



ASUN Operating Procedure – 2005

Operating Procedure Synopsis

Title: Faculty Technology, Learning Management System and Course Evaluation Training

Approval Date/Revision Date(s): 3/2019

Review Date(s): 3/2019, 4/2020

Executive Cabinet Liaison: Vice Chancellor for Academic Affairs

Responsible Manager: Vice Chancellor for Academic Affairs

A. Purpose and Scope

The Arkansas State University-Newport Faculty Technology and Learning Management Training is a comprehensive program that ensures the quality and rigor of institutional course offerings. All faculty members are trained in the use of educational technology and the ASUN Learning Management System (LMS), as well as the application of the ASUN Online Course Rubric to their courses. Academic supervisors will evaluate courses on a rotating schedule. This procedure involves Vice Chancellor of Academic Affairs, Academic Deans, Associate Deans, Directors, and Faculty.

B. Definitions

Faculty Member: Any individual currently teaching courses for ASU Newport. Faculty member includes but is not limited to, full-time, part-time, or concurrent instructor.

C. Procedures

General qualifications and guidelines have been established to ensure all faculty have access to high quality professional development, resources, and training.

Instructional Basics Training: Each faculty member is enrolled in a two-part training program during their first semester of employment at ASUN. The first portion of the training (Instructional Basics) must be completed by all faculty members. The training requires instructors to complete various assignments in order to demonstrate proficiency in the basics of using the LMS, MyCampus, and e-mail.

Instructional Design Training: Once the Instructional Basics training is completed, any instructor who teaches online is enrolled in the Instructional Design training.

Course Evaluation/Use of the Review Rubric: The ASUN Online Course Rubric portion of the training requires the instructor to demonstrate a working knowledge of ASUN principles by preparing an online course to meet institutional distance learning standards.

The Distance Education Course Evaluation requires the instructor to provide a self-review of their online courses using the ASUN Online Course Rubric. This can be included as a portion of their Faculty Portfolio.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Instructor progress in implementing the rubric to all online courses is monitored by the appropriate academic dean, associate dean, and/or supervising program director. The appropriate dean, associate dean, and/or supervising program director will answer any questions and provide evidence based suggestions on how to improve the instructor's course after evaluating the instructor's self-review form.

The Academic Deans will coordinate with the VCAA as necessary to assure the appropriate and necessary documentation is provided and maintained concerning the learning management system and course evaluation trainings.

D. Related Information
