Summer News for Andrews Faculty Teaching Online

1. Online Course Approval Forms for Fall Online Courses Due July 31

As you may know, our HLC accreditation now requires us to have all online courses approved before they are taught. We are now starting on Fall 2012 courses.

Step 1. Submit the Online Course Approval Form for each unapproved course by July 31.

- Signatures can be obtained within your school and represented by typing the name of the department chair and dean on the form.
- If you need sample online wording for your syllabus, see this sample online syllabus.

Step 2. The Online Course Approvals Committee will review it. If changes to your course are required, we will be in communication with you and will assist where possible with the changes.

Step 3. After any recommended changes are in place and approved, we will send an approval letter to you, your department chair, and your dean.

If you are unsure if your course needs approval or not, please email janine@andrews.edu
2. Online Courses Credit Hour Definition

The Campus Coding Committee is working on specific credit hour definitions for various types of learning. The Distance Learning Technology Committee and the Online Course Approvals Committee have been thinking about the online definitions. We invite your feedback as well.

Review the Draft Online Credit Hour Definitions here (Word file). Send feedback to janine@andrews.edu.

3. Assistance for Revising or Developing Online Courses

- Are you revising an existing online course?
- Do you want to revitalize an existing online course? Have some components you’d like to "jazz up" a bit?
- Are you writing a totally new online course?

The School of Distance Education Online Course Development Team is here to help! We can assist you with:

- Instructional design
- Advice on various ways to convert face to face courses to an online course format
- Moodle support
- Assistance with formatting and converting materials for the web (written content, audio, video, etc.)

To get started, email dlit@andrews.edu to set up an initial consultation.

4. Great Response to Active Online Teaching Offer

Earlier this summer, the School of Distance Education offered to cover the costs of the AVLN class, Active Online Teaching. We have a nice representation of Andrews and Griggs faculty in this course, including the School of Business Administration (full time faculty), the School of Education (both full time faculty and adjunct faculty), and Griggs Consortium adjunct faculty.

We plan to work with AVLN to have this course offered in the future, and will sponsor it...
again. We hope you can join the class in the future.

5. Online and Moodle Sessions for Faculty Institute

We have worked hard to schedule an interesting set of sessions related to online learning for Faculty Institute, August 16 & 17 including remote presenters from Loma Linda and Pacific Union College, and an onsite guest presenter from the Distance Education Training Council, the accreditation body for the School of Distance Education. We hope you can join us for one or more of these sessions:

- **Guest Presenter**: Smooth Seas, or Tsunamis? What Lies Ahead For Distance Education?
- Blended Learning, Flipped Classrooms, and Creative Scheduling
- Building Community with Online Interaction
- Designing Interactive Discussions Online
- Gradebooks, Quizzes, Rubrics, and Other Assessment Tools
- Moodle 101: Beginner's Hands-on Workshop
- Structuring Synchronous Online Learning Experiences
- Teaching Through Videos: Ideas and How-Tos
- What's New with Moodle?
- Using a Wiki to Promote Collaboration and Critical Thinking
- Using Turnitin and Assignment Design to Prevent Plagiarism

View the [schedule and RSVP](#).

**Questions?**

Contact Janine Lim at [janine@andrews.edu](mailto:janine@andrews.edu) or (269) 471-6546.

*Note: This is a new email list for Andrews faculty who are teaching online.*