

FACULTY CYBER CONNECTIONS

GUIDELINES FOR PARTICIPANTS

Program Purpose

This program is designed for faculty wishing to advance their teaching practice by working collaboratively with faculty across Ontario colleges. Through technology-enabled learning experiences, faculty contribute to a strong and emerging learning network across the region.

Module Development

- Modules are designed and delivered in a learning management system hosted by Fleming College .
- Participants who are unfamiliar with the online learning environment should consult with web technology support people from their college.
- Participants who have questions concerning the overall intent, logistics and design elements of the module should consult with the facilitator and/or the coordinator of the Faculty Cyber Connections program, Mary Overholt (mary.overholt@flamingcollege.ca).
- Questions that participants may have about the specific elements of the course management system should be directed to the Faculty Cyber Connections web technologist, Alana Callan (alana.callan@flamingcollege.ca).
- There is a common design “look and feel” and format for all modules which is provided by the FCC web technologist (i.e. colour scheme, icons, navigation, etc.).

Module Design: General Requirements

- The FCC planning committee will solicit faculty from Eastern Region colleges to design modules for the program. Content and materials developed for the modules will comply with the Intellectual Property Rights policy from the contributing colleges. Module development and facilitation of the module is considered a contribution “in kind” from the employer of the facilitator/designer.
- Modules will run over a duration of 4 weeks and will be designed with a view for participants to engage approximately 1.5 -2 hours/week.

Module Learning Design

- Clear module learning outcome statements are presented in the introduction section of each module.
- Modules reflect inclusion of relevant learning resource materials (with encouragement of participants to contribute to emergent resource lists).
- Practical and relevant learning activities to support the outcomes are included (linking to participants’ own teaching practice).
- Formative assessment opportunities that provide on-going feedback to participants are embedded throughout the module.

- Culminating demonstrations of learning must be clearly evident in order to receive a certificate of completion.
- Opportunities for interactive and collaborative learning are designed in order to promote culminating demonstrations of learning and reflection on current teaching and learning practice.
- An anonymous survey provided by the planning committee will be used to solicit feedback from participants at the completion of each module- seeking recommendations, affirmations and/or refinements of overall module design. A summary of the survey results will be provided to the planning committee, module facilitator and/or module designer for any desired adjustments.

Expectations for Faculty Participation

- Demand for FCC modules is high and successful completion requires a time commitment of 1.5 – 2 hours per week for learners. We strongly recommend that participants schedule their time commitment and participation to allow for full engagement for all participants.
- Formative evaluation occurs throughout each module, but module participation is evaluated as either Complete or Incomplete. The key to participant success is active engagement with online learning peers, the facilitator and learning resources.
- Participants will be expected to log in to the module at least two or three times per week to read the contributions to the discussions by their fellow faculty members and to post to the discussion board. Module facilitators will monitor and encourage participation as required.
- The learning they will acquire from this module will come through reflective thinking and interaction with their fellow learners. FCC promotes a learning community, and it relies heavily on each participant to build an active and engaged learning environment.
- We strongly encourage participants to acknowledge the work of others to which they refer during module discussions.

Certificate of Completion

- A certificate of completion for each module will be awarded to participants who have demonstrated culminating performance of learning outcomes.
- Facilitators will monitor, track and submit a list of names of those who are eligible for a certificate of completion to the Coordinator of the FCC Planning Committee within three (3) weeks of module completion.

Required Technology Support

- Participants will be required to download files to access as readings and as worksheets. There will also be a requirement for participants to follow links to various readings on the internet.
- If individuals have any trouble doing this, they should contact the FCC technical support person from their own college.

Access to Modules Following Scheduled Delivery

- Modules will be available online at least 2 months following the delivery of the module, to enable participants to continue to access materials and resources, if required.