

2014-
2015

Online Learning Faculty Handbook



TABLE OF CONTENTS

- I. Mission Statement
- II. General Information
- III. Online Learning Committee
- IV. Course Approval Process
- V. Online Learning Goals
- VI. Online Learning Standards
- VII. Definitions, Hardware Requirements, LMS
- VIII. Best Practices for Online Faculty
- IX. What to do Before, During, and After the Online Course
- X. Online Learning Certification
- XI. Blackboard Training
- XII. Library Services
- XIII. Evaluation and Professional Development
- XIV. Program Assessment
- XV. Virtual College of Texas (VCT)
- XVI. Disaster Preparation
- XVII. FAQ's
- XVIII. Netiquette
- XIX. Employee Portal

I: Online Learning Mission:

To provide educational opportunities to students through an alternative delivery method, Lee College faculty will provide and promote superior online learning in keeping with expectations of local industry and 4 year institutions.

II: General Information

Lee College Blackboard Learn URL: <https://elearn.lee.edu/>

Lee College Website URL: <http://www.lee.edu>

Lee College Library URL: <http://www.lee.edu/library>

Lee College Counseling URL: <http://www.lee.edu/counseling>

Lee College Distance Learning URL: <http://www.lee.edu/distance/>

From the Lee College website, you can access the Blackboard Learn site by clicking on either the Student Logins link or the Logins link. From there, you can click on the Blackboard Learn link.

Contact Information:

Lee College Helpdesk.....	281-425-6952
Lee College Testing Center.....	281-425-6430
Lee College Counseling and Advising Center.....	281-425-6384
Paula Lee, Blackboard Sys Admin.....	281-425-6285
LeAnn Allison, Instructional Designer.....	281-425-6577
Jeannie Colson, Online Education Librarian.....	281-425-6497
Dr. Steve Showalter, Coordinator of Online Learning.....	281-425-6372

III: Online Learning Committee

The Online Learning Committee provides for faculty input and oversight of online and hybrid instruction. The committee is designed to be broadly representative of the entire campus. The membership includes the following:

- 1) Online Learning Coordinator (Chair)
- 2) One faculty representative from each academic division (7)
- 3) One faculty representative from each technical/vocational division (7)
- 4) Blackboard System Administrator
- 5) Instructional Designer
- 6) Representative of Student Services
- 7) Representative of Continuing Education
- 8) Chief Technology Officer (ex officio)
- 9) Vice President of Learning (ex officio)
- 10) Dean of Academic Studies (ex officio)
- 11) Dean of Technical and Vocational Studies (ex officio)

Committee Duties and Responsibilities:

- 1) Review and recommend learning standards for online and hybrid courses
- 2) Review and evaluate technology needs of faculty and the IT Department
- 3) Review and recommend policies to improve student success
- 4) Provide pedagogical and technical training for faculty and staff
- 5) Provide tools for division chairs to evaluate OL faculty and OL courses
- 6) Assess and evaluate the quality of the distance learning program

The Online Learning Committee will meet 3 times in the fall semester, and 3 times in the spring semester. The Online Learning Coordinator will chair the committee. A majority of voting members (10 out of 18) will constitute a quorum. Meeting minutes and all other information will be posted on the employee portal.

Committee actions, such as policy recommendations and procedures, will go through the following process:

- 1) Online Learning Committee
- 2) Instructional Council, chaired by Vice President of Learning
- 3) President's Cabinet

IV: Course Approval Process

If a faculty member decides to develop a new online course, he/she will follow the online course approval process:

- 1) Division Approval
- 2) Online Education Committee Review

V. Online Learning Goals:

The goal of Online Learning is to provide Lee College students the opportunity to earn college credit through alternative, technology-based methods of instruction and learning. As an instructor in online courses, your role is to provide these students with the same high-quality instruction they would receive in the physical classroom.

