From the Editor

Recently A&S Dean Kurtz announced that due to financial reasons, tenure-line faculty may no longer teach fully online classes in-lab: starting fall 2013, all A&S online courses will be taught by adjuncts. Furthermore, the number of online courses taught in A&S will be cut. While much can and has been said about the Dean’s decision, one thing is clear: the many tenure-line faculty who have devoted years of university service to improving the quality of online education at Ferris should be recognized.

To that end, the OTLC newsletters in the spring semester will focus on the contributions of those A&S faculty. Please help ensure I don’t overlook anyone by emailing your or another’s name, overview of and remarks about online service, and photo if possible.

Furthermore, the second annual Online Courses Fair (see pages 9 and 10) will recognize faculty in all colleges for their efforts in online education. The OTLC encourages your participation in this event, to be held in FLITE on February 20-21.

In this edition you will find statistics about online courses and our department’s teaching profile. Across this page, notice that Languages and Literature supplies the top enrolled online course on campus: English 321, followed in 5th place by English 325. We teach these courses online primarily as a service to programs, some of which are fully online, in other departments and colleges across campus. Also note that the College of Arts and Sciences provides 9 of the 25 top-enrolled courses. Beginning on page 2, in a teaching profile of our department compiled by OTLC chair Jon Taylor, you’ll see that currently tenure-line faculty teach about three times as many fully online courses as adjuncts do.

On pages 6 and 7, you’ll find the results of E-MAT’s efforts to help ensure students’ preparedness for online courses. These are the messages that recently went out to faculty and to students about the new orientation that students must complete before entering an online course, starting this summer.

On page 8, Jackie Hughes tells us of the faculty help available at FCTL, and Andrew Peterson of FCTL announces he will be holding regular hours in L&L to answer our questions about FerrisConnect.

Finally, on pages 9 and 10 is information about this year’s Online Courses Fair.

~Elaine
In an effort to contribute to the conversation about the status and direction of online teaching in the Department, the OTLC compiled data about our current online teaching profile.

The information was gathered from the schedule through MyFSU. It includes data for Fall 2012 courses with the prefixes ENGL, FREN, GERM, JRNL, LANG, LITR, and SPAN. The data were categorized with the following parameters:

- Independent study and internship sections were omitted.
- The data do not include any differentiation for web-assisted classes (face-to-face classes with online components).
- Sections were sorted by designation as “Fully Online,” or “Mixed Delivery” in the schedule, with the lack of those designations categorized here as *Face to Face*.
- Instructors were categorized as *adjunct* or *tenure-line* to report on staffing levels.

Direct any questions or comments to the chair of the committee: Jonathan Taylor, taylorj@ferris.edu.

There are 25 adjunct faculty and 35 tenure-line faculty on the schedule. Here are our current section numbers:

<table>
<thead>
<tr>
<th>Languages &amp; Literature Fall 2012 Sections</th>
<th>Fully Online</th>
<th>Mixed Delivery</th>
<th>Face to Face</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure Line</td>
<td>33</td>
<td>18</td>
<td>68</td>
<td>119</td>
</tr>
<tr>
<td>Adjunct</td>
<td>8</td>
<td>12</td>
<td>66</td>
<td>86</td>
</tr>
<tr>
<td>Totals</td>
<td>41</td>
<td>30</td>
<td>134</td>
<td>205</td>
</tr>
</tbody>
</table>

Overall, fully online teaching accounts for 20% of the total sections taught, and mixed delivery accounts for 15%.
To answer questions about how online teaching is staffed, the following data were gathered:
To look at the number of faculty who teach in different media, the following data were gathered:

<table>
<thead>
<tr>
<th>Number of Faculty Teaching in Each Medium</th>
<th>Online</th>
<th>Mixed</th>
<th>Online and/or Mixed</th>
<th>Face To Face</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure Line</td>
<td>16</td>
<td>15</td>
<td>24</td>
<td>29</td>
</tr>
<tr>
<td>Adjunct</td>
<td>5</td>
<td>7</td>
<td>10</td>
<td>22</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
<td>22</td>
<td>34</td>
<td>51</td>
</tr>
</tbody>
</table>

The numbers do not add up to our total faculty numbers because of faculty teaching in more than one medium. The same holds true for the Online and/or Mixed category: some faculty teach both, so that category number is lower than the total of the Online number added to the Mixed number.

We also looked at exclusivity: the number of faculty members teaching only online/mixed delivery or face to face.

