NMU Online Teaching Fellows Initiative
Program 1 Summary

Initiative Overview

NMU Online Teaching Fellows is a professional development initiative sponsored by the Office of Extended Learning and Community Engagement and facilitated by the Center for Teaching and Learning.

Goal

The goal of the initiative is to develop faculty expertise in the design, development, and delivery of online courses in order to build and enhance online programs. This supports NMU's plans to increase the number of online program offerings substantially over the next several years.

Programs

The initiative includes two intensive Teaching Fellows programs. Program 1, detailed below, is a foundational program. Program 2 produces online leaders and courses that meet Quality Matters standards. Both programs are in a hybrid format, with synchronous and asynchronous components.

Program 1 Learning Objectives

Program 1 will provide participants with strong foundations in the design, development, and teaching of online courses. Upon completion of Program 1, participants will be able to:

- Design an online course that meets Quality Matters standards.
- Plan research-informed strategies for managing an online course.
- Select strategies for engaging students in an online course.
- Create various types of online content, activities, and assessments.
- Apply self-assessment tools for formative evaluation of online teaching.

Outcomes and Deliverables

Applying the skills and knowledge gained through meeting the program learning objectives, each successful Program 1 participant will:

- Complete the Applying the Quality Matters Rubric training, enabling him/her to help share QM principles
- Develop a statement of strategy/philosophy for online teaching based on research within his or her discipline

- Create a partial course outline, including:
    - All course level learning objectives
    - Identification of all content modules
    - Complete design for one content module
- Build at least one full content module in EduCat
- Be prepared to design and build a full online course

Structure

Program 1 is a three month long hybrid program (Note: Exact duration varies by offering and may be impacted by holiday breaks). The first week begins with 15 hours of face-to-face cohort meetings/workshops. The next several weeks are made of asynchronous activities, with the exception of required one-on-one progress consultations between participants and facilitators. The program wraps up with a final cohort meeting where participants present their work. Participants who are not Marquette-based may be able to complete synchronous activities via video conferencing with prior approval.

- Estimated total 60 hours to complete, in a hybrid format:
    - Approximately 20 hours synchronous
    - Approximately 40 asynchronous
- 12-15 participants in each cohort
- Offered up to twice per year, as demand indicates

Program Components

The program workshop content is divided into four modules. Participants spend a significant amount of time designing and developing their own online course deliverables. In addition, the program includes introduction activities and project presentations.

	Synch	Asynch	Est Time
Program Introduction	X		2 hrs
Module 1: Applying the Quality Matters Rubric	X		8 hrs
Module 2: Principles of Online Course Design	X (3)	X (3)	6 hrs
Module 3: Course Development: Tools, Techniques, and Strategies		X	15 hrs
Module 4: Introduction to Evaluation of Online Teaching		X	3 hrs
Participants design and develop online course deliverables	X (4)	X (18)	22 hrs

See the Program Dates document on the Online Fellows web page for information about module dates and meeting times.

Workshop Modules

Module 1: Applying the Quality Matters Rubric

The first workshop in the program is the official Quality Matters "Applying the Quality Matters" Rubric course, also known as the APPQMR. The APPQMR is QM's flagship workshop on the QM Rubric and the process of using the QM Rubric to review online courses. It introduces best practices in online course design through the lens of the QM rubric. Program participants who have previously completed the APPQMR may be excused from this module with advance arrangement.

After completing Module 1, participants will be able to:

- Identify the underlying principles of QM. (Recognize key QM underlying principles and concepts.)
- Identify the critical elements of the QM quality assurance program, including the QM Rubric, materials, processes, and administrative components.
- Apply the QM Rubric, Fifth Edition, 2014 to review online courses.
- Make decisions on whether a sample course meets selected QM Rubric Standards.
- Apply the concept of alignment.
- Draft helpful recommendations for course improvement by citing annotations from the QM Rubric and evidence from the course.

Module 2: Principles of Online Course Design

Module 1 introduces key principles of good online course design, mainly from the perspective of examining existing courses. Module 2 builds on that introduction by focusing on how to create course designs that follow those principles.

After completing Module 2, participants will be able to:

- Define "online course" in the context of NMU's environment
- Describe the minimum required elements of an NMU online course
- Write course level learning objectives (also known as outcomes)
- Arrange a course into modules
- Write measurable and observable module level learning objectives
- Construct a blueprint that will show alignment from objectives through activities and assessments that support the course level outcomes in a modular format
- Describe and locate internal and external resources that support online design, development, and teaching of high quality online course

Module 3: Course Development: Tools, Techniques, and Strategies

Module 3 looks at taking designs and building them into online courses, as well as identifying strategies for delivering them.

After completing Module 3, participants will be able to:

- Identify appropriate learning management tools for planned activity types
- Apply basic presentation methods for online course content and describe more advanced methods
- Demonstrate proficiency with core tools of the NMU EduCat™ learning management system
- Identify strategies for engaging students
- Identify strategies for managing an online course
- Plan communication strategies for an online course
- Apply various assessment strategies within online courses

Module 4: Introduction to Evaluation of Online Teaching

Whereas Module 1 introduces Quality Matters and the evaluation of course design, Module 4 introduces techniques for evaluating course delivery in the online environment.

After completing Module 4, participants will be able to:

- Utilize basic self-assessment tools for formative evaluation of online teaching
- Describe basic approaches to summative evaluation of online teaching

Completion Criteria and Stipend

Successful participants in Program 1 will receive a $1200 stipend from the Office of Extended Learning and Community Engagement. Stipends will be paid upon successful completion of ALL program requirements, including deliverables, attendance, and participation.

Many activities in the Program are scored on a Met/Revise basis, with deadlines. In other words, participants will have opportunities to incorporate facilitator feedback and re-submit deliverables that do not initially meet required standards, but revisions must be completed within given deadlines.

Application Process

- There is an application period prior to each offering of Program 1. During that time, prospective participants complete an online application.
- The program is open to faculty in all departments. Approval from the applicant's department head is required.
- Preference will be given to applicants whose courses are part of a planned or existing online program, including general education courses.

Questions?

If you have any questions about the NMU Online Teaching Fellows Initiative, please direct them to the Center for Teaching and Learning at ctl@nmu.edu.

NMU Center for Teaching and Learning   www.nmu.edu/ctl/onlinefellows