Academic Programs Professional Development:
Best Practice for Online Course Design and Accessibility

Description

LCSC faculty (full-time and adjunct) are expected to complete professional development related to best practice for online course design and accessibility by December, 2019.

Rationale

Creating a learning environment that allows all students to be successful is an important goal shared by instructional faculty at Lewis-Clark State College. Participating in professional development focusing on best practice for accessibility will support faculty efforts to develop an inclusive, accessible learning environment (classroom or online) for all students. Professional development focused on best practice for online course design will support faculty efforts to develop online courses that are organized, that clearly communicate student learning expectations, and are consistent in course design and delivery. Students who complete online courses that are aligned with these best practices report that they have more success with course navigation and they express they have a greater understanding of course assessment expectations.

Plan

Beginning in the Fall 2018 semester, online course design and accessibility professional development will be provided by e-Learning Services staff to instructional faculty. Instructional faculty who have yet to complete this professional development (as identified by Division Chairs) will be required to meet the professional development requirements as outlined below. Instructional faculty who are not able to attend professional development sessions in either Lewiston or Coeur d'Alene will complete the requisite training online.

Instructional divisions will commit to a three-tiered professional development model over three semesters. Division Chairs will assign faculty to appropriate professional development class. These classes will not exceed 15 people.

PLEASE NOTE: All instructional faculty have ongoing access to Online Course Design and accessibility resources through e-Learning Services.

Tier 1: Online Course Design and Accessibility Professional Development – 4-hour session; post-completion, faculty will use an accessibility-aligned syllabus format.

The following classifications of faculty fit into Tier 1:
- Full-time and adjunct faculty that teach online or hybrid courses

- Newly hired full-time faculty after 2015 (regardless of teaching assignment)
- Full-time and adjunct faculty who use a Blackboard shell as a supplement to face-to-face instruction for more than posting a syllabus, posting lecture/discussion notes, and using the gradebook (e.g. utilize the online quiz/test function, use discussion boards, post additional readings)

Tier 2: Accessibility Professional Development only – 2-hour session; post-completion, faculty will use an accessibility-aligned syllabus format.

The following classifications of faculty fit into Tier 2:
- Full-time and adjunct faculty who minimally use a Blackboard shell as a supplement to face-to-face instruction (post syllabus, post lecture/discussion notes, use the gradebook)
- Full-time and adjunct faculty who do not use Blackboard to supplement face-to-face course delivery

Tier 3: Faculty in this category will use an accessibility-aligned syllabus format.

The following classifications of faculty fit into Tier 3:
- Activity course instructors
- Applied music instructors
- Nursing clinical instructors

***Please note:** *During the fall 2017 semester, several instructional divisions arranged for ADA professional development to occur during regular scheduled division meetings (i.e. MaSS, NHS, and DONSAM). As a result, many faculty from those divisions have met the accessibility professional development requirement and may not need additional professional development in this area.*

<u>Implementation Timeline</u>

<u>Fall, 2018</u>

Session 1:   Tier 1 instructional faculty in BUS, HUM, and the LIB in Lewiston.

Session 2:   Tier 1 instructional faculty in BUS and HUM who teach at the Harbor Center (training conducted in CdA).

Session 3:   Tier 2 instructional faculty in BUS, HUM, and the LIB in Lewiston.

Session 4:   Tier 2 instructional faculty in BUS and HUM who teach at the Harbor Center (training conducted in CdA).

<u>Spring, 2019</u>

Session 1:   Tier 1 instructional faculty in MaSS, DONSAM, and NHS in Lewiston.

Session 2:   Tier 1 instructional faculty in NHS, SS, and TE who teach at the Harbor Center (session conducted in CdA).

Session 3:   Tier 2 instructional faculty in MaSS, DONSAM, and NHS in Lewiston.
Session 4:   Tier 2 instructional faculty in NHS, SS, and TE who teach at the Harbor Center (session conducted in CdA).

Additional Sessions, if needed:
Session 5:   Tier 1 instructional faculty who missed the required professional development session in Spring,
2018. Professional development held in Lewiston.
Session 6:   Tier 2 instructional faculty who missed the required professional development session in Spring, 2018. Professional development held in Lewiston.

Fall, 2019
Session 1:   Tier 1 instructional faculty in SS and TE in Lewiston.
Session 2:   Tier 2 instructional faculty in SS and TE in Lewiston.

Additional Sessions, if needed:
Session 3:   Tier 1 instructional faculty who missed the required professional development session in Fall, 2018.
Session 4:   Tier 2 instructional faculty who missed the required professional development session in Fall, 2018.

Expectations

- Professional Development requirement written into Job Description for full-time faculty during the year their division is scheduled for Professional Development focused on Best Practices for Online Course Design and Accessibility.
- Professional Development requirement written into Adjunct Assignment & Information document. Professional Development should be completed during first semester of employment at the College.
- *Adjuncts only* will be paid a stipend for completion of Tier 1 (100.00) or Tier 2 (50.00) Professional Development.
- Instructional Division Chairs will keep and maintain an accurate and current list of faculty within their division who have successfully completed the professional development.
- The Calendar for ADA Compliance in Online Materials is still in effect. (http://www.lcsc.edu/media/5009234/ADA-Compliance-in-Online-Materials.pdf)