Fall 2016 In-person Sessions, Webinars, and Online Workshops

Presentations & Workshops
Please note: any of OCDE’s faculty development offerings can be held by request for any campus, college, or department with a minimum of six guaranteed attendees.

In-person sessions
In these face-to-face sessions, attendees will hear about the most important issues when designing, building, and teaching online courses. Time is built in for questions and discussion throughout the presentations. Most sessions are held in room 332 in the Kent campus library, and attendees will receive a digital badge designed by OCDE for their attendance. All sessions are two hours long.

Effective Online Discussions
Friday, September 23, 2016  11:00am-1:00pm
Get the most out of using online discussions to promote interaction and engagement! This workshop addresses the challenges and rewards of utilizing discussions effectively in the online classroom. If you think there’s only one way to do an online discussion, come to this workshop to learn about several ways to approach an interactive, online discussion that will leave your students (and you!) re-invigorated and engaged. Other topics include: writing clear expectations and instructions, considering deadlines and grading, using effective facilitation strategies, and developing engaging discussion prompts to promote critical thinking. In addition, hands-on activities will be included to allow you a chance to engage with the workshop material. This workshop also addresses General Standard 5 of the QM Rubric: Course Activities and Learner Interaction.

Rubrics and Feedback: Providing accurate assessment and quality feedback
Wednesday, October 12, 2016  10:00am-12:00pm
In this workshop, you’ll get ideas and best practices for providing feedback (including audio and screencast feedback!) for several Bb tools, including Assignments and Discussions. We’ll also help you think through the creation of your rubrics, using the Bb Rubric tool, and provide you with some rubric templates and examples to help you get started. This session addresses several specific standards from General Standard 3 and General Standard 5 of the QM Rubric.

Breaking new ground: Rethinking content in your online course
Wednesday, October 12, 2016  1:00pm-3:00pm
This presentation will discuss considerations and strategies for online course content, including: reconceptualizing traditional lectures, attending to content strategy, considering alignment, and thinking about rigor in online courses. You’ll leave with do-able takeaways to help you storyboard and create online presentations, evaluate the type and amount of content in your course, find educational content you can use from other sources, and ensure that your materials support students doing well on your assignments. This session also addresses General Standard 4 of the QM Rubric: Instructional Materials.
**NEW! Come Together: Incorporating Group Work and Peer Feedback in Online Courses**

**Thursday, October 27, 2016  2:00pm-4:00pm**

This presentation will discuss the benefits of group work, address common objections and barriers, and provide strategies and tips for creating and facilitating online group work. We'll also talk about peer feedback, and ways to effectively incorporate it into online courses. Attendees will be encouraged to be active participants by conceptualizing one group work or peer evaluation assignment for their online course, or helping others brainstorm ideas for their course. Additionally, you will leave with examples and takeaways for things such as: Team Agreements, Self-Evaluation and Peer Evaluation forms, Peer Feedback rubrics, and more. This session also addresses General Standard 5 of the QM Rubric: Course Activities and Learner Interaction.

**Accessibility and Usability in Online Courses**

**Wednesday, December 07, 2016  12:00pm-2:00pm**

Focusing on General Standard 8 of the Quality Matters rubric, this presentation will help increase your awareness of the importance of accessibility and usability when designing your online course. We'll cover best practices for navigation and course structure, as well as easy ways to make course content more accessible for all learners. While this is not a hands-on workshop, you will come away with strategies and resources to help you be proactive about accessibility and usability issues. A representative from Student Accessibility Services (SAS) will co-present to help provide greater context and detail for the 'hows and whys' of making online course content accessible to all learners.

**Webinar sessions**

All webinars will be held online via Blackboard Collaborate. They are presented as synchronous, fully online workshops, and have built-in opportunities for participation, including discussion, feedback, and questions. Faculty that actively participate in these live sessions are eligible to receive an OCDE digital badge for attendance. All webinars are two hours long.

**Best Practices in the Online Classroom (Webinar)**

**Thursday, September 08, 2016  3:00pm-5:00pm**

This presentation provides an overview of the biggest topics in online learning by outlining several major ways that courses are impacted by the online environment, and discussing how to deal with these changes and challenges to maximize student learning. Best practices and pedagogical considerations will be discussed around topics such as: communication, interaction, feedback, engagement, teaching presence, content considerations, accessibility, navigation and structure, and fostering an online learning community.

**Creating Effective and Engaging Online Assignments (Webinar)**

**Tuesday, September 13, 2016  1:00pm-3:00pm**

This informational presentation will highlight the importance of clear assignment instructions and expectations in online courses, and provide you with a worksheet to think through your assignment prompts. You'll also discuss how to ensure your assignments are aligned with your objectives, and the benefits of scaffolding larger assessments to improve student learning. Finally, over a dozen different types of online assignments will be presented, along with takeaway handouts that will help you consider new options for your online classroom. This session also addresses General Standard 3 of the QM Rubric: Course Assessment and Measurement.
Designing with Quality Matters (Webinar)
Thursday, October 06, 2016 1:00pm-3:00pm
This presentation introduces you to instructional design methods and best practices for the online environment. You will gain an overview of the backward design process, which promotes a well-aligned course that is focused on student learning outcomes, as well as an introduction to the Quality Matters rubric, which can serve as both a guide and checklist for the design of online courses. If you’d like to continue to work on the design of your course, great follow-up options would be attending the Applying the QM Rubric full-day, in-person workshop, or enrolling in the Designing your Online Course fully-online, asynchronous workshop.

