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Course Certification: Peer-Review Process for Hybrid, Online Courses



To assure that students enrolled in hybrid and online courses have a quality experience, the University requires each course to be submitted for and then complete an internal certification peer-review based on the Quality Matters© standards.

What does the peer-review process measure? The course certification process ensures that electronic courses meet **departmental** standards on content and pedagogy, as well as **University** minimum expectations for presentation of instructional content and instructor/student interaction in an electronic environment. Using the Quality Matters rubric as a guide, each course is reviewed based on eight general standards.

When is a course eligible for certification? The Office of Distance Learning with input from the University Electronic Course Peer Review Committee has established a course rotation based on frequency of course offerings, requests from departments / programs, and courses designed within Course Design Practicum or as a result of being awarded a design stipend. Typically a certification lasts for up to five years. *Continued on page 2*

Fall to Fall Growth in Distance Course Sections



Course Type	Fall 2010	Fall 2011	Percentage Change
Hybrid (HY)	10	25	150%+
Online (OL)	43	76	77%+
Total E-Courses	53	101	90%+

Course Certification *Continued from page 1*

Who is on a review team? The review team includes a review team chair (must currently serve on the University Electronic Course Peer Review Committee); at least one departmental reviewer; and at least two university reviewers. Department heads and deans are solicited to provide names of faculty members eligible to serve as departmental or university reviewers, respectively.

Are there any requirements for faculty members who serve on the review team or who have their course(s) reviewed? All faculty members who participate in the peer-review process, either as the course creator or as a reviewer, must successfully complete the Quality Matters “Applying the QM Rubric” workshop. In addition, faculty members must be trained on how to use the electronic peer-review system, ProcessMaker.

Aside from the personal satisfaction of having a course certified, is there any other recognition? Yes! Once your course has been ULearn Certified, the Office of Distance Learning will place a permanent “block” within your course announcing the accomplishment.

EDUTools: Tools You Can Use

Turn It In. UL Lafayette is piloting an anti-plagiarism and online grading software called TurnItIn.com. The decision to purchase this one-year trial came after a substantial number of faculty confirmed that they would use this software if it were made available. **TurnItIn is now integrated within Moodle.** To create a TurnItIn assignment, simply select “TurnItIn Assignment” from the “Add an Activity” list. The access to instructions for using TurnItIn is provided on the main Moodle page in the “Information for Faculty” section.

Proctor U. To ensure student authentication and academic integrity, faculty are encouraged to incorporate at least one proctored event per class per semester. ProctorU allows students to conveniently and securely complete exams online in a proctored environment, requiring only a computer with internet access and an approved web cam. ProctorU connects students directly to their proctor via web cam so they can both see and talk to one another. ProctorU can also monitor the student's computer while they complete the exam.





Course Design Award Recipients

In August, the Office of Distance Learning issued a request for electronic course design proposals. A four-person selection committee met, ranked, and reviewed all proposals and awarded funds for the creation of the following courses. These courses will be delivered in 2012.

Course	Course Name	Level	Delivery Type	Instructor
BIOL 110		Undergraduate	Online	
BIOL 216/217	Applied Anatomy & Physiology for KNES	Undergraduate	Online	Sherry Kraysky
GEOG 103	Introduction to World Geography	Undergraduate	Online	Kathleen Schott Espinoza
HIST 222	US History Since 1877	Undergraduate	Online	Chad Parker
HLTH 440	Health Promotion and Program Planning	Undergraduate	Online	Lisa LeBlanc
PSYC 110	Introduction to Psychology	Undergraduate	Online	T. Scott Smith
PSYC 311	Child Psychology	Undergraduate	Online	T. Scott Smith
THEA 300	Activities in Dramatics	Undergraduate	Hybrid	Nathan Gabriel
MBA 501	Finance	Graduate	Hybrid	Patrick Price

Have you visited the IT Help Desk lately?

The IT Help Desk serves as the primary point of contact for students, faculty, and staff seeking resolution on any IT issue.

The IT Help Desk's website, <http://helpdesk.louisiana.edu>, includes help sheets and FAQs on everything from computer lab access to UWIN wireless access. Most recently, the IT

Help Desk has posted video tutorials for **Barracuda Spam Filter**,

Moodle (for faculty and students), **ULink**, and **Zimbra Web Client**. If you can't find an

answer online, you can email ithelp@louisiana.edu, call 482-5516, or stop by Stephens Hall 201.



