# Grand Rapids Community College

**Faculty Equated Overload/Release Time**

**End of Semester Report**

**Fall, 2013**

**Name:** Garret Brand  
**Faculty Assignment:** Online Faculty Trainer

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.

## Section 1: Report of Accomplishments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
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</table>
| • Facilitating the Online and Hybrid Certification Course (OHCC).  
• Making recommendations to the Director of DLIT regarding the faculty development curriculum for online courses, faculty certification (and continuing education), and accreditation requirements. | • Certified online faculty.  
• Made revisions to OHCC based on feedback received from participants.  
• Enrolled users, managed drops, created templates, conducted orientations and facilitated Blackboard Basics session.  
• Participated in the planning and promotion of training. Submitted required reports. | • Certified six (6) faculty (one additional faculty member still needs to do the final presentation).  
• Trained five (5) faculty in Blackboard Basics.  
• Provided six (6) weekly OHCC attendance and performance reports.  
• Reviewed final presentations, provided feedback and reported certification status.  
• Supported faculty with instructional technology needs.  
• Created the following | • There were technical issues with Blackboard that caused obstacles to training (e.g. instructors listed in discussion board who were never assigned to the course). |

Dean’s / Supervisors’ Comments:  
Fall 2013
- Providing course development and ongoing quality improvement for the Online and Hybrid Certification Course.
- Working with the Director and faculty colleagues to develop needed learning opportunities for online and hybrid instructors.

- Made improvements to the OHCC after receiving feedback concerning final presentation expectations (e.g. outline of work from each week).

checklist:

Course Schedule (Week One) where you -
- used the CARP (including the Student Learning Outcomes) and GRCC Academic Calendar.
- properly identified all the weeks, assignments, assessments and deadlines.
- ensured the menu in your template course makes it clear if the schedule and syllabus are combined or separate (e.g. "Syllabus" for combined, "Course Information" for separate).
- properly used the Item/File tool to post your accessible online/hybrid syllabus to the template course.

Course Syllabus (Week Two) where you -
- ensured your template course menu properly reflects how your syllabus and schedule are posted (e.g. "Syllabus" for combined syllabus and schedule, "Course Information" for separate syllabus and schedule).
- posted an accessible version of my revised syllabus (after feedback) to my template course under the appropriate content area (e.g. Syllabus or Course Information).
<table>
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<tr>
<th>Organized Template (Week Three) with -</th>
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<tbody>
<tr>
<td>• a &quot;Orientation&quot; folder and Weekly folders (e.g. Week One through Week Fifteen) under your &quot;Assignments&quot; area.</td>
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<tr>
<td>• a forum to your discussion board to allow students to post questions (e.g. &quot;Questions&quot; or &quot;Virtual Office&quot; forum).</td>
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<tr>
<td>• weekly, graded forums that will be linked to your weekly assignment folders.</td>
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<tr>
<td>• your contact information under the &quot;Instructor&quot; link.</td>
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<tr>
<td>• at least one external link (e.g. Publisher Website) to your &quot;Resources&quot; area.</td>
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First full week of Instruction (Week Four) with -

| • an introduction to your Week One assignment folder that motivates the learner and addresses the outcome. |
| • activities that go beyond merely telling the student to read a chapter, using various Blackboard tools to present content (e.g. lecture capture, Web Link, YouTube mashup). |
| • a "Course Link" from your assignment folder to the discussion forum. |
| • at least one thread within that discussion forum. |
| • any additional content that will |
allow students to practice their skills before the assessment.

- an assessment of your outcome (e.g. Quiz, Assignment).

Welcome Announcement and Orientation (Week Five) where you -

- Went into my Orientation folder and used Blackboard tools to guide students through the syllabus and schedule.
- created content (in my Orientation folder under Assignments) that communicates how the course is organized and any other expectations/requirements (not in the Syllabus).
- used the Announcement tool to create a short "Welcome" that sets the appropriate tone.
- added a Course Link to my Welcome Announcement that guides the learner to my Orientation.
- ensured ALL my course content is accessible!

| Blackboard Basics training before the OHCC went well (all attendees completed). |
| OHCC Orientation was successfully conducted online and on campus. |

Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

Dean’s / Supervisors’ Comments:
Fall 2013
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<tr>
<th>Please list and describe no more than three activities or accomplishments that went particularly well.</th>
<th>• OHCC presentations were a great learning experience for participants and the new guidelines (listed above) were clearly helpful.</th>
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| Please list and describe how your particular efforts could have been better supported. | • We need a revised and operational Blackboard Basics course that more faculty can complete online.  
• There could have been better communications regarding the textbook for the OHCC, as well as food and support for the Orientation and campus Blackboard Basics session. |
| Please use this space to document any other concerns, suggestions, or comments. | • I would like to see the Instructional Technologist (and more faculty) on the GRCC Instructional Technology Team.  
• Again, I recommend that we hire a Director of Distance Learning and Instructional Technologies. |