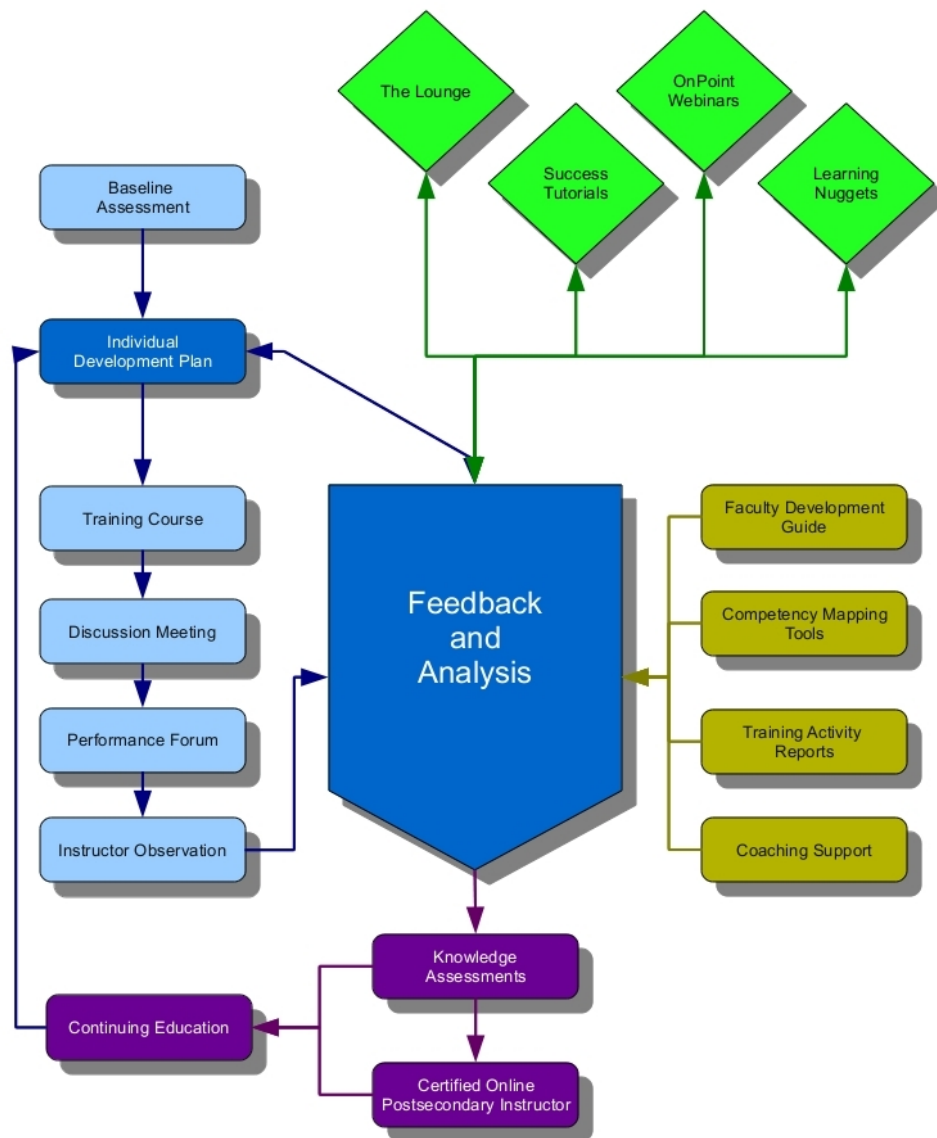


Faculty Development Program - Online Instructors

The Lifecycle Training Solution for Career College Faculty



Baseline Assessment

In concert with the first training cycle, instructors have the option of taking an online baseline assessment. This assessment recommends specific online training courses to each instructor based on his/her responses. The Baseline Assessment assists instructors, with the help of their coaches, in selecting their learning experiences and supporting their development plans. The Baseline Assessment identifies gaps in the instructor's skills needing to be addressed for success in the online environment. Using the results of this assessment, courses will be identified to provide training in support of an instructor's individual development goals.

Individual Development Plan

The Individual Development Plan (IDP) is an online portfolio management system that captures the participant's journey through the program. The system can also be used to record developmental activities completed outside of the CEE Faculty Development Program. The IDP serves as a platform for instructors and coaches to collaborate on identified performance-based outcomes and links instructor training directly to each participant's individual development goals. This serves as a basic e-portfolio for online instructors.

Training Course

Participants enroll in an online course in concert with their individual development plans (IDP) and baseline assessment results. Online courses are delivered in an asynchronous fashion on a continuous enrollment basis. Each course is supported by an expert trainer who is available to answer questions and facilitate discussions. As part of the program, participants take three online courses on an annual basis. A Certificate of Completion with four (4) hours of Continuing Education Credit is awarded upon successful completion of each course.

Discussion Meeting

To enhance the application of training to the online classroom, faculty coaches identified by the subscribed institution facilitate synchronous discussion meetings (via conference calls or web meetings) with their instructors. These meetings provide faculty the opportunity to further discuss course topics and applications with their coaches and with each other in a post-course environment. The CEE provides both guidelines and sample questions for the discussion meetings.

