

Grand Rapids Community College
 Faculty Equated Overload/Release Time
 End of Semester Report
(revised July 2013)
Summer 2013

Name Cheryl Kautz Faculty Assignment Faculty Professional Development Liaison for DLIT

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

Assignment	Accomplishments	List and briefly describe the most significant impact of your accomplishments.	List and briefly describe any barriers you encountered.
<p>This area should be completed by the Dean's office. Include specific tasks listed in the letter of offer.</p>	<ol style="list-style-type: none"> 1. Lead facilitator for UDL / Accessibility face-to-face session. Created presentation, hands-on activities, and provided resources in Blackboard for the Summer Technology Institute session. 2. Co-facilitated Bb Exemplary Course/QM face-to-face session for the Summer Technology Institute. 3. Co-facilitated Online Course Observation face-to-face session for CTE. 4. Contributed 30 test results and comments to the Bb 9.1 SP 12 online spreadsheet edit grid. 5. Recommended fifteen improvements for the college syllabus templates, related to accessibility. Met with faculty to continue working on improving the college syllabus template and tested how well it converted to HTML. 6. Reviewed and provided recommendations for the optional syllabus templates. 7. Shared an accessible schedule/calendar with CTE that I use for students. 8. Created and recorded eight UDL & Accessibility video tutorials on YouTube for faculty with a total time of two hours and seventeen minutes. The tutorials demonstrate how to set up proper document structure with headings (basic and advanced), multiple ways to create descriptive hyperlinks, alt text for images, text explanation and marked header row for tables, how to use accessibility checkers, and how to convert documents to multiple file formats. 	<p>Helped to increase faculty knowledge about how to create course content that follow the principles of Universal Design for Learning, conform to federal legislation standards, and contribute to student success by working one-on-one with faculty, helping to make college syllabus template accessible, creating YouTube video tutorial series, and leading the UDL / Accessibility Summer Technology Institute session.</p>	<p>There were transitions with staff, but still made many accomplishments.</p>

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Dean's / Supervisors' Comments:

	<ol style="list-style-type: none"> 9. Provided fourteen tips to make PowerPoint presentations universally designed and accessible for faculty member via email. Also met with the faculty member twice; one half-hour session and one three-hour session to provide one-one-one training. 10. Assisted faculty member with obtaining OHCC certification by teaching her how to recreate her syllabus from scratch; implemented best practices and made sure the electronic document is accessible. 11. Researched solutions and provided suggestions, for a faculty member, related to accessibility issues for math equations. 12. Participated in the Blackboard Exemplary Course Program cohort and presented in a Webinar with an Exemplary Course Program director about Learner Support. A link to the Webinar was shared with faculty. 13. Signed up for information to be a Blackboard Exemplary Course Program Reviewer for 2014 14. Created Quality Matters account and plan to register for the two courses required to obtain the certification as a QM Peer Reviewer (dependent on funding). 15. Observed <i>What's new in Bb Collaborate Webinar</i>. 16. Attended Bb World 2013 and learned new information to share with faculty (see impact of accomplishments). 17. Met to discuss observation training and technical challenges related to accessible documents. 18. Attended Observational Training for Online Course session. 		
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Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

<p>Please list and describe no more than three activities or accomplishments that went particularly well.</p>	<ol style="list-style-type: none"> 1. Helped make college syllabus template accessible with Ann Alexander. 2. Created and recorded eight UDL & Accessibility video tutorials on YouTube for faculty with a total time of two hours and seventeen minutes that provide detailed demonstrations for how to create electronic documents that follow the principles of Universal Design for Learning, conform to federal legislation standards, and contribute to student success. 3. Lead facilitator for UDL / Accessibility Summer Technology Institute session. Created presentation, hands-on activities, and provided resources in Blackboard for the Summer Technology Institute session.
<p>Please list and describe how your particular efforts could have been better supported.</p>	<p>Faculty Liaisons play an important part for DLIT, although I was not always sure of assignments and role. I have no plans to continue the EOL assignment after summer for DLIT; I have reached maximum allowable credit hours as an adjunct for the fall. I enjoyed contributing to the team as a liaison.</p>

Please use this space to document any other concerns, suggestions, or comments.