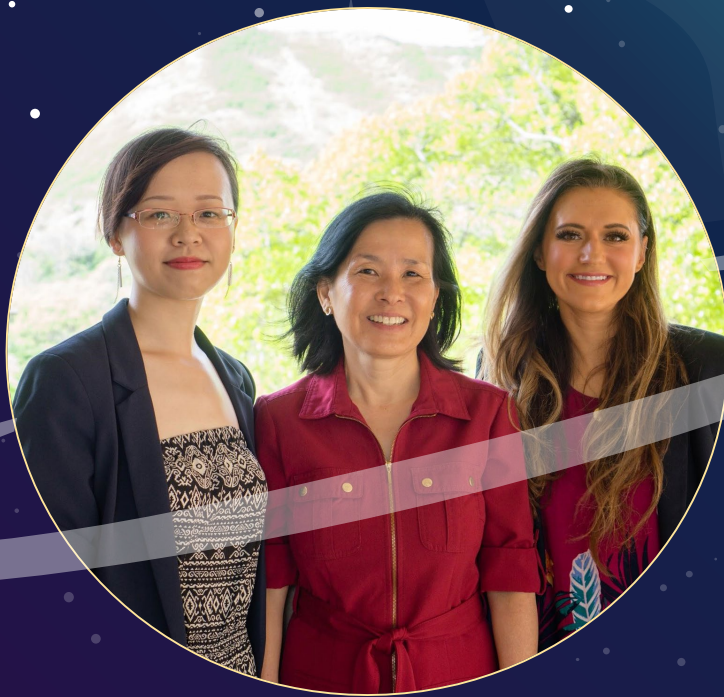


The background is a dark space scene with a gradient from purple on the left to teal on the right. It features several celestial bodies: a large planet with horizontal stripes in the top left, a smaller planet with a ring in the top center, and a cratered moon in the bottom right. An astronaut in a white suit is floating in the lower center, holding a tether. The scene is filled with numerous small white stars and larger four-pointed starburst patterns.

