

Center for Online Learning (COL) Information

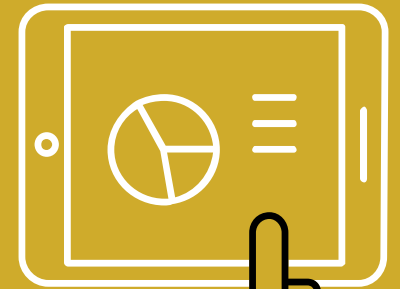
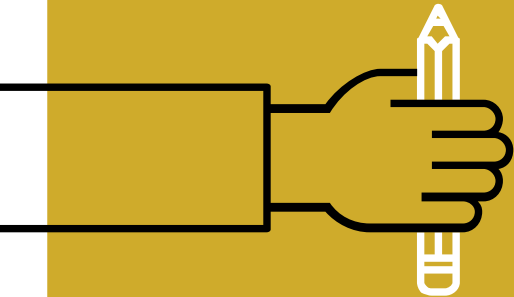
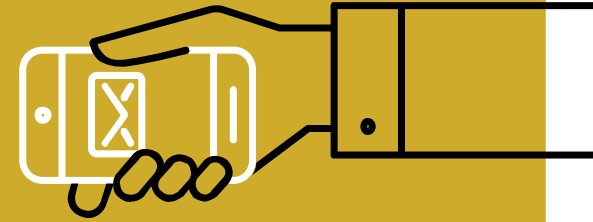
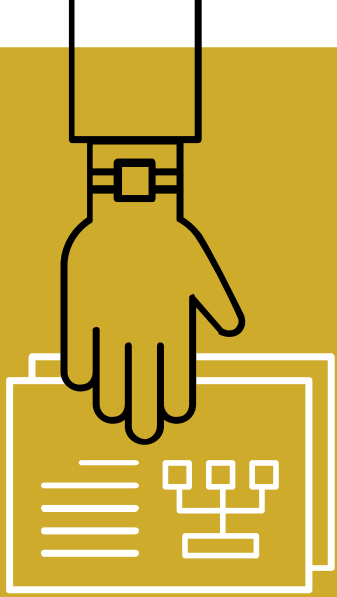


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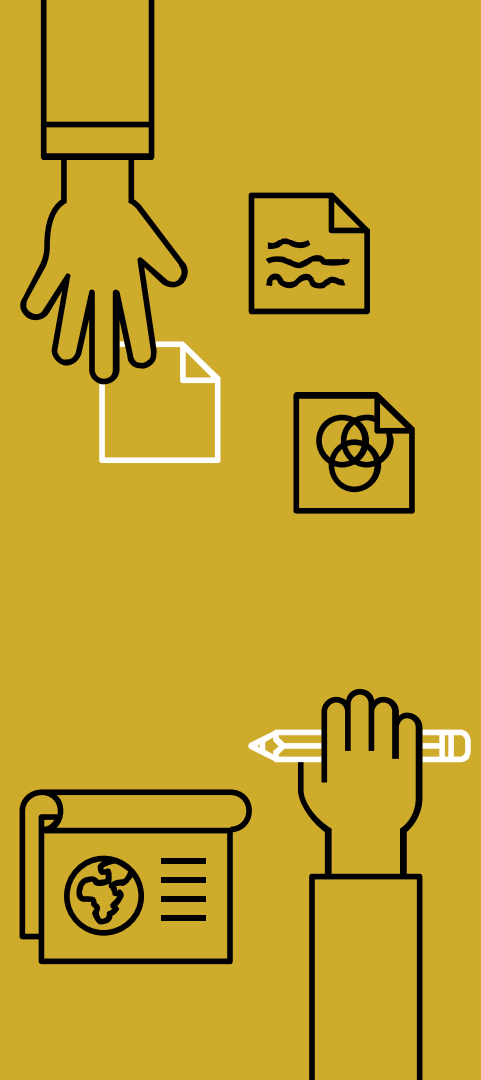
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Full Time Staff Members

