

POLICY AND SUPPORT FOR FACULTY TEACHING DISTANCE LEARNING COURSES

(Effective Fall 2015)

I. DISTANCE LEARNING TEACHING POLICY

As Ohio Northern moves forward with developing distance learning programs that are intended for students who do not interact with the faculty member in a face-to-face meeting, it is important that the courses offered reflect the excellence and rigor of all of ONU's other instructional modes and schedule types.

To support these outcomes of rigor and excellence, faculty must have a working knowledge and understanding of how to create a quality online course. The ONU Educational Technology staff provides a series of professional development activities designed to prepare faculty to effectively teach online. ONU also must verify student identities in an online course and take reasonable steps to protect student privacy. To meet these federal guidelines, ONU's Moodle portal is required for all courses operating with a schedule type of "distance learning". Thus, prior to scheduling a course offering with a schedule type of "distance learning (DL)" in the registrar's office, each faculty member teaching a distance learning course must complete the following trainings and evaluations:

1. Complete ONU's "Designing a Quality Online Course" seminar, offered by the Educational Technology staff.*
2. Complete ONU's "Moodle Basics Trainings" seminar, offered by the Educational Technology staff.*
3. Submit the designed course for an internal course peer review. The course will be evaluated using the Quality Matters' Course Review Management System (CRMS). The CRMS gathers reviewer feedback and recommendations and produces a final report of the review's outcome. Faculty must submit the final report to the Office of Academic Affairs. An online course that has been offered at least twice may be submitted for an Official Quality Matters Review and Certification.

Upon completion of these three items, the Office of Academic Affairs will notify the registrar's office that the course can be scheduled with a schedule type of "distance learning (DL)". Summer course offerings should be posted by March in order to support advanced registration.

*Alternatively, faculty may demonstrate proficiency in these areas by submitting current teaching materials for internal peer review coordinated by ONU's Educational Technology staff.

The ONU seminar descriptions are:

- **Designing a Quality Online Course**

This workshop series is intended to guide faculty through the process of creating an effective online course. Participants will gain a significant and lasting course design experience that will continue after the workshop is over, and applicable to any course format. By the end of the workshop series participants will have a course designed that meets the Quality Matters Standards. Participants also will receive a copy of *Creating Significant Learning Experiences* by L. Dee Fink (2013) and a copy of the *Quality Matters Higher Education Rubric Workbook* (2014).

Topics will include: best practices in online learning and course design, writing measurable objectives, formulating assessment and feedback procedures and creating learning activities to assist students to meet course learning objectives. A certificate will be awarded by the Office of Academic Affairs upon completion.

- **Moodle Basic Training**

This series of workshops will assist faculty in setting up their Moodle course and how to use the tools available in Moodle to enhance student learning. Topics include Getting Started, Adding Resources, Creating Assignments and Assessments, Using the Gradebook, Calendar and Communication Tools, Forums, Chats, and Course Management. A certificate will be awarded by the Office of Academic Affairs upon completion.

II. INTERNAL PEER REVIEW COMMITTEE MEMBERS

The following faculty and staff have volunteered to serve as Internal Peer Course Reviewers for ONU online courses. If you also would like to volunteer, please contact Dr. Hurtig.

<p>Cynthia J. Woodfield, DNP, RN, CNE</p>	<p>Visiting Assistant Professor of Nursing Nursing Dept Email: c-woodfield@onu.edu Phone: 419 772 3948</p> <p>PROFESSIONAL DEVELOPMENT CERTIFICATES</p> <p><u>Quality Matters Program (QM)</u></p> <ol style="list-style-type: none">1. Rubric Update Role Reinstatement (RURR)- Jan 20152. Master Reviewer Recertification 2014 - Feb 20143. Continuing and Professional Education Accelerated Reviewer Course for QM HE Peer Reviewers - March 20134. Master Reviewer Recertification 2012-2013 - Oct 20125. QM Rubric Update 2011 - Aug 20116. Master Reviewer Training (MRT) 2006-2011 - June 20117. Peer Reviewer Certification (PRC) 2006-2011 - Dec 20108. Applying the QM Rubric (APPQMR) 2008-12 (514) F2F Dedicated - Nov 2010
<p>Joseph Blankson, PhD</p>	<p>Education Technology Manager Information Technology Office Email: j-blankson@onu.edu Phone: 419 772 2823</p> <p>PROFESSIONAL DEVELOPMENT CERTIFICATES</p> <p><u>Quality Matters Program (QM)</u></p> <ol style="list-style-type: none">1. Applying the QM Rubric - (APPQMR) : using 2011-2013 Rubric - Jan 20142. Quality Matters Peer Reviewers Course, Aug 2010 <p><u>Online Learning Consortium</u></p> <ol style="list-style-type: none">1. Using Moodle to Create Online Courses - April 20102. Getting Started: First Step Toward Online Teaching -

	<p>March 2010</p> <ol style="list-style-type: none"> 3. Blended Learning Specialization - June 2010 4. Video and Audio Tools for Teaching and Learning - April 2010 <p><u>American Society for Training and Development</u></p> <ol style="list-style-type: none"> 1. Designing Learning - May 2010
<p>Anita Morgan, DBA, CPA, CFE</p>	<p>Assoc. Professor of Accounting & Director of MPPA College of Business Email: a-morgan.4@onu.edu Phone: 419-772-4210</p> <p>PROFESSIONAL DEVELOPMENT CERTIFICATES</p> <p><u>Quality Matters Program (QM)</u></p> <ol style="list-style-type: none"> 1. Applying the QM Rubric - (APPQMR) : using 2011-2013 Rubric - Jan 2014 2. Peer Reviewer Course (PRC) - Aug 2013
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