Although the role of online learning faculty is often perceived as passive because students do not directly interact with the instructor in a face-to-face environment, it is actually the proactive, energetic, engaging, and empathetic instructor who often makes or breaks the course for the student. The most important qualification an instructor brings to an online learning course is the knowledge of the course content and the ability to communicate this knowledge to the students in an interactive and engaging manner. However, an online learning instructor should also have a number of the following personal characteristics to enhance the teaching role:

- a positive attitude towards online learning courses
- an understanding of the special needs of adult learners
- a good working knowledge of the learning management system
- excellent interpersonal skills
- excellent writing skills
- good telephone communication
- a working knowledge of email
- adaptability and versatility

- excellent organizational skills
- an ability to use interactive technologies
- a commitment to timeliness in responding to students
- an interest in trying new forms of communication with students

Although the instructor's specific duties in teaching online and hybrid courses will be somewhat different from those in the classroom, the ultimate goal is to provide quality education to our students. Just as our students must have the self-discipline for home study, our instructors must have the flexibility in their teaching to serve these students well. This handbook is designed to help you with the goals and expectations of online learning at Lee College and to make your experience as an online learning instructor a positive one for both you and your students.

VI. Online Learning Standards

Faculty Responsibilities

1. The syllabus/outline and any first day handouts will be posted in the OL class no later than the first day of class. Copies of all materials will also be on file with the respective divisional offices on the first day of class.
2. Faculty members and division chairs will ensure that the curriculum offered in online courses is consistent and as rigorous as the curriculum offered in face-to-face courses.
3. Faculty will use common file types to disseminate all posted files or supplements, i.e. PDF, .doc or .docx, .xls or .xlsx, etc.
4. Student academic support services (library, counseling and testing center, help desk, Lee College writing center, bookstore, myLC Campus, and academic honesty policy) shall be clearly identified in the Online or Hybrid course.
5. Course orientation is the responsibility of the faculty. Faculty will require that a student participate in an orientation.
6. In order to clarify expectations to students, all faculty offering online learning courses will create succinct yet substantive summaries of meeting times or delivery methods to be published by Lee College in the class schedules for each semester.
7. Grading and necessary feedback will be completed within 2 weeks of the student's submission.
8. Faculty members will establish contact with students at the beginning of the semester and maintain regular communication throughout the term. Communication will employ any suitable means including discussion boards, private e-mail, individualized chat sessions (including online "office hours"), telephone, face-to-face communication, math lab, writing lab, etc.
9. Faculty members will respond to student's voice mail or email within 2 working days.
10. Faculty members will promote instructor-student and student-student interaction.
11. Faculty members will be available to interact with students.
12. Faculty will maintain virtual office hours that are consistent with college policy.

13. Deadlines and expected activities will be clearly stated at the beginning of the term.
14. Faculty members will monitor student's participation and progress and follow the same guidelines for withdrawal that are used for on-campus classes.
15. All online learning faculty members will use the college's approved Learning Management System. Blackboard-Learn9. Supplemental learning management systems and outside learning resources will be linked inside the faculty member's course.
16. All electronic and information resources developed, procured or changed by an institution of higher education shall comply with the accessibility standards for institutions of higher education Americans with Disabilities Act Amendments in Section 504.
17. It is the responsibility of the instructor to ensure that all copyright provisions are met and permissions have been obtained as appropriate.

Administrative Responsibilities

18. Instructors will meet with their division chairs and the online learning coordinator prior to the development of an online or hybrid course.
19. All online learning courses will undergo student evaluation consistent with the evaluation methods utilized in face-to-face courses.
20. Technical support for online learning courses and related support services will be provided through Lee College's structured services offered through the Office of Information Technology.
21. Support for Financial Aid, Library Resources, Counseling, Special Student Services, Career Services are offered through Lee College's website.
22. Online education faculty will be assisted through training opportunities to develop online learning and assessment materials, and provided with ongoing professional development activities.
23. Adjunct faculty and fulltime faculty will meet the same requirements to teach online learning courses as they do in face-to-face courses.
24. All online learning faculty must have documentation, on file in HR, of an online training certification for online learning instruction, or an equivalent accepted by the Online Learning Committee.