Dr. Thomas Kiddie

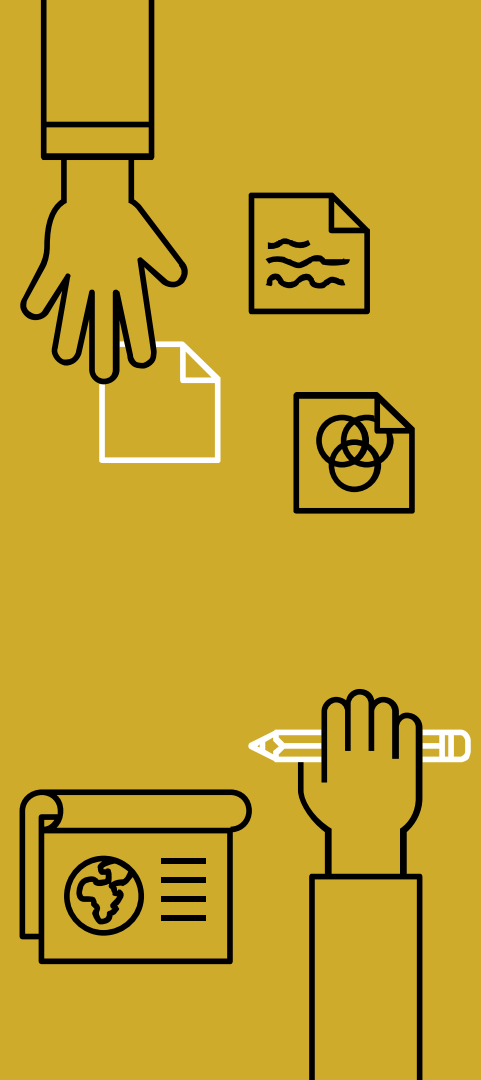
- Title: Director of the COL (since October 2014)
- Professor of English

Caitlin Teetor

- Title: Instructional Designer
- With COL since May 2015, full time since August 2019
- B.S. in Education, WVSU
- M.S. in Education in Learning Design and Technology, Purdue University

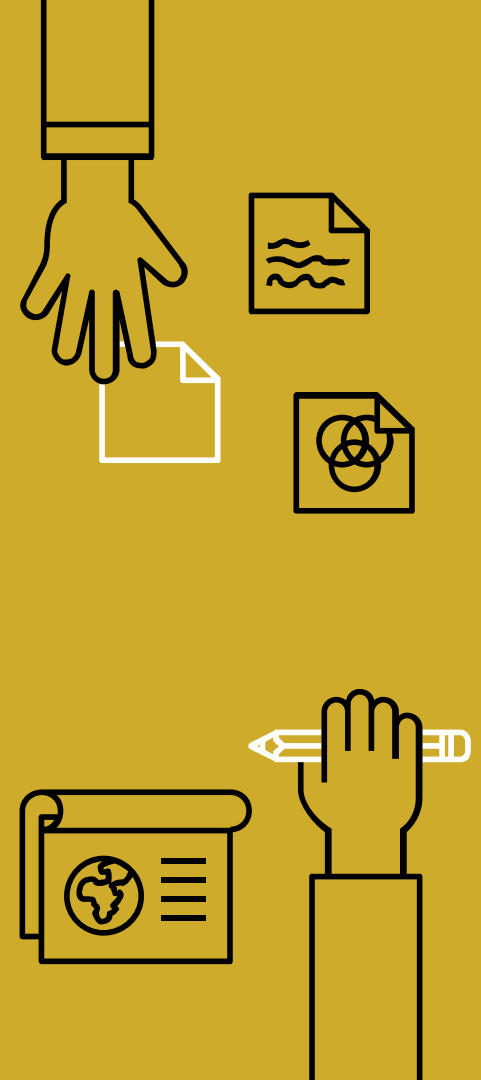
Amanda Myers

- Title: Faculty Support Specialist
- With COL since May 2018, full time since August 2020
- B.A. in English, Technical Writing, WVSU
- M.P.A., WVSU

