

Skills Update Workshop

Facilitator: Dr. Jake McNeill

The College of Humanities and Social Sciences is now accepting applications for the spring 2018 semester Skills Update Workshop. The Skills Update Workshop is open to faculty who have successfully completed the Build a Web Course Workshop (basic or advanced; the Build a Hybrid workshop is different). Faculty accepted into the workshop will be given access to a series of online modules. Participants will be given three modules each month. Three modules must be completed successfully in January. Three must be completed successfully in February. Three must be completed successfully in March, for a total of nine modules completed by the end of March. Faculty who fall behind in this requirement are disqualified from receiving the stipend. The estimated time commitment for each online module is one hour.

In addition, faculty accepted into the Skills Update Workshop will agree to develop a new online or hybrid course during the time of this workshop, to be submitted to KSU QM Review according to deadlines listed below. The participating faculty must also agree to teach the online/hybrid course developed during the participation of this workshop no less than three times in the next five years.

Full time faculty will successfully complete the Skills Update Workshop and receive compensation of \$1500 if

- 1) all nine online professional development modules are completed on schedule;
- 2) half the course is submitted for CHSS KSU QM Pre-Review by Friday, March 16, 2018
- 3) the entire course being built is submitted for CHSS KSU QM Pre-Review by Wednesday, May 23, 2018 and (online courses only) is submitted to KSU QM Review by Wednesday, May 30, 2018.

Part time faculty will successfully complete the Skills Update Workshop and receive compensation of \$1500 if

- 1) all nine online professional development modules are completed on schedule;
- 2) half the course is submitted for CHSS KSU QM Pre-Review by Friday, March 16, 2018
- 3) the entire course being built is submitted for CHSS KSU QM Pre-Review by Friday, April 13, 2018 and (online courses only) is submitted to KSU QM Review by Friday, April 20, 2018.

If you have any questions, please contact Dr. Jake McNeill at smcneil2@kennesaw.edu. To apply to participate in this workshop, please fill out the attached application and submit it to your department administrator before Friday, April 1, 2017.

Application Deadline: April 1, 2017

1. General Information

Name: _____

Department: _____

Full-time Part-time (part-time faculty can only teach 1 course during the semester of the workshop)

Rank: Professor Associate Prof. Assistant Prof. Senior Lecturer
 Lecturer Instructor Temporary Full-time Part-timer Full-timer

Years at KSU: _____

2. To apply for the Skills Update Workshop, you must have successfully completed the Build a Web Course workshop. Have you successfully completed the Build a Web Course workshop?

YES NO what year? _____ And in what semester and year did you deliver the course you developed in BWC? _____

3. To apply for the project, you must have successfully completed the "Am I Eligible to Receive the Compensation" lesson. At the completion of the lesson, you will print your certificate and attach it to your application. You may find the link to the lesson at:

<https://softchalkcloud.com/lesson/serve/Ee7hv8AbrTsF1B/html>

4. Please attach a one-paragraph statement of purpose explaining why you want to participate in the Skills Update Workshop, how your participation will benefit you, students in your department, and the College of Humanities and Social Sciences, what course you will develop, and when the course will be offered (at the discretion of your Department Chair – this is not a guarantee of employment).

5. Attach your latest available semester online or hybrid evaluations (one page summary quantitative evaluations). If your evaluations are not available, please include a note from your chair speaking to your teaching abilities.

6. Course information:

a. Course Name: _____

b. Course Number (including prefix): _____

c. The planned course is Online or Hybrid (50% online)

d. The course will be delivered at KSU summer 2018 fall 2018 spring 2019
 summer 2019

e. I certify that this course is a course that will be newly developed by me, that is, I have never taught this course name and number either online or hybrid before. (That is, if you have taught WRIT 3140 online before, you cannot redesign it for a stipend in this workshop. You also cannot redesign it as a

hybrid for this workshop.)

Your Signature

f. I have discussed with my departmental online coordinator how much original content must be created for this course, how much of another's course I can use (if applicable), how much of a publisher's materials or website I can use (if applicable), how much publicly available content or other content I can use (if applicable).