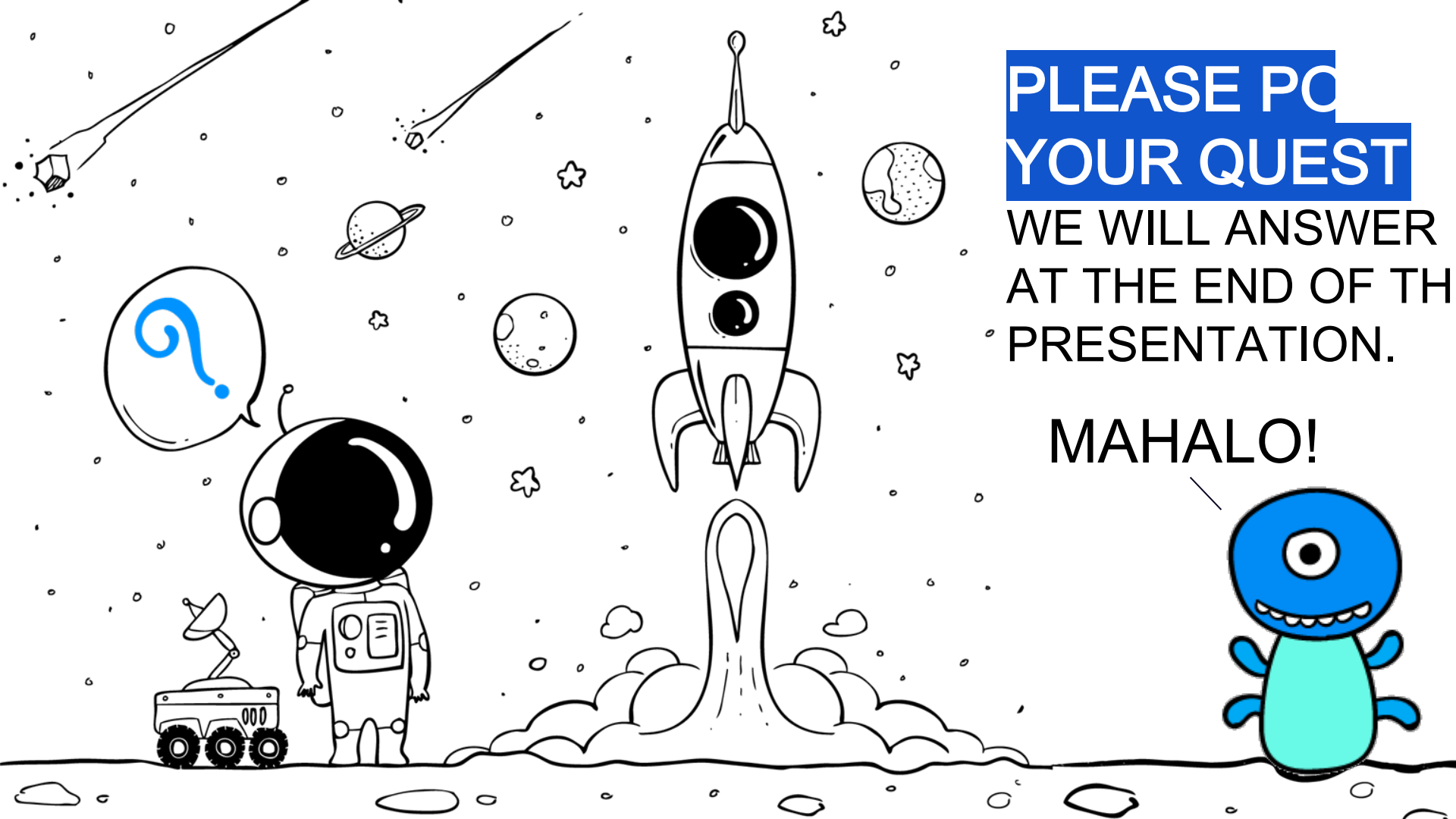
4E Principles of Professional Development for Online Faculty



Aloha!

Youxin Zhang, Helen Torigoe, & Jamie Sickel

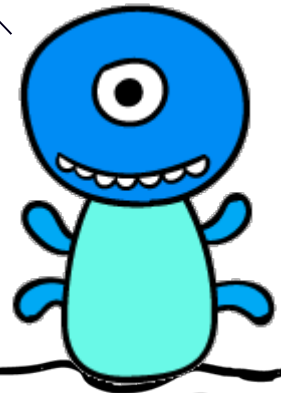
Kapi'olani Community College Instructional Design Team



PLEASE PO YOUR QUEST

WE WILL ANSWER
AT THE END OF TH
PRESENTATION.

MAHALO!





UNIVERSITY of HAWAII'
KAPĪ'OLANI
COMMUNITY COLLEGE

TEACHING
ONLINE
PREP
PROGRAM



Taking online teaching and learning to new heights!

Course Design + Online Pedagogy



- Pedagogy for online learning
- Planning and alignment of Learning Outcomes > Course Activities/Resources > Assessments
- Development of course canvas (Moodle/Sakai)
- Purposeful integration of Web 2.0 tools
- Federal, state, and accreditation requirements relevant to DE, including accessibility, RSI, FERPA & copyright



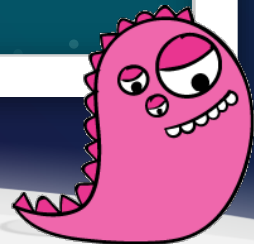
TOPP structure

Planning & Development

8-week course
(6 in summer)

Implementation (1st x Course is Offered):