25. Students will retain the same rights to privacy in online learning classes as they would in a traditional classroom environment. Confidential information (including grades, private contact information, or personal information directly attributed to a student) should be transmitted only through secure interaction. Online discussion boards, open chat rooms, or group e-mails will not be used as a forum to post grades.
26. First time in college (FTIC) students will take a diagnostic test (Smarter Measure) to determine their readiness for online learning courses.
27. Online learning courses offered through the Virtual College of Texas (VCT) must be approved by the appropriate faculty member and division chair prior to being offered to Lee College students.

VII. Course Definitions, Hardware, and the Learning Management System

Online (OL)

Online courses are asynchronous. Students and instructors are NOT in the same physical setting more than 85% of the instructional time. Some courses may require face-to-face sessions totaling no more than 15% of the instructional time. This could include orientations, labs, proctored tests, field trips and/or other course requirements. Orientations may occur before the course's start date. Face-to-face requirements will be listed in the course syllabus. Students must have Internet access, understand and be able to use email and the web, create and save documents in specific file formats, and upload files as an attachment.

Hybrid (HY)

Hybrid or blended courses are a combination of synchronous and asynchronous instruction. Students and instructors are not in the same physical setting for a majority (more than 50%, but less than 85%) of the instructional time.

Typically, hybrid courses combine online and classroom components. Orientations may occur before the course's start date. The course syllabus will contain a section delineating the integration between face-to-face and online instruction. Additionally, it will discuss how the online environment connects and supports the classroom activities. Students must have Internet access, understand and be able to use email and the web, create and save documents in specific file formats and upload files as an attachment.

Web-enhanced (FO)

Web-enhanced classes are traditional synchronous, on campus, courses that provide 100% face-to-face instruction in a traditional classroom on campus. However, these courses are enriched by the addition of an online component and require that students be actively engaged in that online component. This online component will be hosted on the Blackboard. Students must have access to the Internet and be familiar with email, the web, creating and saving documents and uploading files.

The following chart illustrates which instructors need to have completed some type of Online Faculty Certification course in order to teach OL or HY courses.

Certification	Delivery Method	Class Schedule Symbol	Percent of Instruction outside of class			
			0%	50%	85%	100%
Not Required	Face to Face Courses	FO01	0% Instruction occurs outside of class			
	Web-enhanced Courses	FO01	1%-50% Instruction in Blackboard			
Required	Hybrid	HO01		51%-84% Instruction in Blackboard		
	Distance Education	OL01				85%-100% Instruction in Blackboard

Hardware/Software requirements

Browser:

PC Users: Internet Explorer, Mozilla Firefox, Google Chrome

MAC Users: Safari, Mozilla Firefox, Google Chrome

Operating System:

PC Users: Windows XP, Windows Vista, Windows 7 or higher

MAC Users: OSX 10.6 or higher

Pop-up blockers need to be set to allow pop-ups from the LMS site (elearn.lee.edu).

Additional information can be found at the Blackboard help page:

<http://help.blackboard.com/enus/Learn/9.1 SP 14/Student/015 Browser Support/010 Browser Support SP 14>

Learning Management System (LMS)

All online learning faculty members use the college's approved Learning Management System (LMS), Blackboard Learn9. Faculty members may use alternative learning management systems, but the alternative LMS will be linked through the college LMS. Examples of these could be Pearson MyLab, Cengage Mind-Link, McGraw-Hill Connect, etc.

VIII. Best Practices

Best Practices for Administrative Evaluation of Online Faculty, Thomas J. Tobin, Instructional Development Librarian, Southern Illinois University, 2004.

