



ASUN Operating Procedure – 2005

Operating Procedure Synopsis

Title: Faculty Technology and Learning Management System Training

Approval Date/Revision Date(s): 3/2019, 4/2021

Review Date(s):

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). 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.

D. Related Information

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