Introduction to Online Teaching and Learning
April 26 and 27, 2012

Pat James is the Dean of Library, Technology and Distance Education at Mt. San Jacinto College. Pat has guided her college’s DE program since its inception in 2000. MSJC has just completed a comprehensive accreditation process and received a 6-year stamp of approval from the ACCJC, with its DE professional development academy garnering a commendation.

In addition, she spent the last four years as the Co-Director of the @ONE Professional Development Project for the Calif. Community Colleges, as the project developed the certification process. Pat taught online courses in multimedia production for seven years, was DE Coordinator for her college, chair of the ASCCC Technology Committee, and won the Chancellor’s Office Technology Innovators’ award in 2008 and is also the recipient of the Technology Focus Award 2011 for the DE professional development academy. She is dedicated to developing quality distance learning opportunities for students.

Workshop
Do you teach online or are you thinking about teaching online? This workshop will introduce you to effective practices in online instruction. Building on a solid understanding of California Community College distance education policies and procedures, you will actively create an effectively designed online learning unit. As you plan your own online course you will learn how to:

- Maximize student success by designing effective student-centered learning activities to address different learning styles
- Develop customized online policies for your class
- Identify the critical functions of a course management system
- Evaluate online assessment options
- Successfully apply copyright and fair use practices to digital content.

This training will utilize a hybrid format that combines a two day face-to-face interactive workshop with additional online learning materials that will be posted on the web for review prior to and after the face-to-face session. Participants will meet face-to-face Thursday & Friday, April 26-27, 2012, 9:00 a.m. to 4:00 p.m. in the Library Information Literacy Classroom (at the back of the Library).

Recommended Skills
- Basic computer skills (use of word processor, e-mail, file management)
- Basic Internet skills (use of browser, searches, uploading and downloading files)
- Familiarity with discussion boards
- Familiarity working with images is a plus
- A MyCOM password is required to access training materials online
Learning Outcomes
By the end of this course, you’ll be able to do the following:

- Generally develop online activities and apply tools and strategies to fulfill each of Chickering and Gamson’s "Seven Principles of Effective Teaching," and other sound online learning theories of best practices, for the online course you have selected to design.
- Demonstrate and incorporate California Community College distance education policies and procedures including accessibility practices; the Academic Senate for California Community Colleges Position Paper, "Ensuring the Appropriate Use of Educational Technology;" Distance Education Guidelines; and Title 5 requirements for their online courses.
- Manage the class environment while teaching efficiently using strategies for developing class policies including, but not limited to, those for grading, providing timely feedback, and student conduct issues.
- Design an online course that meets the needs of a variety of learning styles and multiple intelligences.
- Demonstrate effective Internet research skills, and encourage the development of such skills in students.
- Locate and incorporate existing online teaching and learning resources into your online course.
- Build a course design map based on learning outcomes for an online course or program.
- Demonstrate acceptable educational fair use practices for digital media.
- Identify and develop the elements of effective online assessment particular to your discipline and adaptable for online learning.
- Locate and implement existing shared online content resources for online education.
- Design and create a navigational system and resulting course design map for an online course and/or program.
- Create an instructional module for an online course or program that is the basis for the development of a complete online course.

Stipends
Participants who complete the full 2-day training will receive a $500 stipend.

Substitutes
Faculty who require a substitute to attend should notify their Dean’s Office.

Registration
Space is limited. Registration is on a first-come first-served basis.
To register, send an email to Kathleen Kirkpatrick: kathleen.kirkpatrick@marin.edu

Note
The workshop will use COM’s Moodle Learning Management System. However, this is not a training about how to use Moodle. This training is focused on how to design effective online and hybrid courses that support student success.