<http://www.westga.edu/~distance/ojdla/summer72/tobin72.html>

As a foundation for developing, implementing, and revising online, hybrid, and web-enhanced courses, some best practices are presented below. These best principles are from Thomas J. Tobin's paper titled *Best Practices for Administrative Evaluation of Online Faculty*.

Principle 1: Good Practice Encourages Student-Faculty Contact

Instructors should provide clear guidelines for interaction with students. Establish policies describing the types of communication that should take place over different channels.

Some examples are:

"Do not send technical support questions to the instructor. Contact the Lee College helpdesk at: 281-425-6952."

"The public discussion forum is to be used for all communications except grade-related questions."

Set clear standards for instructors' timelines for responding to messages. Examples: "I will make every effort to respond to e-mail within 24 hours of receiving it" or "I will respond to e-mails on Tuesdays and Fridays between three and five o'clock."

Principle 2: Good Practice Encourages Cooperation among Students

Well-designed discussion assignments facilitate meaningful cooperation among students.

To encourage meaningful participation in asynchronous online discussions:

- Learners should be required to participate (and their grade should depend on participation).
- Discussion groups should remain small.
- Discussions should be focused on a task.
- Tasks should always result in a product.
- Learners should receive feedback on their discussions.
- Evaluation should be based on the quality of postings (and not the length or number).
- Instructors should post expectations for discussions.

Principle 3: Good Practice Encourages Active Learning

Students should present course projects.

Projects are often an integral part of face -to-face courses. Students learn valuable skills from presenting their projects and are often motivated to perform at a higher level. Students also learn a great deal from seeing and discussing their peers' work. While formal synchronous presentations may not be practical online, instructors can still provide synchronous opportunities for projects to be shared and discussed asynchronously.

Principle 4: Good Practice Gives Prompt Feedback

Instructors need to provide two types of feedback: information feedback and acknowledgment feedback.

There are two kinds of feedback provided by online instructors: "information feedback" and "acknowledgement feedback."

Information feedback provides information or evaluation, such as an answer to a question, or an assignment grade and comments.

Acknowledgement feedback confirms that some event has occurred. For example, the instructor may send an email acknowledging that he or she has received a question or assignment and will respond soon.

Principle 5: Good Practice Emphasizes Time on Task

Online courses need deadlines.

One course we evaluated allowed students to work at their own pace throughout the semester, without intermediate deadlines. The rationale was that many students needed flexibility because of fulltime jobs. However, regularly distributed deadlines encourage students to spend time on tasks and help students with busy schedules avoid procrastination. They also provide a context for regular contact with the instructor and peers.

Principle 6: Good Practice Communicates High Expectations

Challenging tasks, sample cases, and praise for quality work communicate high expectations.

Communicating high expectations for student performance is essential. One way for instructors to do this is to give challenging assignments. Another way to communicate high expectations is to provide examples or models for students to follow, along with comments explaining why the examples are good. Finally, publicly praising exemplary work communicates high expectations. Instructors do this by calling attention to insightful or well-presented student postings.

Principle 7: Good Practice Respects Diverse Talents and Ways of Learning

Allowing students to choose project topics incorporates diverse views into online courses.

As instructors give students a voice in selecting their own topics for course projects, they encourage students to express their own diverse points of view. Instructors can provide guidelines to help students select topics relevant to the course while still allowing students to share their unique perspectives.

**Another source for reference is *Building from Content to Community: [Re] Thinking the Transition to Online Teaching and Learning* – a CTE White Paper, Britt Watwood, Jeffrey Nugent and William “Bud” Deihl.

<http://www.vcu.edu/cte/pdfs/OnlineTeachingWhitePaper.pdf>

This paper presents very good information and examples/scenarios and tools that faculty can use to build a course and interact with students. It is worth the read.

IX. What to do Before, During, and After the Course

Before the semester begins.....