Languages & Literature Fall 2012 Online Teaching Profile
Finally, we looked at students enrolled and number of student credit hours in each medium:

<table>
<thead>
<tr>
<th>L&amp;L F2012 Students by Medium</th>
<th>Students</th>
<th>Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Online</td>
<td>659</td>
<td>1993</td>
</tr>
<tr>
<td>Mixed Delivery</td>
<td>660</td>
<td>2069</td>
</tr>
<tr>
<td>Face to Face</td>
<td>2826</td>
<td>8918</td>
</tr>
<tr>
<td>Total</td>
<td>3486</td>
<td>10987</td>
</tr>
</tbody>
</table>

L&L Students Enrolled F2012

L&L Student Credit Hours F2012
Before completing your Summer 2013 registration, students wanting to register for fully online classes through Ferris first need to complete an online tutorial and quiz.

Why?

We have learned through survey responses from students who took online courses that they have felt unprepared or struggled to navigate an online course successfully.

In the Summer 2012 semester, 178 students participated in a tutorial for Ferris’ online learning system, FerrisConnect (Blackboard 9.1 version). Of those who completed the post-tutorial survey, 87% thought that a similar tutorial was needed for students who have never taken an online course. In other words, your peers said learning how to navigate the online learning system prior to starting your course would likely help you to be more successful!

Many Ferris professors agree with your peers. In a survey of Ferris faculty in 2011, over 81% said that students should be provided orientation to the online learning platform prior to taking a fully-online class. Our professors want you to be successful too!

What Exactly Will I Learn in this Tutorial?

The online tutorial covers the most often used skills within an online course: 1) How to use the discussion board; 2) How to submit assignments; 3) How to view assignment grades; and 4) How to send email and messages. The tutorial also covers how to access the classes within FerrisConnect.

When Should I Take the Online Tutorial?

You can take the online tutorial in advance of registration for Summer 2013. The orientation will be available at [www.ferris.edu/online/prepare](http://www.ferris.edu/online/prepare). We suggest you take it right away so that you are completely ready to register for your summer courses when they become available. Once you have completed the tutorial, your student records will be updated within 1 – 2 business days and will indicate that the orientation prerequisite has been completed.

What if I Have Already Taken Online Classes?

For those students who have successfully performed in one or more courses in the new FerrisConnect system, you may submit a waiver form requesting that you be allowed to waive this requirement. As part of the form, you must agree that you have the requisite skills to perform within the fully online environment.

Who Should I Contact with Questions?

If you have questions about the process or the tutorial, please contact us at [FerrisOnline@ferris.edu](mailto:FerrisOnline@ferris.edu).

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*About the OTLC Newsletter*

*L and L on Line* is published twice a semester by the Online Teaching Committee of the Department of Languages and Literature, Ferris State University. Its purpose is to keep members of the Department and others at Ferris apprised of issues affecting our online teaching. Your contributions and suggestions are welcome. The editor is Elaine McCullough, ASC 3077, x5875, [mccullo@ferris.edu](mailto:mccullo@ferris.edu).
Greetings! You are receiving this email because you were listed as an instructor for a fully online course within the last year.

In a 2011 survey, Ferris faculty who taught online indicated a strong need for students to learn the online learning platform prior to taking a fully online class. As a result, the E-Learning Management Advisory Team has been working on a new orientation for students, which will make them better prepared to be successful in their online courses.

We will be making this orientation available to students beginning the week of December 10th. Our intent would be to 'require' any student who would be taking a fully online class in Summer 2013 to take this orientation prior to registration. While there are some exceptions to the process (explained below), the general idea is to add a pre-requisite "test score" for each fully online course section for Summer 2013 (and future semesters). Students who do not have a record of that "test score" in Banner would then be flagged during registration with a 'pre-req test score' error.

Students would only need to complete the orientation one time, which would fulfill the pre-requisite need for any additional / future fully online courses.

As mentioned above, there are exceptions that you should be aware of:
1) If a department so elects, it may decide NOT to put the pre-requisite code on specific course sections. You would most often see this in 'capstone' or other courses where the instructor is sure the students already have the skills to navigate within FerrisConnect. If this is the case for one (or more) of the sections you teach, please get with your department to request they do not add the pre-requisite to your section(s).
2) Students who have already been successful within the new FerrisConnect platform may alternatively submit a waiver indicating they are confident of their skills.
3) Departments assisting with registration may elect to 'override' the pre-req error when registering the students. This would most often happen during peak times close to the beginning of the semester, or when the student is concerned about losing the available seat. Please note that this only overrides them for that particular course and semester; in any future semesters they would again encounter the pre-requisite error.

In this new process, Extended and International Operations (EIO) and the academic departments will work together to ensure a smooth implementation. The general process will be:
1. Academic departments add the test score pre-requisite into Banner for any of their fully online sections for Summer 2013 (other than any identified exceptions).
2. When students complete the waiver form or complete the tutorial, EIO will enter the completion status into Banner. We will anticipate doing this as quickly as we can, but have 'disclaimers' on the orientation that it may take 1 - 2 days (just in case). We will be getting reports daily that tell us who completed the prior day, and will enter their completion status as soon as we get the reports.

