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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</thead>
<tbody>
<tr>
<td>Facilitating the Online and Hybrid Certification Course (OHCC)</td>
<td>Before OHCC session:</td>
<td>- Certified 12 faculty.</td>
<td>- Nate Hamilton has made significant efforts to improve communications between DLIT, faculty and IT. Still, I think the collaboration between DLIT and IT could be improved. There needs to be a better way to continuously seek input from faculty and to communicate with them before plans or changes are implemented.</td>
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<tr>
<td>Making recommendations to the Director of DLIT regarding the faculty development curriculum for online courses, faculty certification (and continuing education), and accreditation requirements</td>
<td>- Provided input on participant letter.</td>
<td>- Trained approximately 20 faculty during Summer Teaching Institute.</td>
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<tr>
<td>Providing course development and ongoing quality improvement for the Online and Hybrid</td>
<td>- Copied Winter 2014 Course.</td>
<td>- Reviewed final presentations, provided feedback and reported certification status.</td>
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<td></td>
<td>- Added Users to Summer 2014.</td>
<td>- Supported faculty with instructional technology needs.</td>
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<td>- Created template courses for all users.</td>
<td>- Assisted faculty with accessibility training and captioning issues.</td>
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<td>- Added user and dlitgroup to templates.</td>
<td>- Provided input regarding revisions to DLIT website.</td>
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<td>- Updated Syllabus and Schedule.</td>
<td>- Planned, supported and presented at Summer Teaching Institute.</td>
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<td>- Assigned anonymous discussion board posts.</td>
<td>- Supported Faculty with Google Glass (Filippo Tagliati) and GoPro (Joe Hesse) as part of GRCC</td>
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<td>- Posted new intro to blog.</td>
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<td>- Updated contact information.</td>
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<td>- Made date changes throughout Assignments.</td>
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</table>
| Certification Course | - Updated Announcements.  
|                    | - Made updates to discussion board forums.  
| Working with the Director and faculty colleagues to develop needed learning opportunities for online and hybrid instructors | - Subscribed to Questions forum.  
| Submitting an end-of-the-term (S'14, F'14, W'15) report following a template provided by Patti Trepkowski by: | - Made updates to gradebook.  
|                   | o August 22, 2014 for Summer 2014 assignments | - Removed any videos from previous campus sessions.  
|                   | - Checked all links.  
|                   | - Updated Orientation Video (include Closed Captioning).  
|                   | - Made OHCC available.  
|                   | - Posted Welcome and e-mailed participants. | Digital Initiative.  

On a weekly basis during OHCC:

- Facilitated online learning.  
- Participated in discussion board daily.  
- Posted announcement for weekly assignments.  
- Sent reminder of campus session.  
- Met with participants in campus session.  
- Recorded and posted campus session with Relay.  
- Reviewed templates.  
- Posted weekly participation and self-assessment scores.  
- Provided faculty support.  

After OHCC course ended:

- Posted final grades  
- Notified participants and CTL
of certification status.
- Downloaded grades to Content System.
- Archived courses.
- Reviewed Survey Results.

**Additional accomplishments:**

- Met with CTE Director on FPD planning and issues.
- Made revisions to OHCC based on feedback received from participants.
- Participated in the planning and promotion of training (e.g. OHCC and Summer Teaching Institute).
- Facilitated three (3) hour session on Instructor Presence in the Online Environment.
- Facilitated three (3) hour session on Blackboard Gradebook.
- Supported faculty drop-in sessions and Summer Teaching Institute.
- Recorded content for online module on Instructor Presence.
- Submitted required reports.

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

- Revisions to the OHCC (based on feedback from participants) were well-received.
- Getting 12 more faculty trained to teach online contributed to the institution’s overall ability to deliver
| Please list and describe no more than three activities or accomplishments that went particularly well. | more, quality online and hybrid sections.  
- Our investment in emerging technology (e.g. Google Glass and GoPro), as well as showcasing faculty use of instructional technologies, continues to be well-received. Faculty need an advocate for experimenting with new technologies that will ultimately contribute to student success. |
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<tbody>
<tr>
<td>Please list and describe how your particular efforts could have been better supported.</td>
<td>- As mentioned under <em>barriers</em>, we could continue to benefit from better collaboration between DLIT, Faculty and IT.</td>
</tr>
</tbody>
</table>
| Please use this space to document any other concerns, suggestions, or comments. | - I support efforts to put ISIS and IT staff together, as a team, in a collaborative space, with a dedicated budget.  
- I also support a clear leader/director for this area. This area would focus on supporting online course quality and online student success.  
- Finally, I support efforts to increase faculty and instructional designer input into Blackboard. |