- The course must be fully developed in the college's LMS and have all due dates and meeting times set before the semester begins.
- Textbook requests must be on file with the division chair and submitted to the book store, using the same procedures as on-campus courses.
- The documents and information within the course must be common file types that are ADA accessible.
- The syllabus and any first day handouts must be posted in Blackboard before the first day of class, and submitted to the division chair
- The faculty member and division chair must ensure the curriculum and course content is consistent with the curriculum in face-to-face courses.
- For faculty who use face-to-face orientation meetings, set a date, time, and reserve a classroom for the orientation with the division secretary.

During the semester.....

- The faculty members must have an orientation within the first week of the course for all online learners to attend. The orientation may be online or face-to-face.
- Once the official class rolls are due, any student who has not been active in the course, and has not contacted the instructor, may be dropped.
- All communication that is course-related must go through Lee College's LMS
- Establish contact with students at the beginning of the semester and maintain regular communication throughout the term. Communication will employ all suitable means including discussion boards, e-mail, individualized chat sessions, (including online "office hours"), telephone, face-to-face communication, etc.
- Respond to student's voice mail and e-mail messages within 2 working days, excluding weekends and Lee College-recognized holidays.
- Once the grade rosters open at the end of the semester, faculty must enter the grades before noon Friday of the final week.

After the semester.....

Once a semester has ended, a best practice is to create an archive (backup) of your course(s). It is also recommended that you download a copy of your grade center to have as an archive. Courses are maintained on the server for 5 terms before they are archived off. These courses are only available to faculty once the semester has ended. If a course needs to be extended due to Incompletes, then the faculty member needs to contact the LMS System Administrator for directions.

X. Online Education Certification for Faculty

All instructors who teach Online (OL) and Hybrid (HY) courses must have proof of Online Education Certification, which will be obtained through Lee College or from an approved outside source. If an instructor chooses to use the in-house training, Lee College offers a certification course:

The Online Learning course is delivered through Blackboard Learn. This course allows instructors to experience the course as if they were the student while learning best practices and suggestions for online teaching. It guides the student through exercises using multiple types of media and different ways to interact with the teacher. Contact LeAnn Allison at 281-425-6577 or callison@lee.edu

If an instructor is already certified from an outside source, all information must be submitted to the Online Learning Committee for approval. Alternate certification could include having a degree in something like Instructional Technology, or completion of online certification at another accredited community college or accredited university.

Once faculty members have earned their certification or been approved by the committee, they are required to submit evidence of certification to Human Resources. This documentation will be recorded in People-Soft and be in the faculty member's permanent file.

Once training is completed, please be sure to print proof of completion including certificates or other documentation and provide that to Human Resources where it will be copied and placed in the faculty member's file.

XI. Blackboard Training

The Lee College Office of Information Technology will provide a 6-part, introduction to Blackboard training every fall semester, spring semester, and summer 10-week session. This training explores the nuts and bolts of the college LMS, including how to set up your course, communication tools, assessments, rubrics, grade book, etc.

For more information, contact Paula Lee at 281-425-6285 or plee@lee.edu

For more experienced faculty, the Office of Information Technology will offer training on more advanced Blackboard tools, such as Respondus, Soft-Chalk, Collaborate, etc. The Online Learning Coordinator will work with the division chairs and IT Office to identify faculty needs.

XII. Library Services

The online library can be accessed from the Lee College home at: www.lee.edu/library

The library offers many resources to faculty and students, including e-books, Films on Demand, articles from online databases, and electronic course reserves. Librarians are available online to provide assistance to students through interactive tutorials, “Ask a Librarian” email service, and live chats. Librarians can create tutorials specific to your course upon request. Online resources can also be embedded into your Blackboard course.

For more information, contact Jeannie Colson at 281-425-6497 or jcolson@lee.edu

XIII. Evaluation and Professional Development

Online Learning faculty will be evaluated by their respective division chairs in a manner consistent with faculty who teach traditional or face-to-face courses. However, Online Learning faculty will set an annual goal to improve their skills in online or hybrid education. Goals can be met through on campus training, professional development day, travel to professional conferences, or additional coursework at another college or university. The faculty members will work with their division chairs to identify appropriate goals.