- ★ Midterm Self-evaluation
- ★ Postterm Reflection



TOPP timeline

Phase 4
Prep to Teach

4

Phase 2
Planning

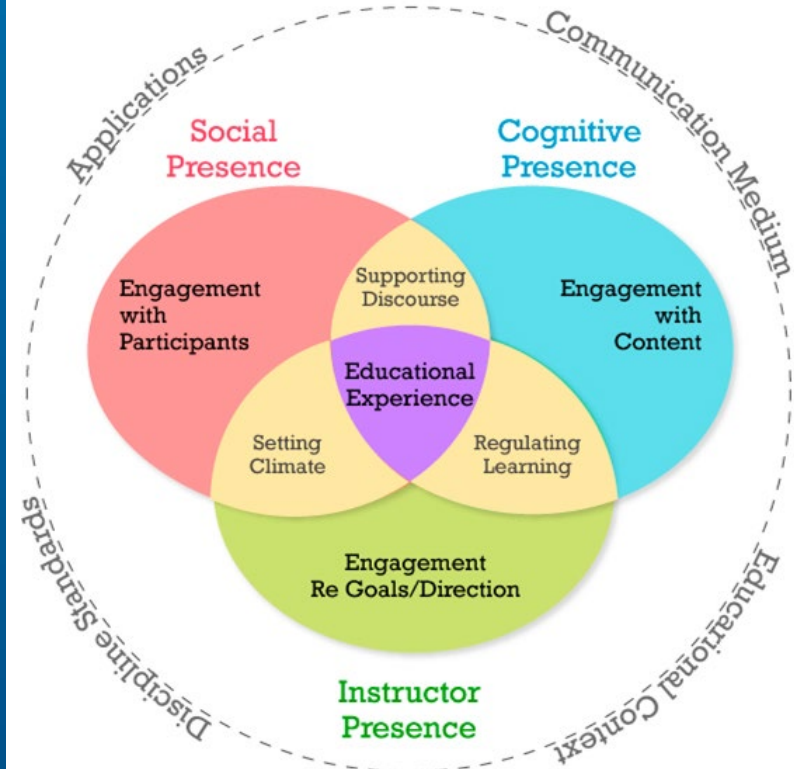
2

Phase 1
Intro to Online

1

Phase 3
Developing

3



By the Numbers

93
graduates



11
cohorts

**Campus
Technology
Impact Award**

2
national awards

**UPCEA
Innovations in
Online Ed.**



Empathize

Understanding the student experience

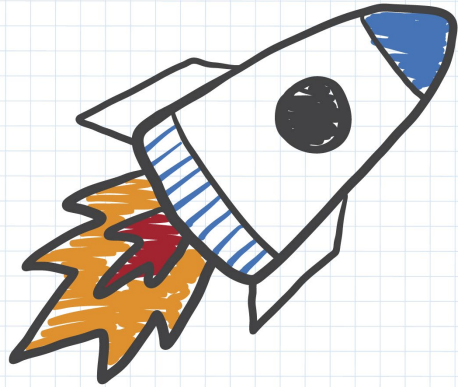
“



Excellent support from instructors. Most importantly, it taught me how it feels to take an online class and I was very appreciative of the direct feedback from my assigned instructor.

”

COURSE BOOSTER



“

I gained a lot of useful experience in Laulima just using it for TOPP.

”

“

I don't like it when it shows that I was late in bold, red letters in the Gradebook.

”

Re-submitted Mar 11, 2020 9:26 AM- late - **late**



“

The checklists
are super helpful
so I know when
I'm done for the
week!

”

Week 7 Checklist

Be sure to check off each item as you complete them. When you have checked off all items in this list, you are ready to move on to Week 8!