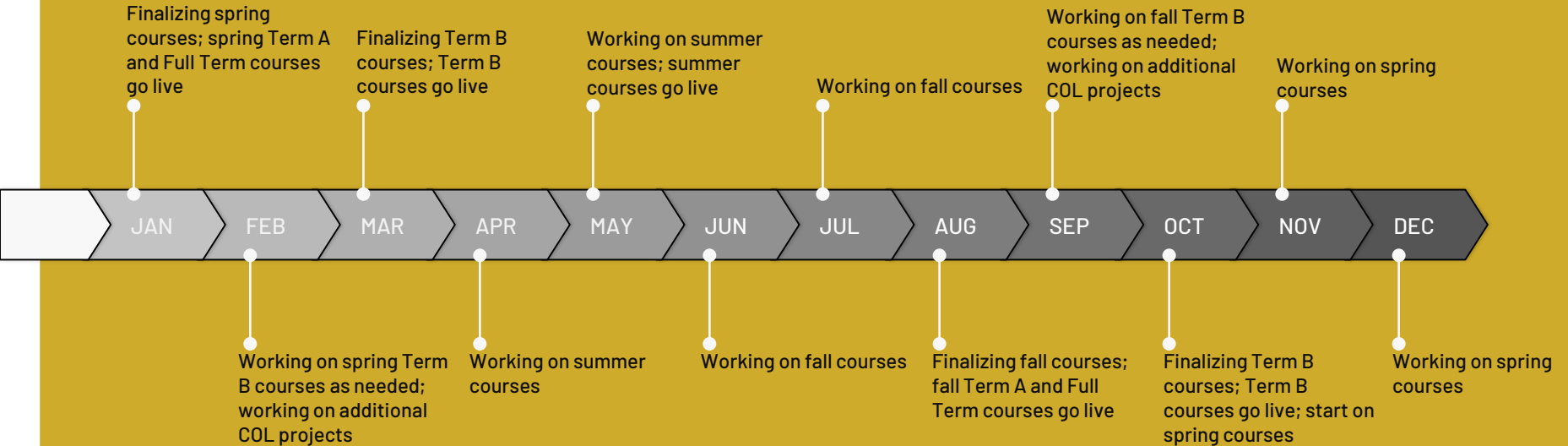


COL Responsibilities

- Administration and management of WVSU's learning management system (LMS), Moodle (MyOnline)
- Course design and development
- Faculty and student training and support
- Promotion and implementation of quality standards for hybrid and fully online courses using the Online and Distance Education Policy as well as the Course Design Guide (CDG) as a basis
- Test proctoring



COL YEARLY TIMELINE



Terminology

- ***Content*** refers to the categorical elements within a course that contribute to the overall course and instructional design.
- ***Content Ready*** refers to an online course that is completely developed and ready to be taught at least two (2) weeks prior to the start of the class. All content must be present within the course and the course must be approved through the internal quality control process by the COL no later than seven (7) days prior to the start of the course.
- ***Course Design Guide (CDG)*** refers to the instrument used to guide instructors through the development process and is the basis for the rubric used by the COL in evaluating all fully online and blended courses for content readiness and quality.
- ***Course Evaluation*** refers to the internal quality control in which the CDG is used by the COL to review fully online and blended course to ensure content readiness and quality.

Terminology cont.

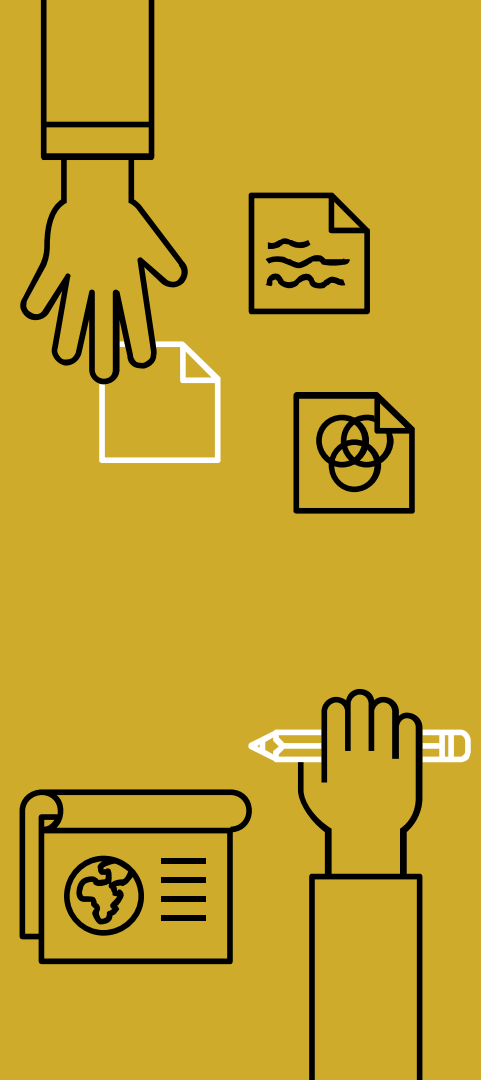
- **Content Redesign** refers to a course that has already been designed and approved through internal quality processes but is undergoing major revisions (e.g., design modifications that modify 30% or more of the course design).
- **Web Designation** refers to tags attached to online or blended courses to describe the percentage of coursework conducted online and to describe the approximate amount of face to face (F2F) sessions a student can expect to attend.
 - WEB 30 – All class sessions are F2F in a physical classroom. Course is used in extreme or extraordinary circumstances (e.g., instructor illness, inclement weather, planned conference, etc.)
 - WEB 50 – Coursework is evenly divided between 15 F2F class sessions and the online environment.
 - WEB 80 – Majority of the coursework is conducted in the online environment with 1-4 F2F class sessions.
 - WEB 100 – The course is 100% online with no F2F class sessions.