The Online Learning Committee has a professional development budget for travel to professional conferences. For additional information, please contact Dr. Steve Showalter, the Online Learning Coordinator, at 281-425-6372 or sshowalt@lee.edu

XIV. Program Assessment

Every 5 years, the Online Learning Coordinator will conduct a program review to evaluate the overall quality of Online Learning at the college. The review will assess the program on an institutional level. Topics will include, but are not limited to, the following:

- 1) Completion Rates
- 2) Technology Needs
- 3) Faculty Training and Professional Development
- 4) Student Preparation
- 5) Institutional Support
- 6) Counseling and Advising
- 7) Governance and Policy Making
- 8) VCT (Virtual College of Texas)

XV. VCT (Virtual College of Texas)

The Virtual College of Texas is a collaborative effort among community colleges in the state of Texas. If a student is unable to register for a class at their local community college, they can register for an online class at another community college through VCT. For more information, visit their website at www.vct.org

VCT courses from another community college can be offered at Lee College. However, the appropriate dean, appropriate division chair, and appropriate lead instructor must approve the course before a student can register for the course.

Lee College faculty can place their online courses on VCT, but they must go through the VCT course approval process. Faculty should also be aware that VCT students can be located anywhere in the state of Texas, so they should plan accordingly, especially if they require proctored testing, field work, or lab work.

For more information, contact Dr. Donnetta Suchon at 281-425-6400 or dsuchon@lee.edu

XVI. Disaster Preparation

Living on the coast presents unique challenges. When a hurricane hits, the college could experience a lengthy shut down, as it did during Hurricane Ike. Since that time, the college has put generators in place to help keep mission critical systems up and running. Some of the systems that have been deemed as mission critical include PeopleSoft and Blackboard Learn.

As an instructor, whether you teach online or traditional face-to-face classes, you can use Blackboard Learn as a way to continue to interact with your students and keep the class work moving forward. Some of the ways you can accomplish this is to have your syllabus posted, create folders to house your lecture notes, Power Point presentations, videos, etc, that you want students to work through. You can also create assignments and tests that students will complete.

Blackboard Learn is an acceptable delivery method, regardless of whether you or your students had to evacuate, to keep the classes going during the emergency. Some possible ways to handle informing students about his possibility could be to add a statement to the syllabus that lets students know to check Blackboard. You could also include it in a course orientation.

The question is what will you do before the emergency happens? Emergencies could also include unexpected health or family issues. If you can prepare now, it will be less traumatic if/when something actually happens.

XVII. FAQ's

1. **What is Blackboard Learn?** Blackboard, Inc. is a company that develops Learning Management Systems. Blackboard Learn (Bb Learn) is a product that falls under Blackboard. It is a self-contained place to present content to students. Bb Learn can be used in a variety of manners, i.e. online or hybrid instruction, to enhance a traditional class, as a community for users such as the drafting community or the nursing community, honor societies, or Faculty Learning Communities to post information relevant to all its members. The advantage of using such a system is that it is self-contained and therefore sensitive information is not accessible to unauthorized users.

2. **How do I get a class setup in Bb Learn?** Faculty members are responsible for creating their Bb Learn course shells in myLC Campus. The directions for this process are located in the employee portal, in the Faculty Resource course in Bb Learn or you can contact Paula Lee, plee@lee.edu and she will send you a copy of the word document.

3. **Who do I contact for instructional design questions?** LeAnn Allison is the Instructional Designer. She will help you with the best practices in the layout and presentation of the material to the students. Her contact information is: callison@lee.edu or 281-426-6577. Her office is in John Britt Hall Rm 124.

