

Faculty Senate  
Ad Hoc Distance Learning Committee  
*Recommendations*

10-01-04

*Approved Nov 19, 2004 by Faculty Senate*

- **Training**
  - *Mandatory* DL training for new online faculty
  - Provide financial incentive for first time on-line training
  - Provide advanced training for seasoned faculty
  - Provide regular hands-on (f2f) Blackboard training
  - Provide panel discussion for DL issues at Fall Faculty Preservice
- **Communication/Problem-Solving**
  - Designate an DL coordinator for each department that offers online courses—*must be willing to serve*
    - Survey DL instructors regarding needs
      - Request comments/suggestions
      - Summarize comments/suggestions
      - Ask to rank comments/suggestions in order of importance
  - Implement a DL faculty mentoring program
  - Communicate with and amongst DL faculty via Blackboard Forum
  - Place all DL information in one easily accessible place online (link through Blackboard)
    - Student Complaint procedure
      - Contact instructor first
      - Contact DL-ET for guidance to appropriate Dpt. Chair/Dean (5000- or 6000-)
    - DL Faculty Handbook
    - DL Student Handbook
    - FAQ page (faculty/student)
  - Articulate well-defined complaint procedure
  - Provide links to useful websites for DL faculty/students
    - Nettiquette <http://www.albion.com/netiquette/>
    - Online Civility
    - CTCD DL faculty list (by department/originating location)—*already available*
- **DL Handbooks**
  - Coordinate with Continental Campus to generate one Online Faculty Handbook for 5000- and 6000-series courses
  - Online Student Handbook