

Marian Mety - Content Discovery LDT 6110

1. Welcome and Comments from Dr. Mety (10 minutes)
 - a. Introduction
 - i. Thank you all for coming today. My name is Dr. Mety and I will be facilitating today's training.
 - b. The Problem
 - i. Our enrollment statistics indicate that 37% of our students are enrolled in online courses and that our online enrollment is increasing annually by 10 percent. Unfortunately, student feedback has indicated a lack of student engagement in our online courses.
 - c. The Solution
 - i. We've determined that training our online instructors is the best way to begin the process of overcoming these issues to meet student needs, increase the level of student engagement, and ensure consistency in our online courses.
 1. Today's training session will focus on introducing new ways of engaging students when using current online teaching practices.
 2. A second training session will be scheduled to introduce new technology as a means of engaging students. I'll be handing out a checklist of various technologies used in the facilitation of online courses at several institutions. Place a checkmark next to a technology you have used or would like to use in an online course. The compiled results will provide the foundation for this second training session. You will be notified via email once it is scheduled.
 - ii. Today's agenda includes the following items:
 1. Performance objectives
 2. Technical skill requirements
 3. Learning styles
 4. Adult learning principles
 5. New ways to engage students
 6. Questions and answers (checklist)
2. Performance Objectives: (5 minutes)
 - a. Our performance objectives for the course include the following:
 - i. To ensure that all online instructors are aware of the required technical skills to facilitate and manage an online course
 - ii. To ensure that online instructors can identify which teaching tools correspond with each primary learning style
 - iii. To increase online instructor understanding of the basics of adult learning
 - iv. To introduce new ways of engaging students when using current online teaching practices
3. Technical Skill Requirements (10 minutes)
 - a. Although we are going to review these items today, we are not going to train you regarding their use. We have developed tutorials that will be available for you to

view at your convenience. Technical questions will be answered during the second training session.

- i. Basic computer skills
 - ii. Power Point
 - iii. Blackboard
 - iv. Internet and School website
4. Learning styles (10 minutes)
 - a. Visual learners
 - i. Learn by looking, seeing, viewing, and watching
 - ii. Think in pictures and learn best from visual displays
 - iii. Teaching tools: Transparencies, videos/slides, flip charts, readings, demonstrations
 - b. Auditory learners
 - i. Learn by listening, hearing, and speaking
 - ii. Learn best through lectures, discussions, and brainstorming
 - iii. Teaching tools: Lectures, group discussions, informal conversations, stories and examples, and brainstorms
 - c. Kinesthetic learners
 - i. Learn by experiencing, moving, and doing
 - ii. Learn best through a hands-on approach and actively engaging in a task
 - iii. Teaching tools: Role plays, simulations, practice demonstrations, writing/note taking, activities
 - d. Learning stats
 - i. Learners retain 10 percent of what they see
 - ii. Learners retain 30 to 40 percent of what they see and hear
 - iii. Learners retain 90 percent of what they see, hear, and do.
5. Adult learning principles (10 minutes)
 - a. Adults are self-directed and willing to do what is necessary to learn
 - b. Adults are motivated to learn for different reasons:
 - i. Networking
 - ii. Advancing in their careers
 - iii. Being stimulated
 - iv. Helping others
 - v. Learning for its own sake
 - c. Adults prefer learning methods that focus on the application of key ideas, principles, or the experiences of others. They do not like to appear foolish or incompetent and require support and encouragement.
 - d. Adults typically need opportunities to practice or apply new knowledge or skills. This can be accomplished by engaging them in open-ended activities that require an answer to a difficult problem or an analysis of a specific situation or case study.
6. New ways of engaging students: (30 minutes)
 - a. Add an FAQ (frequently asked questions) section on each course home page.
 - i. Students can quickly access the answers they need as they progress through an online course.
 - ii. Can be added to Syllabus folder in Blackboard

- b. Obtain student feedback throughout the course
 - i. www.polleverywhere.com
 - ii. Incorporate online surveys into the course for students to evaluate their level of understanding
 - c. Enhance use of Power Point
 - i. 10/20/30 rule – no more than 10 slides, talk for no more than 20 minutes, and never use a font smaller than 30 points
 - 1. Include sound bite on each slide
 - d. Discussion Board
 - i. Questions
 - 1. Analytical responses necessary
 - 2. Apply concepts from readings
 - 3. Solve real-life problems
 - 4. Open-ended
 - ii. Monitor discussion and interact with students
 - iii. Enable students to add threads and initiate new discussions
 - e. Blackboard
 - i. Post weekly videos of mini-lectures
 - ii. Insert weekly quizzes for students to complete
7. Questions and answers (10 minutes)
- a. Distribute and collect completed checklists
 - b. Ask for and document suggestions from the participants