



DISTANCE LEARNING

OCFD – Online Course and Faculty Development

Oglala Lakota College

March 2010

TODAY'S AGENDA

- Distance Learning Policy
- Distance Learning Procedure
- Course Development Team
- Peer Review Panel
- Quality Matters
- Peer Review Rubric
- Course Development Tools



DISTANCE LEARNING POLICY

- The Instructional Division will be responsible for the development, delivery, assessment and accreditation of Distance Learning (electronically offered) courses, certificates and degrees.
- Oglala Lakota College recognizes the following five components of Distance Learning.
 - Institutional Context and Commitment
 - Curriculum and Instruction
 - Faculty Support
 - Student Support
 - Evaluation and Assessment



DISTANCE LEARNING POLICY

- Component Two - Curriculum and Instruction
 - Distance Learning will be curriculum and pedagogical driven. Qualified professionals will ***insure appropriate collegiate learning outcomes with breadth and depth consistent to the degree program.***



DISTANCE LEARNING PROCEDURE

○ Curriculum and Instruction

- The scope of this policy will extend to electronic mediated courses that are identified as hybrid and/or fully online courses.
 - **Hybrid** courses present to the student a mixture of traditional face to faces class sessions and online class sessions.
 - **Online** courses present to the student class sessions that are fully online without meeting in a face to face environment.



COURSE DEVELOPMENT TEAM (CDT)

- Distance Learning curricula and pedagogy development will be a collaborative process conducted by two work teams.
 - **The Course Development Team (CDT)** will coordinate the development of the various technologies of online course delivery. Members of the CDT will include a course designer, content expert, multimedia specialist, instructional designer/distance learning coordinator, and a Department Chair.



PEER REVIEW PANEL (PRP)

- Distance Learning curricula and pedagogy development will be a collaborative process conducted by two work teams.
 - **The Peer Review Panel (PRP)** will assess the developmental progress and quality measures of the online courses as they are constructed. Members of the PRP include a course designer, content expert, instructional designer/distance learning coordinator, and Department Chair.
 - Each Distance Learning course will achieve PRP approval before presentation on the Course Schedule. The PRP Rubric will be the model for approval.



QUALITY MATTERS

– UNDERLYING PRINCIPLES

○ **Continuous**

- The Quality Matters process is designed to ensure that all reviewed courses will eventually meet expectations.
- The process is integral to a continuous quality improvement process.

○ **Centered**

- On research - the development of the rubric is based in national standards of best practice, the research literature, and instructional design principles.
- On student learning - the rubric and process are designed to promote student learning.
- On quality - the review sets a quality goal at the 72 point level or better (courses do not have to be perfect but better than good enough).



QUALITY MATTERS

– UNDERLYING PRINCIPLES

○ **Collegial**

- A Quality Matters review is part of a faculty-driven, Peer Review Panel.
- The review process is intended to be diagnostic and collegial, not evaluative and judgmental.

○ **Collaborative**

- The review is based on collaboratively identified evidence found in the course rather than the personal preference of an individual reviewer.
- The review is flexible and not prescriptive (many ways to meet each standard).
- The review team consists of a course designer, content expert, instructional designer/distance learning coordinator, and Department Chair.



PRP QUALITY MATTERS RUBRIC

- The QM Rubric will incorporate the following standards:
 - Adherence to approved online course template and online course syllabus template.
 - Learning activities are organized around demonstrable learning outcomes embedded in course components including: course delivery mode, pedagogy, content, organization, and evaluation.
 - Content developed for distance learning courses will comply with copyright law.
 - Faculty members involved in content development will be aware of their institution's policies with regard to content ownership.



PRP QUALITY MATTERS RUBRIC

- The QQM Rubric will incorporate the following standards:
 - Faculty members involved in content development will be aware of their institution's policies with regard to content ownership.
 - The medium/media chosen to deliver courses and/or programs will be pedagogically effectual, accessible to students, receptive to different learning styles, and sensitive to the time and place limitations of the students.



PRP QUALITY MATTERS RUBRIC

- The QM Rubric is a 40 measure assessment tool
- The QM Rubric incorporates the following eight standards:
 - Course review and introduction
 - Learning objectives
 - Assessment and measurement
 - Resources and materials
 - Learner engagement
 - Course technology
 - Learner support
 - Accessibility



COURSE DEVELOPMENT RESOURCES

- **Moodle Course Template**
 - Based on recognized best practices
 - Build course content online
 - Build course content offline
 - **Offline HTML template files available**
 - Open Source HTML editors are available
- **Course Syllabus Template**
 - Word template available
 - Convertible to pdf
- **Open Education Resources Available**
 - Resources available from major universities
 - Use requires display of citation reference
- **Technical Expertise**



COURSE TEMPLATE OUTLINE

- Introduction
- Lesson Materials
- Lesson Assignments
 - Individual Assignment
 - Group Assignments
 - Test
- Grade Guide



COURSE TEMPLATE EXPLODED

- Lesson Introduction
- Lesson Objectives
 - Key Learning Objectives
 - Key Learning Activities
 - To Successfully complete this lesson
- Lesson Materials
 - Introduction
 - Readings
 - Notes
 - Looking Forward



COURSE TEMPLATE EXPLODED

- Individual Assignments
 - Reading
 - Homework
 - Assignment
 - How to Submit
 - Availability
 - See Grade for Grading Helps
- Lesson Discussion
 - Assignment
 - Availability
 - See Grade Guide for Grading Helps
- Grade Guide

