Online Programs Has Moved!

UHCL has been getting ready now for the upcoming 4-Year Initiative/Downward Expansion and the renovations in the Bayou Building have begun. The Office of Online Programs has temporarily moved from B1402 to B3400. We will be moving again to our permanent location on the second floor of the Bayou Building in early 2014. We will send out an e-mail to all staff and faculty about our new office location when we move.

Our phone, fax, e-mail, and office website address information have not changed.

Fall 2013 Brown Bag Luncheons

In Fall 2012 and Spring 2013, Online Programs conducted four Brown Bag Luncheons for faculty and staff:

- Blackboard Updates
- Embedded Librarian Program
- Course Design and Online Pedagogy
- Digital Campus

These luncheons were successful and informative for all of those who attended, so we are doing it again!

The first Fall 2013 brown bag luncheon was held on 10/16/13. User-Friendly Navigation in Blackboard

Presented by Dr. Jennifer Willis Opalenik

The next scheduled Fall 2013 brown bag luncheon is on 11/05/13. Online Course Accessibility Issues

Presented by Mr. Gavin Steiger
Announcements ..........

New Online Course Development

If you plan to develop a new fully online course or copy another UHCL instructor’s online course with full delegation, you need to request a new course shell with approvals by your dean through the Online Provisioning and Approvals for Learning Systems (OPALS.) Be aware that different schools have different levels of approval chain.

Even though you can either choose to develop the course on your own or get an Instructional Designer (ID) to assist you throughout the course development. We strongly urge you to get assistance from the ID’s. Before you plan to develop the course on your own or with an ID, you should plan to attend informational sessions conducted by the Office of Online Programs and the Web Services Team. The dates for informational sessions are listed in the following “New Online Course Development Calendar.”

Once the course development process is completed, you or the ID should inform the Office of Online Programs that the online course is ready for Quality Assurance (QA) through OPALS. Our office will review your course per the SACS and THECB QA checklist and enter the QA result into OPALS. If the course lacks any of the requirements, comments and recommendations will be provided in OPALS. The comments are visible only to you.

It is advisable to have at least a month’s time in hand for our office to review the courses and for you to make the recommended changes before it goes live. This way we can successfully maintain our goal to provide quality courses to all our students.

The new online course development calendar is listed below. Please keep in mind that there is a due date for you to turn in the course for the QA approval. If you can’t submit the course before the due date, you or your ID should contact the Director of Office of Online Programs, Dr. Shanta Goswami at 281-283-3056 or goswami@uhcl.edu.

New 2014 Course Development Calendar

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Spring 2014 Course Delivery</strong></td>
<td></td>
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<tr>
<td>Course request turned in to OPALS</td>
<td>9/14/13</td>
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<tr>
<td>Informational session for faculty with Web Services Team</td>
<td>TBD by Team</td>
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<tr>
<td>Informational session for faculty with Office of Online Program</td>
<td>10/15/13</td>
</tr>
<tr>
<td>Course turned in OPALS for QA approval</td>
<td>12/07/13</td>
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<tr>
<td><strong>Summer 2014 Course Delivery</strong></td>
<td></td>
</tr>
<tr>
<td>Course request turned in to OPALS</td>
<td>12/21/13</td>
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<tr>
<td>Informational session for faculty with Web Services Team</td>
<td>TBD by Team</td>
</tr>
<tr>
<td>Informational session for faculty with Office of Online Program</td>
<td>01/24/14</td>
</tr>
<tr>
<td>Course turned in OPALS for QA approval</td>
<td>05/03/14</td>
</tr>
<tr>
<td><strong>Fall 2014 Course Delivery</strong></td>
<td></td>
</tr>
<tr>
<td>Course request turned in to OPALS</td>
<td>03/08/14</td>
</tr>
<tr>
<td>Informational session for faculty with Web Services Team</td>
<td>TBD by Team</td>
</tr>
<tr>
<td>Informational session for faculty with Office of Online Program</td>
<td>03/21/14</td>
</tr>
<tr>
<td>Course turned in OPALS for QA approval</td>
<td>07/25/14</td>
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The University of Houston System (UHS) Online Portal

The University of Houston-Clear Lake, Office of Online Programs (OOP) along with other system universities contributed to the creation of a University of Houston System (UHS) Online Portal. The purpose of this online portal is to present all online program offerings in one place by the system universities.