4. **Who do I call when things don't work in Bb Learn?** You can contact Paula Lee, plee@lee.edu. You can contact the Help Desk at 281-425-6952. Or you can contact LeAnn Allison at callison@lee.edu.

Please let your students know this as well.

5. **How do I login to Bb Learn?** Your username and password will be the same one that you use to login to your Lee College email or onto one of the campus computers.

6. **What exactly does Bb Learn offer?** Bb Learn gives instructors a container for their course material. Some of the features inside Bb Learn include discussion boards, blogs, wikis and journals, ability to create assignments and assessments, web links, modules, embed videos or audio files, a home page with information, notifications, etc for your student's use. There is a grade center and your students have a My Grades link that they can view posted grades, upcoming items, etc. Another feature inside of Bb Learn is SafeAssign, which is an anti-plagiarism program.

7. **What other resources do instructors have access to?** Lee College is part of the Virtual College of Texas. As a member we have access to SoftChalk, which is a lesson builder software. We also have access to the Dallas County Community College District (DCCCD) video repository. This is repository of video clips that can be linked into your Bb Learn class. We also have Respondus, which is a Windows-based authoring tool that makes it easy to create and manage exams for Bb Learn. Lee College also has access to Films on Demand. Jeannie Colson, distance librarian, is the point of contact for Films on Demand, jcolson@lee.edu.

8. **What about training?** Bb Learn training is ongoing throughout the year. Emails are sent out to let faculty know when trainings will occur. You can always contact Paula Lee or LeAnn Allison for additional information or help.

9. **Is there any training or orientation for students?** Yes. There is an Online Student Orientation Bb Learn class that students have access to. The student should see the link for this course when they login to Bb Learn. It is set up like an actual course might be. The object is that it would help students become familiar with Bb Learn before they actually begin their true course.

10. **When are Bb Learn classes available?** The Bb Learn classes are always available for instructors. Instructors can hide the courses that they do not want to see in their course list or they can request to have them removed from Bb Learn. Backups are created and maintained by the LMS System Administrator. However, instructors are encouraged to create their own backups as well, at the end of each semester. The current year and the previous year's courses remain active on the server. After that, courses that are a year old will be archived and removed from the server.

Students will not be able to access their Bb Learn classes until the first day of the semester. The Bb Learn classes remain visible to the students for about a week after the semester ends. If the instructor needs a class to remain open for students that received an "I", then the instructor can turn the course back on.

11. **What do I need to do in order to teach a HY or OL class?** Faculty and adjuncts that want to be certified to teach in a HY or OL environment must complete the Online Faculty Certification Course. Contact LeAnn Allison at callison@lee.edu for more information. That is the first step. From there, training in Blackboard Learn could prove helpful. Then working with the Instructional Designer to layout the course would be a good idea.

XVIII. Netiquette

The Internet provides numerous opportunities for users to connect, conduct business transactions, get an education, keep in touch with others, and other things. The Internet also has its own culture. And just like any other culture, there are "rules of etiquette" that people should be aware of and follow. For the Internet, there are rules of Netiquette, or basically, the etiquette rules for cyberspace. Believe it or not, there are, actually, rules for how to behave properly online.