I will use the following materials not created by me (please list other people's courses, publisher materials and websites, and any other material not created by me) in the creation of this course:

This plan has been approved by my departmental online coordinator. If I change my plan, I will discuss it with my online coordinator. If he/she approves, I will resubmit the updated plan and signature.

Your Signature

Signature of Online Coordinator

7. I understand that I alone am responsible for checking to see if I am eligible to receive the compensation for professional development. The responsibility for finding and verifying this information does not fall to my department chair or personnel in the Dean's Suite or the CHSS Office of Distance Education. The responsibility for finding and verifying this information does not fall to anyone in my department except me. By signing below, I have verified that (check the one that applies)

- If I am a full time faculty member, I will not exceed my salary cap (33.3%) by accepting this compensation in June. I understand that this course **does** count towards my summer cap. I also understand that I must have the entire course built by the specified deadlines.
- If I am a part time faculty member, I am only teaching one course in the semester during which I am taking this workshop. I also understand that I must have the entire course built by the specified deadlines.

Failure to meet these deadlines will result in no payment. There are no extensions granted, and no exceptions.

8. I understand the financial consequences:

- Not receiving the stipend because of a salary cap overage.
- Accepting a reduced amount in order to not exceed the applicable salary cap.
- Not receiving payment if I do not meet all workshop deadlines.
- Not receiving the payment if I do not submit an ENTIRE course to QM standards by the deadline.

Also, I understand that I must teach the course in the newly developed format no less than three times in the next five years (at the discretion of your Department Chair – this is not a guarantee of employment).

Your Signature

9. I understand the conditions for receiving stipend at the end of the Skills Update Workshop (check to indicate agreement):

- all nine online professional development modules are completed on schedule, including any participation or activity assignments
- half the course being built (at least eight, week-long modules for a fall or spring semester online course) is submitted for CHSS QM Pre-Review by deadlines specified on page 1.
- one completely built online or hybrid course (at least 16 week-long modules for a fall or spring semester course) is submitted for CHSS QM pre-review by the deadlines specified on page 1.
- the course passes CHSS QM pre-review is submitted to KSU QM Peer Review by the deadlines specified on page 1.
- To apply for the Skills Update Workshop, you must have successfully completed the “Am I Eligible to Receive Compensation” lesson. At the completion of the lesson, you will print your certificate and attach it to your application. You may find the link to the lesson at:
<https://www.softchalkcloud.com/lesson/serve/imD4pGORbUxHw2/html>

Sign here to indicate that you understand the conditions of the workshop, and that you wish to apply to participate in the workshop.

Your Email Address

10. Signatures

Signature of Department Administrative Assistant

Date

Signature of Departmental Online Coordinator

Date

Does your department chair support your participation in the Skills Update Workshop and your development of your planned hybrid or online course?

- YES NO

Signature of Department Chair

Date

Modules available during the Online Skills Update Workshop

Here are a list and brief descriptions of the modules you will be offered each month. They are arranged so that by choosing three (in any order) from each monthly list, you will get a fairly even assortment of modules in each track: pedagogy, research and trends, and instructional technology. While you are only required to complete three each month, if you believe you would like to complete more, you are most welcome. At the end of each month, you can look at your completion chart under the grades tab in D2L to see if you successfully completed at least three modules.

January

SoftChalk (instructional technology track)
Best Practices in Mobile Learning (research and trends track)
Latest Research Into Successful Online Learning (research and trends track)
Strong and Effective Types of Feedback (pedagogy track)
Panopto (instructional technology track)

February

Advanced Softchalk Tutorial (instructional technology track)
Get Your Students' Heads INTO the Clouds: Cloud Computing (research and trends track)
Creative Assignments in the Online Classroom: The Virtual Museum (pedagogy track)
VoiceThread (instructional technology track)
"Faculty Presence" in Online Courses (pedagogy track)
Doceri: An iPad App for Creating Content "On the Go" (instructional technology track)

March

Learner-Content Interaction in Online Courses (pedagogy track)
The Use of Social Media in Online Teaching (research and trends track)
Work Smarter, Not Harder (pedagogy track)
Wiki is Hawaiian for "Fast"! (instructional technology track)