Terminology cont.

- **Master shells** – Courses in which content is housed and in which instructors (in conjuncture with the COL), make all content and date updates for an upcoming semester. Master shells are not accessible by students.
- **Live shells** – Courses created on a semester by semester basis in which students are populated, and where they will review resources and complete activities.

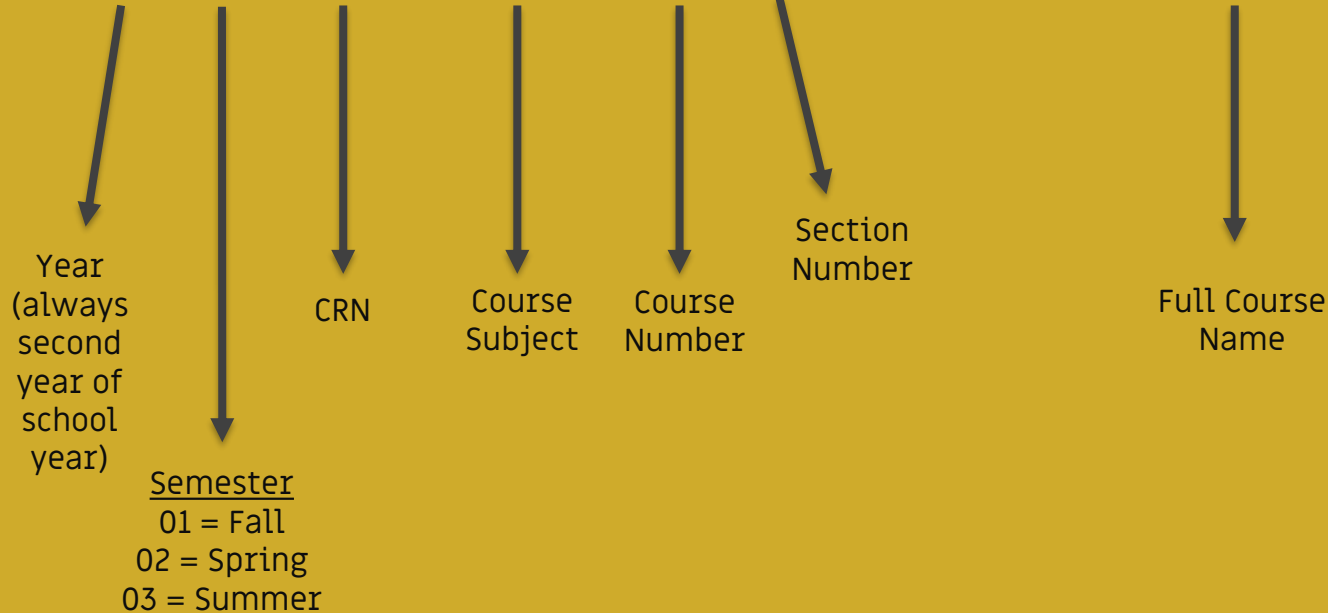
Practices

- **Content readiness of courses** – Courses must be ready at least two weeks prior to the start date of the upcoming semester. One week is for review of the course by the COL with the course being open to the students the following week.
- **Course Design Guide (CDG)** – Utilized for brand new course offerings and major re-developments for existing courses.
- **“Moving master over to the live shell”** – The process in which content has been finalized in the master course and the COL backs up and restores the content into the live shell.