Electronic Courses Generate Shared Revenue

Most universities across the nation charge additional tuition and/or fees to students who enroll in hybrid and/or online courses. What sets UL Lafayette apart is what we do with that additional revenue: **it goes back to the units that support distance learning.**

How does it work? For courses coded HY or OL, a fee per credit hour is assessed. At the point of payment, the fee is immediately divided and distributed into the following four accounts:

20% to Electronic Library Collections

25% to the Department which offered the course

25% to E-Learning Development

30% to Online Student Services

The revenue is invested in infrastructure enhancements, faculty professional development opportunities, and service improvements with the goal of advancing electronic teaching and course development. The Distance Learning Leadership Council has approved guidelines for how the funds should be spent within the four units. To learn more about **revenue share**, contact distancelearning@louisiana.edu.

REGISTER TODAY! 2012 Professional Development

Now is the time to register for the workshops and courses that will earn you the distinction of being ULearn Certified Online Teacher and/or ULearn Certified Course Designer. Contact distancelearning@louisiana.edu to **reserve your spot today!**

Quality Matters "Applying the QM Rubric": 4-week online course that introduces you to the standards and annotations of QM. Available January, Spring, and Summer 2012.

Introduction to Online Learning: 6-week hybrid course designed to give you an authentic online course experience. Available Spring and Summer 2012.

Course Design Practicum: 10-week online course, at the end of which you will have created an online or hybrid course. Available Spring and Summer 2012.

2011-2012 Training Calendar

November – December 2011

11/18 (Friday)

9:00-9:45: *Introduction to Blackboard Collaborate Web Conferencing*. Blackboard Collaborate Web Conference.

11/21-11/25: Happy Thanksgiving

11/29 (Tuesday)

10:45-11:45: *What is the Research Telling Us?* For more information and to register: call@la.gov

11/30 (Wednesday)

2:30-3:00: *Moodle How-To: Managing Gradebook, Assignments, and Quizzes*. Blackboard Collaborate Web Conference.

12/1 (Thursday)

2:00-2:30: *Moodle How-To: Managing Gradebook, Assignments, and Quizzes*. Blackboard Collaborate Web Conference.

12/6 (Tuesday)

10:00-11:00: *Teaching Adults in Accelerated Learning Programs*. For more information and to register: call@la.gov

12/19-12/30: Happy Holidays

January – March 2012

1/4 (Wednesday)

Quality Matters "Applying the QM Rubric". (4-week online).

Advanced registration required; space is limited.

1/23 (Monday)

Introduction to Online Learning. (6-week hybrid). Advanced registration required.

3/5 (Monday)

Course Design Practicum. (10-week online). Advanced registration required.

Register Today!

Want to attend?
Want to learn more?

Contact the Office of
Distance Learning

distancelearning@louisiana.edu
482-1849

Customize your own training in 2012 with "**Pick & Choose**": go to distancelearning.louisiana.edu, then click "**Training: Pick & Choose!**" button.

Introducing a New Way to Train in 2012



In an effort to deliver on-demand training that you **want** and **need** (when you want and need it!), the Office of Distance Learning is introducing customized training options.

Step 1: PICK the topic, skill level, delivery method, date and time.

Step 2: RETURN your training selections to the Office of Distance Learning.

Online: <http://distancelearning.louisiana.edu>, then click "Training: Pick & Choose!" button

Campus mail: Distance Learning (Dupre Library, room 125)

Email: distancelearning@louisiana.edu

Step 3: RECEIVE customized training to meet your expectations!

CUSTOMIZED TRAINING PLAN

Name _____
 Dept _____
 Email _____
 Phone _____

TOPICS

Moodle (specifically) Web Conferencing TurnItIn
 Quality Matters ULearn Certification EDUTool s
 Other _____

SKILL LEVEL

Beginner Intermediate Advanced Refresher

DELIVERY METHOD

Face-to-Face (individual /small group) Skype
 Face-to-Face (large group) Recorded lecture/video
 Web Conference Handouts
 Other _____

DAY(S) OF THE WEEK

Monday Tuesday Wednesday Thursday Friday

TIME(S) OF DAY

Morning (early) Morning (mid) Lunch
 Afternoon (early) Afternoon (late)

To assist us in serving you, is there any additional information you wish to provide?

THANK YOU!



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OF
LOUISIANA
L a f a y e t t e.

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