To assist the UHS online portal project and to comply with the Southern Regional Education Board (SREB) requirements, the Office of Online Programs created a UHCL Online landing page, http://prtl.uhcl.edu/portal/page/portal/PRV/OnlinePrograms/UHCLOnlineHome, consolidating all the academic and students services information for all online students at one place. This page is now connected to the UHS online portal at http://www.uhsa.uh.edu/degree-programs/.
Completion of the THECB Grant Website

UHCL’s Office of Online Programs through a grant partnership with the Texas Higher Education Coordinating Board (THECB) has completed the project of creating a website, “BEST PRACTICES in Undergraduate Teaching and Learning”, containing twelve online professional development modules for all for full-time and adjunct faculty members to use on demand for face-to-face, web supported, and online courses.

The purpose of this project was to create readily available, online professional development opportunities for faculty to learn the most effective strategies and “best practices” for improving both undergraduate teaching and learning in a number of critical areas.

The project also addressed the need to provide faculty, especially beginning faculty, with information that focuses on how to best incorporate recent pedagogical theories in teaching and learning into undergraduate general education courses for enhanced learning and increased student engagement, retention, and success.

Dr. Shanta Goswami, Director of the Office of Online Programs, served as Principal Investigator of the grant project. She established a team of subject matter experts from UHCL’s faculty and staff members who were tasked with content writing, web development, multimedia, instructional design, and evaluations of each module.

“BEST PRACTICES in Undergraduate Teaching and Learning” will become available soon at the THECB website, www.txprofdev.org.

Online Programs Attends the 2013 TxDLA Conference

Dr. Jackie Hsu and Stephanie Armstrong, from Online Programs, represented UHCL, by attending the 2013 Texas Distance Learning Association Conference (TxDLA) in March 2013. At the conference they ran a booth to promote the launching of the Office of Online Programs and THECB grant project, “Best Practices in Undergraduate Teaching and Learning” website.

Approximately 175 people came to the booth and many offered feedback for the website. The attendees thought that the grant project website was very well designed and contained a lot of valuable information on teaching and learning. They found the information to be beneficial for any educator who wanted to enhance their teaching experience in face to face and online environment. Some attendees also requested to use the project website for their university faculty development programs. Jackie and Stephanie provided the attendees a brochure of the summarized content of the website with information on the official launching of the website at the THECB.
Online Programs Attends the 2013 Sloan Consortium Conference

Dr. Shanta Goswami, Director of UHCL’s Office of Online Programs, attended the Sloan Consortium, MERLOT, and Emerging Technologies Conference in April 2013. The goal for the conference was to promote advances in technology with opportunities to discover new technologies, understand applications, study best practices and connect with other members who support and encourage educational technology for learning and improved teaching.

Dr. Goswami attended the conference to promote the website, “Best Practices in Undergraduate Teaching and Learning” that was produced for the Texas Higher Education Coordinating Board (THECB) grant project awarded to UHCL’s Office of Online Programs. As a result of the presentation at the SLOAN-C/MERLOT conference, Dr. Goswami was invited to link the THECB project website to the SLOAN-C website and the MERLOT website. The project will also be podcasted through SLOAN-C Webinar Series in the future.
University of Houston-Clear Lake is now a Sloan Consortium Institutional Member. Sloan-C is the leading professional online learning society devoted to advancing quality e-Education learning into the mainstream of education through its community. Sloan-C is dedicated to providing access to high quality e-Education to individuals, institutions, professional societies and the corporate community. Originally funded by the Alfred P. Sloan Foundation, Sloan-C is now a non-profit 501(c)(3), member-sustained organization.