- Assignment 7.1 Add a Forum
- Sign Up for the Final Presentation
- Forum 7.0 Peer Feedback on Lessons (begins Wed.!)
- FlipGrid Discussion: How to create a Learning Community
- Reply to one Flipgrid video
- Project #2 Screencast *ET*
- Project #3 Final Presentation (Sign up and start planning) *ET*





Engage

Actively participating with plenty of opportunities in various ways



Content

- Federal Policies
- Online Pedagogy
- Best Practices
- Latest Ed Technology

TOPP Peers

- Past TOPPers
- Current TOPPers in the same cohort

TOPP Facilitators

- 1 instructional designer
- 1 faculty member (TOPP graduate)

Content

A TOPP Syllabus



Week 1 Distance Education, Rules, and Regulations

Week 2 - Planning an Online Course

Week 3 - Lulima Tools

Week 4 - Building the Content Using Lulima Lessons Tool

Week 5 - Further Flesh Out Content in Weekly Lessons

Week 6 - Assessment

Week 7 - Building a Learning Community + Facilitation skills

Week 8 - Migrating Content and Clean Up

WEEK 7: COMMUNITY



Week 7 Learning Outcomes

After completing Week 7, you will be able to:

1. Develop methods to build a learning community
2. Design an effective online discussion activity
3. Create effective questions that prompt stimulating discussions
4. Create a rubric to qualitatively assess discussion and responses
5. Identify the basic facilitation do's and don't's
6. Demonstrate basic facilitation skills

Things to Do

- Post your thoughts to Flipgrid (subpage 7.1) and reply to one post (due by this Saturday@11:55PM).
- Add a Forum topic to your Dev site (due by Mar 9, 2020@ 11:55PM).
- Sign up for TOPP final presentation.

What's coming up?

Project #3: Final Presentation - ESSENTIAL TASK

Final presentations will take place the week after Week 8 via Zoom, but we wanted to give you a head-up now so you can schedule and plan ahead! You can select from the following presentation sessions:

- March 25 (Wed), 3-4pm
- March 27, (Fri), 12pm-1pm

Please indicate your availability for the final presentation in the Google form below (please mark all times you're available so we can try to create equal sessions). TOPP final presentations are open to the campus so others can benefit from seeing your brilliant plans for your online course as well. You only have to attend and present on one day, but you are welcome to attend both days to cheer on your colleagues and see what everyone has been working on these past 2 months! Please click the link below for additional details of the Final Presentation.

[Project #3 Final Presentation **ESSENTIAL TASK**](#)

Welcome to Week 7 (2:24)



Week 7 Checklist

Be sure to check off each item as you complete them. When you have checked off all items in this list, you are ready to move on to Week 8!

- FlipGrid Discussion: How to create a Learning Community (<https://flipgrid.com/teachingandtech4171>)
- Reply to one Flipgrid video
- _____
- Assignment 7.1 Add a Forum
- Project #2 Screenshot *ESSENTIAL TASK* (due Week 8 Mon.)
- _____
- Project #3 Final Presentation (Sign up and start planning) *ET*

[Open in new window](#)

TEACHING ONLINE PREP PROGRAM



TOPP Final Presentation

March 25, Wednesday | 3-4pm
March 27, Friday | 12pm-1pm

Please let us know all time slots that work for you so we can try to accommodate everyone's schedule!

• Required

Name *

Your answer



SUBPAGES 7.1 & 7.2

Week 7.1 Learning Community

Go to Subpage 7.1 to link to Assignment 7.1 and Forum 7.0.

Week 7.2 Facilitation Skills

Go to Subpage 7.2 to link to Project #2 and Project #3.



Audios + Videos

Providing an "Equivalent Experience" when you have audio/video materials is critical to the audience. A transcription is needed for an audio file. Videos should be closed-captioned. For audio transcription tools, [Otter.ai](#) is a good option (an individual gets 600-min transcription service for free per month, see [pricing](#)). To get started with closed captioning, you may consider YouTube.

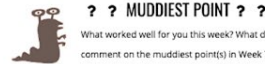
[\(Handout\) How to Caption Your Video on YouTube!](#)

Reminder: Technology Test Kitchen



Don't forget to stop by the Technology Test Kitchen to check out **free, easy-to-use, tools (most of which embed directly into your Lualima site) that enhance student engagement**. Prior to our final Zoom showcase, you will need to select at least one of these tools to use in your course. You may wish to start looking through these now - play with them, test them out and keep them in mind when designing and developing your learning activities. Think about the specific affordances of each tool and how they might lend themselves to an instructional goal.