Again, students only need to complete the waiver or take the orientation ONCE. Once their completion status is loaded into Banner, it will fulfill the requirement, so during any future registrations they would not get that pre-req test score error.

I’ve also attached a document we’ll begin distributing to students. Students will be able to access the orientation, as well as the waiver form, from a link on the Online website (www.ferris.edu/online), as of December 10th.

Please let me know if you have any questions or concerns!!!

Deb Thalner
I want to ask faculty and students to PLEASE share their suggestions about the functionality of Blackboard Learn with Blackboard. Please go to the URL below and make a suggestion:

One more thing... they DO hear your voice! Two years ago, I had faculty and students in a Mobile Learning ECON course who wanted to take tests on their iPad. I told many people at Blackboard and they basically thought I was crazy because who would want to walk around taking a test on their mobile device?!

Well, last summer, Blackboard made the announcement at the Bb World conference that we can now take tests on mobile devices. We had to be the only school (Abilene Christian University was considered leaders in mobile learning) asking for such an absurd feature... but Bb heard us and made it happen. 

See this video: https://www.youtube.com/watch?v=05iepmNLpUE.

You can help change the future by sending in the Suggestion “Request For Enhancement” and by emailing the link above to your students asking them to give ideas and feedback to Blackboard too.

At FCTL, we have many ways to help you. The video tutorials may help your immediate need and then we also have training scheduled for future needs. You may need to schedule a one-on-one session to get your specific questions answered, or you can just pop over at one of our "walk-in" sessions. We can also schedule a time to meet with you remotely. Either way, we want to help!

VIDEO TUTORIALS
Online video tutorials offer very short how-to videos for faculty and students. You will need to log in with your MyFSU user name and password.

http://ferris.edu/HTMLS/mytechsupport/ferrisconnect/atomic_learning.htm

There are more short and helpful videos for faculty and students on Blackboard's On Demand website: http://ondemand.blackboard.com

TRAINING
We have lots of training scheduled out on our website at http://ferris.edu/fctl/. Please RSVP to fctl@ferris.edu or call 231-591-3826 for all events.

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In the coming spring semester, Andrew Peterson will be available in the Lang & Lit Faculty Library on Mondays and Tuesdays from 12:00 – 1:00 for any of your Blackboard support questions. No scheduling is required; simply stop by and ask your questions. This is designed as a drop-in, informal support option. If you have any questions, comments, or concerns, please contact fctl@ferris.edu.
Come to the ONLINE COURSES FAIR!

You are cordially invited to the second annual
Online Courses Fair
February 20-21, 2013, from 11am to 1pm
in FLITE 112 and 114

This year the fair will be showcasing online courses in the new Blackboard 9.1 format as well as demonstrating ways that Quality Matters can enhance course design. Also, those who have contributed to improving the quality of online education at Ferris will be recognized.

Come and enjoy the courses, the conversation, the collegiality, and the cotton candy!
About the OTLC

The 2012-13 members of the Online Teaching and Learning Committee are Jon Taylor, Chair; Steve Fox, Recorder; Lynn Chrenka; Dan Ding; Elaine McCullough; and Linda Sherwood. The OTLC is an open committee and welcomes department members who wish to participate.

The mission of the Online Teaching Committee is to promote and facilitate online teaching within the Department of Languages and Literature, act as a resource for best practices, support the use of online technology in the classroom, develop policy guidelines for offering courses online, and represent the department's online interests to other University bodies.

We meet at 11:00 am on the third Thursday of the month, publish a newsletter twice a semester, and host department workshops and campus-wide activities related to online instruction.

If you would like to present one of your Blackboard online courses, please contact OTLC member Elaine McCullough at mcculloe@ferris.edu. You may present your course on either Wednesday (February 20) or Thursday (February 21) and you may present it for two hours (11am – 1 pm) or only one hour. You will be provided a computer and a trifold display board on which we will post your name and the name of your course, plus any materials you send us.

Presenting your course involves displaying it on the computer monitor and answering fair participants’ questions about it. Last year, we found that some of the most interesting interactions occurred among the course presenters themselves.

Once you let the OTLC know you would like to be a presenter, you will receive additional information about how to prepare for the fair.

The Online Presence of the OTLC

You can find out about us at our Department address:

You can find our newsletters at our Academic Affairs address:
http://www.ferris.edu/HTMLS/administration/academicaffairs/online/otc

You can find our Facebook page and our blog here:
http://www.facebook.com/onlineteachinglearning/
http://onlineteachingandlearning.wordpress.com/
(Both were created and are monitored by our Chair, Jon Taylor.)