Performance Forum

Working in concert with the post-course discussion meetings, the online performance forums allow instructors to reconnect with the CEE facilitators and other program participants in an asynchronous environment to discuss current issues or challenges. Each core course in the program has its own post-course performance forum to enhance transfer of training to the workplace and provide opportunities for instructors to continuously improve their teaching performance.

Instructor Observation

Each training cycle culminates with instructor observation. Using observation guidelines and instruments provided by the CEE, faculty coaches identified by the subscribed institution observe their instructors' online teaching skills and course management. This observation provides instructors the opportunity to demonstrate agreed upon training applications from each completed course in the program. Instructor observations add a measureable feature to the program as instructors are achieving their own goals and improving performance.

The Lounge

The Lounge provides a learner-centered setting for informal discussions and knowledge sharing outside of the traditional training environment. Program participants can exercise their own thoughts and reflections, and make their own connections. The Lounge is the place to find and link up with other users with similar interests through blogs, discussions, and creation of ad-hoc leaning communities.

Success Tutorials

Success tutorials are condensed, self-paced, non-facilitated tutorials that address workplace success skills in areas such as career development, communication, creativity, management and leadership. Though CEU credit is not offered through these tutorials, they provide valuable and informal learning opportunities available online anytime to program participants.

OnPoint Webinars

As faculty coaches provide feedback to instructors and assess training outcomes, they may request focused OnPoint Webinars to address specific training issues and performance objectives. This allows for an additional enhancement of training by customizing webinar outcomes to the needs for each institution. The webinars provide an opportunity for participants to have online interactions with CEE expert facilitators through discussions on selected topics. Webinars are provided for both faculty coaches and instructional staff.

Learning Nuggets

Learning Nuggets, derived from the content sections in our Training Courses, provide targeted information on specific instructional skill competency areas identified by your institution. This is an optional, custom feature that can be provided for your institution. This system allows a participant to select a particular competency area identified by your institution and study any of the corresponding Learning Nuggets. Learning Nuggets provide instructors with an opportunity to access the specific content they need, when they need it. Each competency area includes a number of self-assessment questions that participants complete after studying the corresponding Learning Nuggets.

Feedback and Analysis

The CEE Faculty Development Program provides ongoing feedback and analysis among the instructors, faculty coaches and the program itself. From the initial baseline assessment and individual development plan (IDP) to the courses, discussion, and instructor observations, each program component provides the opportunity for the instructor and faculty coach to concentrate on training outcomes in relationship to specific instructional goals and teaching performance.

Faculty Development Guide

To assist faculty coaches and responsible managers to effectively implement and manage the lifecycle solution, the CEE provides online access to a Faculty Development Guide. This guide provides comprehensive guidelines for every component of the program and is the central resource for management and faculty coaches in the implementation of all program activities. The guide is designed to maximize transfer of training by providing techniques and strategies for effective implementation of the program.

Competency Mapping Tool

The courses included in the CEE Faculty Development Program are based on instructional competencies identified by the North American Council for Online Learning (NACOL) National Standards for Quality Online Teaching. The program core courses are mapped to these established instructional competencies to provide a thorough and practical approach to faculty training. Our interactive competency mapping tools easily identify what instructor competencies are covered in particular courses.

Training Activity Reports

The CEE Faculty Development Program provides online training activity reports that can be accessed anytime. These reports allow participants to privately view their individual progress and activities as they proceed through the program. Additionally, reports on all participants may be accessed by faculty coaches, administrators or managers, identified by the institution, to keep a pulse on overall program outcomes and participant accountability.

Coaching Support

In addition to the online resources, coaching support by email or phone is always available to assist subscribed institutions in the implementation of the CEE Faculty Development Program. The CEE staff works closely with faculty coaches as they utilize the Faculty Development Guide to facilitate the transfer of training activities.

Knowledge Assessments

For ongoing feedback, instructors may also take a series of interactive Knowledge Assessments. These assessments include questions from the original baseline assessment and provide feedback to prepare participants for CEE's Certified Online Postsecondary Instructor (COPI) examination. For instructors who do not wish to proceed with the COPI exam, the assessments still provide an ongoing evaluation of a participant's mastery of training content.

Certified Online Postsecondary Instructor

A certification test, based on the NACOL competency standards, is provided for instructors interested in obtaining certification as a Certified Online Postsecondary Instructor (COPI) through MaxKnowledge. This exam is provided for those completing the CEE core training courses.

Continuing Education

The CEE Faculty Development Program provides four hours of continuing education credit for successful completion of each online course, or twelve hours of continuing education credit for each instructor during the subscription year. Continued subscription to our program fulfills annual faculty development requirements for career college licensing and accrediting agencies. While CEUs provide valuable documentation of an instructor's professional development activities, our program's continuing education focus is on the ongoing accomplishment of each instructor's goals and improvement of teaching performance.