⚠️ Keep in mind that to avoid "lacking on" technology as unnecessary bells and whistles...in order to to use it meaningful for teaching and learning, you should **ALWAYS start with your content and learning outcomes** and align those with a technology that can help you facilitate your instructional goals!



What worked well for you this week? What didn't work so well this week? Click on "Add Comment" button below and comment on the muddiest point(s) in Week 7. Please add your suggestions for improvement if you have any!

Carl Jennings Mar 11, 2020 (5 Days Ago)

Aloha All - I am going to use this Muddiest Point tool to ask a question to the group, but also to have the answers available to the group, rather than resort to email.

1) I created a second Padlet for my course and got a message that I only have 1 left in my free Padlet account. Does KCC have a license for Padlet that will allow us to have more?

Yuzun Zhang Mar 11, 2020 (5 Days Ago)

In reply to Carl Jennings, Mar 11, 2020 12:42:50 PM

Aloha All - I am going to use this Muddiest Point tool to ask a question to the group, but also to have the answers available to the group, rather than resort to email.

1) I created a second Padlet for my course and got a message that I only have 1 left in my free Padlet account. Does KCC have a license for Padlet that will allow us to have more?

Hi Carl,

Yes. We can grant you a pro license so that you can have unlimited usage. Could you please submit a ticket via [Resolve?](#) Mahalo!

[Add Comment](#)

Peers

Past TOPPERS

- 🪐 Virtual Orientation (Week 0)
- 🪐 TOPP Reunion (annual event)



TOPP Reunion 2019

Peers

Current TOPPERS



Virtual Orientation



Weekly Discussion Activity

(Forums in Laulima)



Content Sharing (Flipgrid/Padlet)



Group Project



Final Presentation (Individual)

TEACHING ONLINE PREP PROGRAM

Celebration Party



TOPP Final Presentation

March 25, Wednesday | 3-4pm

March 27, Friday | 12pm-1pm

Please let us know all time slots that work for you so we can try to accommodate everyone's schedules!

*** Required**

Name *


Your answer

Please check ALL times you are available during Week 10 so we can set up the presentations. If either option would not work for you, please let us know ASAP.

March 25, Wednesday@3-4pm

March 27, Friday@12pm-1pm

Facilitators

 Weekly Announcements
(Monday + Friday)

 Emails

 Phone calls

 Mid-point check-ins (via Zoom/f2f)

 Muddiest Point

 Assignments Feedback

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.

Rich text editor toolbar with icons for Undo, Source, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Font Size, and other editing functions.


Aloha Dayna,

Thanks for submitting and sharing your course banner. What a nice course card! I am glad to see you using Adobe Spark to create it. Great selection of the background image (relevant, visually appealing, and sufficient color contrast). Lovin it.

Best,

Youxin

Words: 44, Characters (with HTML): 314/1000000

 Please make the content you create and upload accessible to all of our users. For more information, see [ITS Creating Accessible Content](#)


Attachments to Return with Grade

No attachments yet




Emulate

Implementing good practices of online teaching and learning



One of the most important principles that they model is teaching **student-centered activity**.

This emphasis places a premium on (1) the teacher's ability to learn where students are coming from and where they want to or need to be, (2) formative assessments that accurately monitor their progress in the course, (3) intervention strategies that will help them reach their goals, and (4) methods and resources that inspire them to become active, independent, and **lifelong** learners.



[The facilitators] provided extremely valuable role modeling of everything from quality course design, page and content layout, use of Laulima and web 2.0 tools, exemplary pedagogical practices, effective communication and engagement strategies, integration of an andragogical approach, accessibility principles, etc.

This allowed us as TOPP students to not only gain content knowledge, but also actually see, feel, experience, and be able to **emulate** best practices in online course design and delivery.