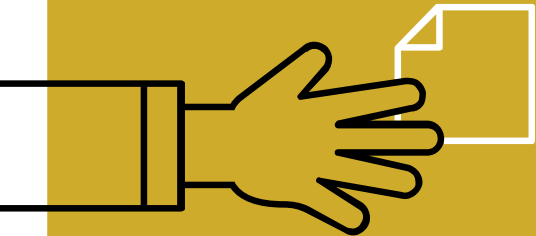
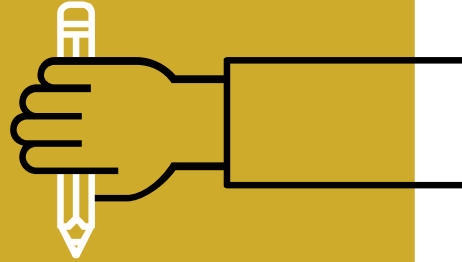


Naming Convention for Live Shells

202201_1866 - ENGL_310_01-TECHNICAL & REPORT WRITING



Course Development and Quality Checks



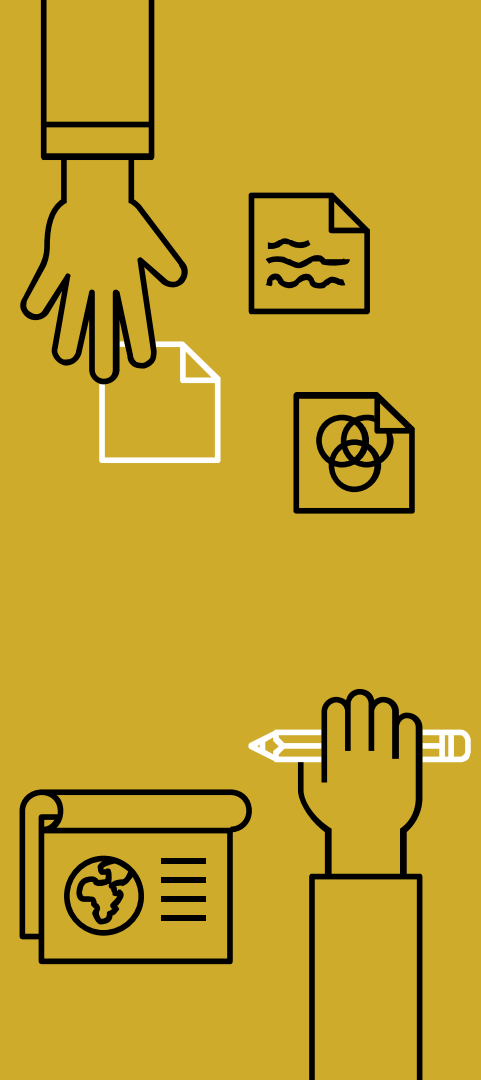
For New Course Offerings

COL'S ROLE

1. Creates new master shell.
2. Adds instructor to CDG to add content, reiterates requirements for all hybrid and fully online courses.
3. Once content has been uploaded to CDG, COL will upload all material for adjunct professors and assist full time professors as needed.
4. Follows up with professor with any questions; complete quality check on course material.
5. Finalize course with professor and confirm master is ready to be moved over to live shell.

INSTRUCTOR'S ROLE

1. Upload content, following course requirements, to either CDG or master (for full time professors); to CDG for adjunct professors.
2. Respond to COL questions, requests, and emails in a timely manner to ensure course quality and requirements are being met.
3. Confirm with COL once edits have been completed (full time) or that all material has been uploaded to CDG (adjuncts).
4. Confirm with COL that course is ready to be moved over to live shell.



