9am-12pm. (Open Labs are an opportunity for instructors to drop in to get assistance with Blackboard problems or other related issues.)

After discussion about different ways to schedule trainings for the rest of the Spring 2015 term, it was decided that Kristy and Erin would review the calendar and try to set up multiple instances of the same training session in the same week to improve the chances instructors could make one of the times work with their schedules. Scott B suggested that mid-afternoon times might be the easiest for faculty to attend. The dates and times of these trainings are on the Professional Development Calendar, which any SCC employee can add to his/her own calendar. The PD calendar is linked from the E-Learning Faculty Training page.

Committee discussed ways to publicize trainings and how to connect with those who sign up for them. It was determined that E-Learning staff will send out an email 10-14 days in advance of a training session offered, including a description of the offered training and a link to register. A week beforehand, all who have registered will receive a Google Calendar invitation to attend and information about anything the participants may wish to bring (syllabus, file to upload, etc.). Then E-Learning will follow up with them if they haven't RSVPed to the google calendar meeting the day before. After the session, E-Learning will email the participants a satisfaction survey modeled on the TOPs Survey.

Committee discussed student trainings. Erin and Kristy said that there has been only one student who has shown up to a scheduled student training since the beginning of the year and it was suggested that this model may not be the best way for reaching students. Scheduling one-on-one trainings by request was suggested (and is already in place), and there are options in place for students to take the Online Blackboard Training course (available to all students in Blackboard) and view student tutorials.

Instructor Guide: The E-Learning Instructor Guide (distributed in paper form, also available online) is out of date, and E-Learning would like to update it. It was noted that it is:

- Outdated/Incorrect information, or may very soon be out-of-date
- Language/Wording can be confusing

- Information is not relevant or is duplicated elsewhere
- Not sure this format / layout is the most effective

Committee members recommended adding more context for why certain things are required or suggested. Members also suggested adding language that makes it clear when certain things are required or when they are “strongly suggested.” E-Learning will also add some examples where appropriate. The committee determined that the Instructor Guide should be added to the end of the SCC Faculty Handbook (if possible) and be made into a searchable PDF online (if possible).

Moving Forward:

- E-Learning will update the E-Learning Online Instructor’s Guide to bring back to the committee for review
- E-Learning will determine what steps must be taken for the Instructor Guide to be added to the end of the Faculty Handbook
- E-Learning will get more trainings scheduled for Spring 2015 and develop post-training surveys based on the TOPs survey