Essential Tasks

Week 2 - Semester Planner + Activities Planner
Week 3 - Syllabus + check in with TOPP facilitators
Week 4 - Create Three Modules
Week 7 - Screencasting Project
Week 8 - Create a Timeline
Final presentation



Non-essential Tasks

Week 1 - Set up a Lulima site
Week 2 - Create a Course Card
Week 3 - Organize Resources
Week 4 - Create Assignments + Rubrics
and so forth.



DE Standards: Federal policies + expectations of corresponding accrediting agency

Course Design: easy navigation, sufficient instructor presence, appropriate use of tech, etc

Learning Activities: student-centered activities, supportive learning community

Facilitation: multiple ways to facilitate and engage students

Evaluation: course evaluation + self-reflection (using Online Course Review Rubrics)

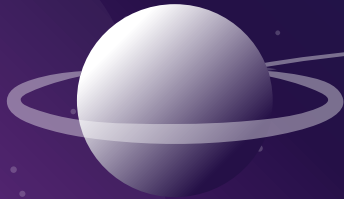


Empower

Building confidence and independence

4E Principles

Empathize



Student
Experience

Engage



Hands-on
Learning

Emulate



Absorbing
Examples

Empowered!





After TOPP, a teacher is able to:

- ★ Plan curriculum (SLO alignment)
- ★ Design learning & assessment activities
- ★ Build a course in Laulima
- ★ Create & integrate multimedia
- ★ Use technology more effectively
- ★ Contribute to a community of practice
- ★ Give & receive peer feedback
- ★ Teach/facilitate learning online
- ★ Review course quality (self-assessment)

★ Empowered to
make continuous
improvements



“

I still have a lot of work to do but feel more confident about making adjustments to how I teach online so that students have a better learning experience.

”



★ Empowered to impact their students' learning experience

“

It was reaffirming to read numerous eCAFE comments that the course and teaching approach was very organized.

...I believe this speaks directly to the course design principles that were promoted in TOPP...

I plan to continue to expand on these areas of organizational support, and communications in future course facilitation to enhance students' learning experience.

”

★ Empowered to improve teaching in all modalities

“

Much of what I learned just seems like good teaching in general not necessarily good "online" teaching or good "f2f" teaching. It's just good teaching. *I can't wait to improve some of my f2f classes with the tools and techniques I learned.*

”



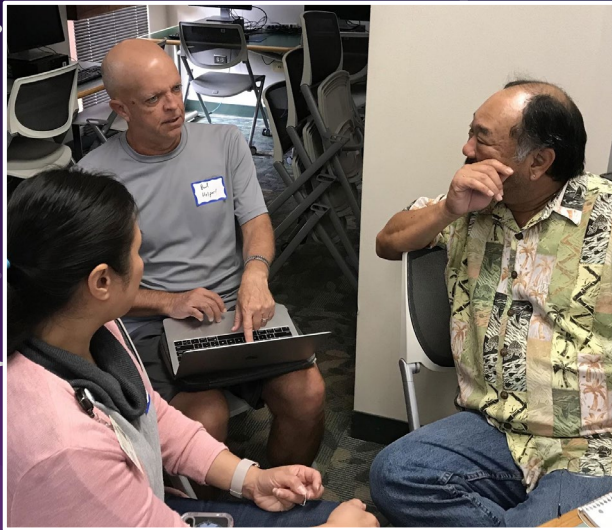
★ Empowered to help others

COVID-19 Emergency:

TOPP graduates are stepping up to help others new to remote/online teaching.



**COVID-19?
No problem!**



“

I can now easily convert my face to face classes to an online format with very little transition for myself or my students.

”

“



I just want to say that thanks to years of training and support from you and your team, I feel so confident in transitioning my F2F class online.

I will try to reach out to a few colleagues and see if I can help them in any way to share the DE love.