Springboard for Success: Using Kent State Online templates to get you and your students off to a great start (Webinar)
Thursday, October 06, 2016 10:00am-12:00pm
Did you know that Kent State Online has created a Bb course template and online course syllabus template for faculty use? While these templates do not infringe on your course content or prescribe that you design your course in a specific way, they are a huge time-saver to you and can be a big benefit to your students! The templates include things such as: university policies and links to university resources, clear links and descriptions for technology help, editable wording for netiquette and communication policies, and much, much more. In this presentation, we’ll showcase the Kent State Online templates, including how they were constructed and tested, what they contain, how to access them, and how to edit/modify them. This session also addresses many standards of the QM Rubric, including General Standard 1 and General Standard 7, as many QM standards are already "met" through the templates. Want to get off to a great start with your new online course or course revision? Start with the Kent State Online templates!

In-person Quality Matters Workshops
The workshops listed below are official workshops designed by Quality Matters and delivered by a trained Quality Matters Facilitator. These workshops are held in conjunction with the Ohio QM Consortium, and half of the seats are retained for Kent State faculty while the other half are reserved for faculty members at other Ohio QM Consortium institutions.

Applying the Quality Matters Rubric (APPQMR)
Friday, October 07, 2016 8:30am-4:00pm; 15 seats available
The Applying the Quality Matters Rubric (APPQMR) workshop is QM's flagship workshop on the QM Rubric and the process of using the QM Rubric to review online and hybrid courses. It is intended for a broad audience, including but not limited to faculty, instructional designers, administrators, and educational technologists who wish to understand more about the QM Rubric and process of course review, as well as best practices in online and hybrid course design. There is no pre-requisite for this workshop, and lunch will be provided.

NEW! Improving Your Online Course (IYOC)
Wednesday, November 30, 2016 9:00am-1:00pm; 12 seats available
The Improving Your Online Course (IYOC) workshop is intended for faculty who have a current online course that they would like to revise or improve to meet Quality Matters standards. There is no pre-requisite for this half-day workshop, but all faculty who enroll must have an existing online course that they have taught at least once at Kent State and are scheduled to teach again in an upcoming semester. Additionally, faculty who enroll must have the authority to revise the course, including any approval needed from their department chair or dean. This is a hands-on workshop, and instructional designers will be on hand to help guide you through the activities, answer any questions you might have, and think through a plan to continue your revision after the workshop ends.
Online workshops are great options for those who want to explore topics in online learning more deeply, as well as gain a valuable perspective as an “online student”, including navigating the structure and layout of an online course and submitting activities from the student perspective. Online workshops provide opportunities for faculty to apply their knowledge and skills, and also receive feedback from OCDE facilitators. All workshops listed below are self-paced, asynchronous, and fully online in Blackboard Learn. Faculty who complete required workshop activities will receive a digital badge from OCDE. Space is limited for these workshops, so be sure to sign up early if you’re interested! A wait list will be kept for each workshop in the event that there is a participant cancellation.

**Online Teaching Orientation and Refresher – TWO SESSIONS!**
**SESSION 1: Monday, September 05, 2016 to Monday, October 17, 2016**
**SESSION 2: Sunday, October 30, 2016 to Monday, December 05, 2016**

This self-paced, asynchronous online session is designed around essential online teaching topics and practices, and is perfect for both new and experienced online faculty. Participants will explore topics such as: creating and maintaining teaching presence, student accessibility considerations, classroom management techniques, collaborative group learning, online assessment tools, and more. Faculty will also complete selected applied practice activities that they can then use in their current and future online courses. This session will take approximately 40-60 hours to complete, and feedback and guidance will be given by a Kent State Online instructor.

- 30 seats available per session for Kent State faculty, staff, and graduate teaching assistants.

**Designing your Online Course**
**Monday, September 12, 2016 to Friday, December 09, 2016**

This is a self-paced, asynchronous, online session for Kent State faculty who want to design or re-design an online course that they are teaching at Kent State. This session covers the essentials of an instructional design method that works well for online courses and supports Quality Matters standards. While this workshop is not about Blackboard Learn, participants will leave having designed the beginning modules of their online course, and can then continue on to the Building Your Online Course session to construct their course in Bb Learn. Activities will take approximately 40-60 hours to complete, and feedback and guidance will be given by an Instructional Designer.

- 10 seats available for current Kent State instructors designing an online course that is scheduled to be taught at Kent State University.

For more details, including full descriptions and registration information, visit:  
[www.kent.edu/onlineteaching/workshops](http://www.kent.edu/onlineteaching/workshops)

For news, resources, & info for online instructors, sign up for the Online Teaching Listserv at:  

*Have questions or want more information? Please contact Dr. Bethany Simunic, Director, Online Pedagogy and Research at: bsimunic@kent.edu or 2-4224*