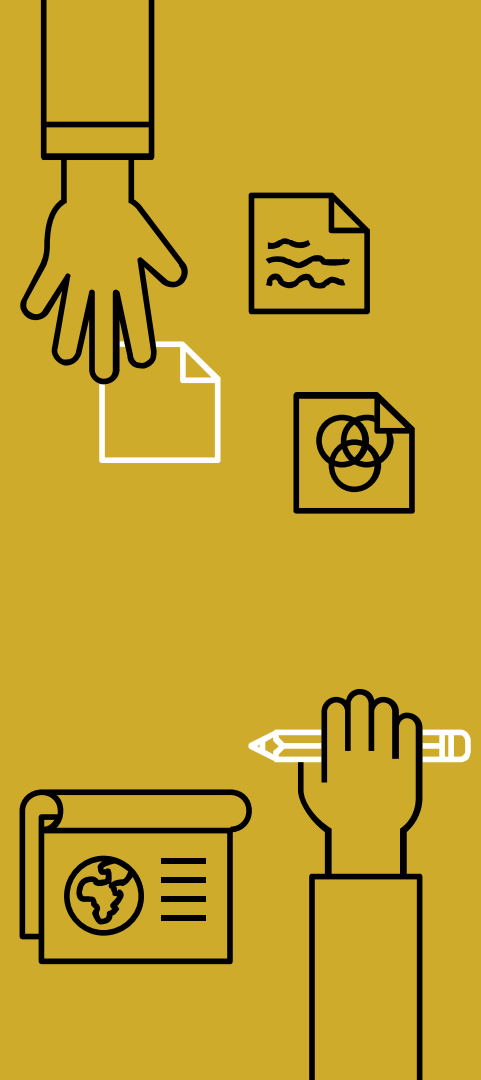
For Existing Courses

COL'S ROLE

1. Locate existing master shell and confirm with professor which content should be used for upcoming semester.
2. Send any missing course requirements to be addressed and direct link to course.
3. Assist in any date, syllabus, and content updates as needed for full time instructors. Complete all edits for adjuncts.
4. Complete final quality check, finalize course with professor, and confirm master is ready to be moved over to live shell.

INSTRUCTOR'S ROLE

1. Make edits to course as needed (full time), or let COL know what needs to be updated (full time/adjunct).
2. Respond to COL questions, requests, and emails in a timely manner to ensure course quality and requirements are being met.
3. Confirm with COL once edits have been completed.
4. Address any remaining course requirements (after COL has complete quality check).
5. Confirm with COL that course is ready to be moved over to live shell.



Department Assignments/Point of Contact

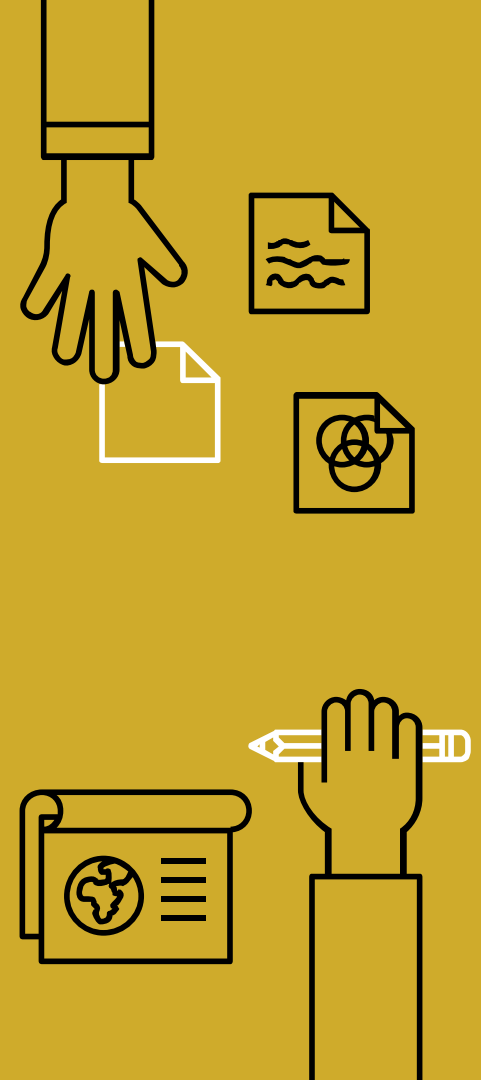
Effective for Spring 2022 courses

Amanda

- ART
- BA
- BIOL
- CHEM
- CS
- ECON
- ENGL
- MATH
- MPA
- MUS
- PSYC
- SWK

Caitlin

- CJ
- COMM
- EDUC
- GED
- HHP
- HIST
- MS
- NURS
- POSC
- RBA (UNIV)
- SOC
- EARLY ENROLLMENT



COL CONTACT INFORMATION

Email: col@wvstateu.edu

Phone: 304-766-3300

Help Desk (Track-It!):
col-helpdesk@wvstateu.edu

COL Proctoring:
col-proctoring@wvstateu.edu

STAFF CONTACT INFORMATION

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