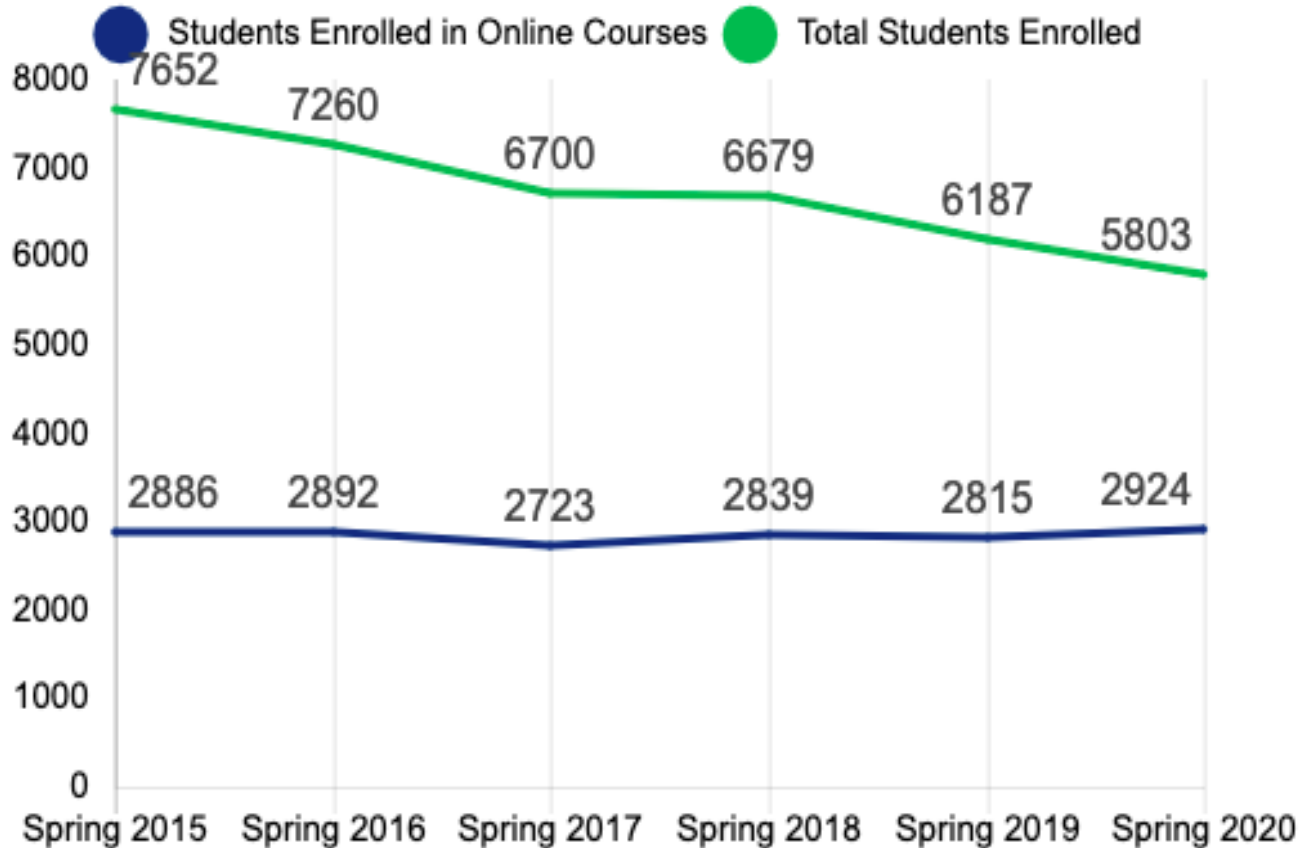
”