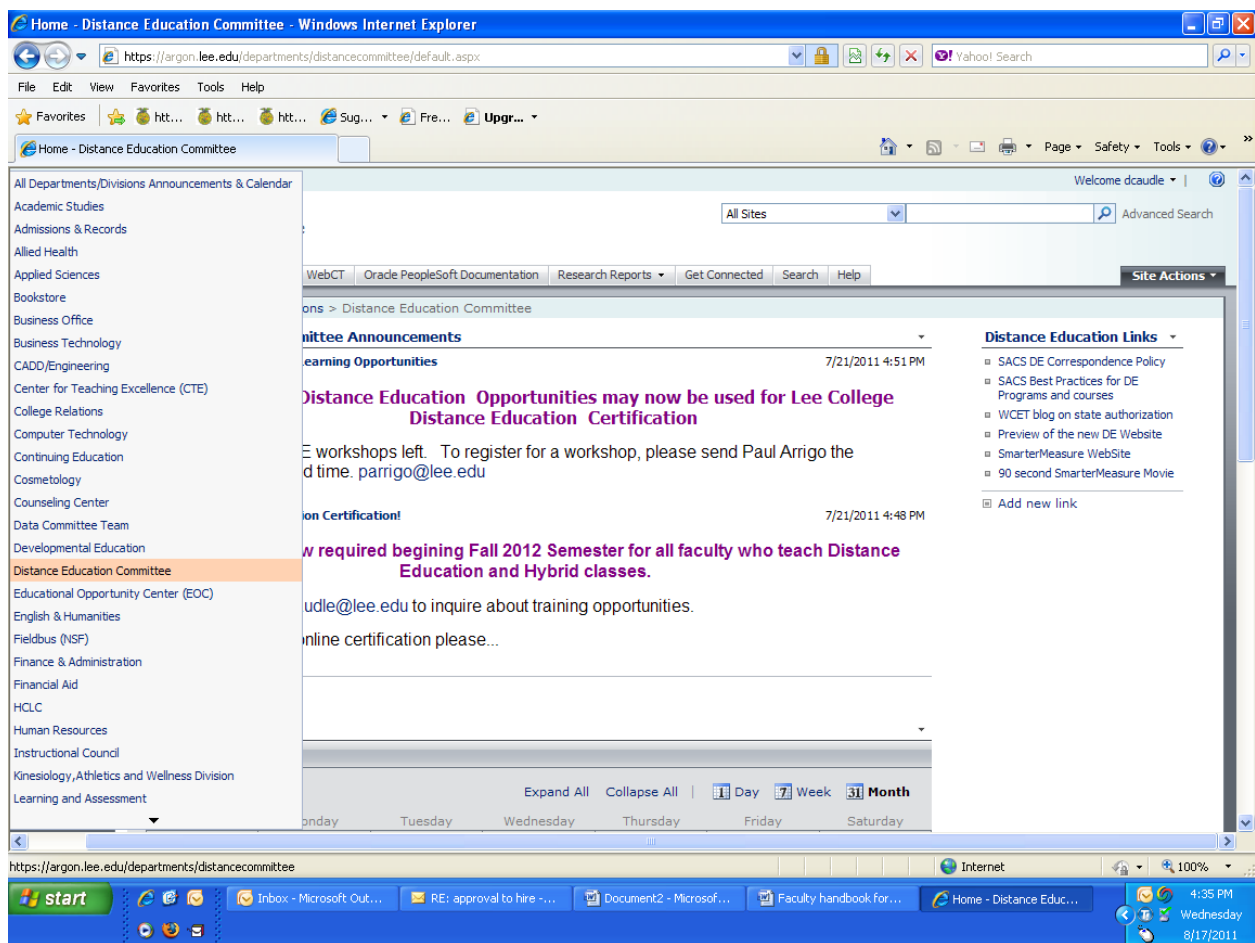
Virginia Shea has written a book titled *Netiquette* that discusses the core rules of netiquette. You can use this link to read more extensively about Netiquette:

<http://www.albion.com/netiquette/corerules.html>. She lists 10 rules to help people behave properly in an online world.

One thing to always remember is this: once a person puts something online, whether it is an email, document or comments or videos, it is always online. You can delete it off your account or machine, but it is more than likely backed up on some server somewhere in the world and can be accessed again by someone.

XIX. Employee Portal

There is a Online Learning Committee listing in the employee portal.



Once in the Employee portal click the “Departments/Division” button for the drop down menu, then pick “Distance Education Committee”

The Distance/Online Education Committee portal houses all of the committee meeting minutes, upcoming training, a calendar, news about distance education, accreditation information, and web links specific to distance education.

