FACULTY CYBER CONNECTIONS
GUIDELINES FOR MODULE FACILITATORS

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.
- Facilitators who are unfamiliar with online course design development and delivery, should consult with web technology support people from their college.
- Facilitators who have questions concerning the overall intent, logistics and design elements of the module, should consult with the coordinator of the Faculty Cyber Connections (FCC) program, Mary Overholt (mary.overholt@flemingcollege.ca).
- Questions that facilitators 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@flemingcollege.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.).
- Should the facilitator desire feedback on any of the materials that are being developed, please speak with a college representative.
- A Faculty Cyber Connections Online Module Design Workbook has been created. We encourage facilitators to use this valuable resource as they create or re-design modules.
- Procedure for new or revised module development:
  - Module designer(s) will complete an FCC template (including description, learning outcomes, topics, module schedule, and learning activities) and send it to the FCC Coordinator for review by the planning committee. Feedback will be provided to the designer during a committee meeting.
  - FCC web technologist will then set up a D2L course shell and the designer will create the module content.
  - Additional feedback from the committee on the module content will be provided by the planning committee upon completion of its creation.

Module Design: General Requirements

- The FCC planning committee will solicit faculty from Eastern Region colleges, as well as other participating Ontario colleges, to design modules for the program. Faculty Cyber Connections exists out of a desire to create communities of learners across institutions and regions, as well as an excellent forum for those wishing to explore the facilitation of on-line content delivery. As such, FCC depends on the collaborative spirit to keep it free of cost to participants while expanding its offerings. Content and materials developed for the modules will be designed to support the collaborative professional development goals of FCC and align to Intellectual Property Rights policy from the contributing colleges. Once a module has been delivered by FCC, the developers agree to allow FCC to use and alter the modules as needed for subsequent offerings.

- The designer of a module will be encouraged to facilitate the module during the first offering, in order to fine tune the design of the module based on feedback from participants. Other faculty may be requested to facilitate the module following the first delivery, based on the availability and/or interest of the original 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.
- Facilitators may choose to offer a two-week window for submission of final assignments after the module ends.

Module Learning Design

- Clear module learning outcome statements must be presented in the introduction section of each module.
- Modules must 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 must be included (linking to participants' own teaching practice).
- Formative assessment opportunities that provide on-going feedback to participants must be embedded throughout the module.
- Culminating demonstrations of learning must be clearly evident.
- Opportunities for interactive and collaborative learning should be built to enable culminating demonstrations of learning and reflection on current teaching and learning practice.
- An anonymous survey will be used to solicit feedback from participants at the completion of each module- seeking recommendations, affirmations and/or refinements of overall module design.

Expectations for Faculty Participation

- 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 into 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. 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.

Certificate of Completion

- A certificate of completion for each module will be awarded to participants who have demonstrated achievement of expected learning. Facilitators will need to monitor, track and submit a list of names of those who are eligible for a certificate of completion to the Chair of the FCC Planning Committee within three (3) weeks following completion of the module, and using the template.

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, Alana Callan, by e-mail alana.callan@flemingcollege.ca or by phone, 705.749.5520 ext. 1209.

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.