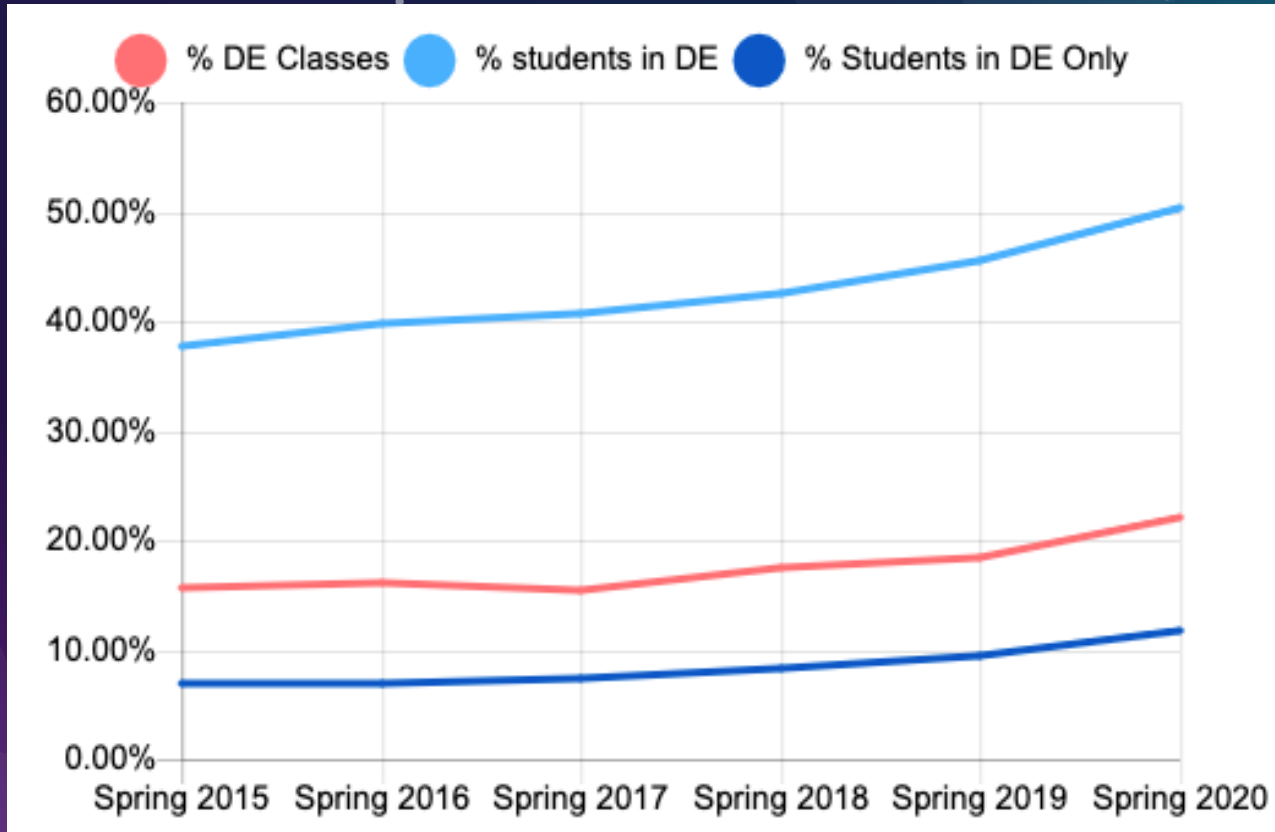
Next Steps

Where are we going?

Enrollment at Kapi'olani CC, 2015 - 2020 (Spring Only)



DE Trends at Kapi'olani



Growth of Online Learning



★ Increase the Pool of Trained DE Faculty

★ Increase online Degree/Certificate Pathways

★ Implement peer reviews & support system

★ Target Health Sciences & CTE

Additional Resources



TOPP Site:

<https://ohana.kapiolani.hawaii.edu/TOPP/>

Contact us:

celtt@hawaii.edu

Credits

Special thanks to all the people who made and released these awesome resources for free:

- ★ Presentation template by [SlidesCarnival](#)
- ★ Photographs by [Unsplash](#)