Benefits of Sloan-C Institutional Membership

The main contact for University of Houston-Clear Lake is Dr. Shanta Goswami Varma. Please contact her at Goswami@uhcl.edu with any questions about this resource. Sign up for the Sloan-C email list to get updates on upcoming workshops, webinars, conferences and more.

Membership -

• Member pricing on online workshops - $169 (normally $269)

• Unlimited Conference discounts - $50 value each

• Unlimited 10% Discount on publications (please contact main contact below for code)

• Unlimited free webinars (normally $99)

• Full Sloan-C web access including the:
  * Journal of Asynchronous Learning Networks (JALN)
  * Quality Scorecard for evaluating your online programs
  * Effective Practices
  * Webinars on online higher education topics
  * JobLine
  * Surveys
  * Listserv
  * Sloan-C network

• FREE pdf downloads of the Sloan-C Elements of Quality Online Series books

• Access to Practitioner Documents (“Tips & Insights” from Sloan-C workshops)

• Permission to display Sloan-C Institutional Member logo on website upon approval by Sloan-C (expires with membership expiration)

• Eligible for Institutional and (some) Individual Awards

For more information on the Institutional member benefits, contact Dr. Shanta Goswami Varma at Goswami@uhcl.edu or call at 281-283-3056.

Online Faculty Forum

The Office of Online Programs created an “Online Faculty Forum” course in Blackboard for all UHCL faculty, who are teaching courses online or thinking about teaching online. Our goals for this course are:

• To build an online community for faculty to easily exchange ideas and learn from each other.

• To communicate information regarding best practices and new distance education policies.

• To provide resources and information for each other related to teaching online courses at UHCL.
• To provide faculty the opportunities of professional development via webinars.

• To assist with the exchange of helpful online teaching information between faculty and other integral areas, including UCT and the UHCL Library.

In this course, we have included information on Current News, Technology, Resources and Articles on online learning. You can also find Teaching tips and Webinar information in the course. We are monitoring the discussion forum for questions as well as periodically posting best practices and distance education policies to assist faculty with their online teaching experience. Most importantly, our expectation is that, the Online Faculty Forum will continuously expand into a rich repository of resources and timely discussions, with contributions from faculty, UCT Web Services Team, the UHCL Library, and the Office of Online Programs.

You can access this course in your Blackboard via the “My Courses” tab. A screen capture is shown below. If you can’t see this course, you are not registered in this course. If you would like to register, please send an email to Dr. Shanta Goswami, goswami@uhcl.edu or Dr. Jackie Jing-Fong Hsu, hsu@uhcl.edu and we will register for you.

Spotlight - UHCL Faculty or Staff .........

Gavin Steiger, Director of Disability Services Office

As the new Director of the Disability Services office, one of my goals for this office is to foster greater collaboration with faculty. I intend to achieve this goal by being proactive in working with faculty and staff to address accessibility issues and promoting universal design. The Center for Universal Design at NC State University states “the intent of universal design is to simplify life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost.”

Along with a legal obligation to provide accessibility to individuals with disabilities, I believe we also have a moral and ethical obligation to ensure social justice for all people. To aid in meeting these obligations, UHCL’s Electronic Information Resource committee considers the accessibility of a variety of electronic material, including but not limited to Word documents, PDFs, and audio and video material. This committee is in the process of creating a policy addressing the accessibility of electronic information and constructing a plan to implement how we as a University can achieve fully accessible electronic materials.

Recognizing that one fifth of the classes in which students are enrolled are online, I believe it is important to make sure these classes are accessible to all individuals. Universal Design principles can be applied to the learning and teaching environments, including online classes and the electronic information needed for them.

I look forward to working with you to promote the accessibility of online classes. If you have any questions, please feel free to contact me at Steiger@uhcl.edu or 281-283-2648.
Online Program Directory

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http://prt1.uhcl.edu/portal/page/portal/PRV/OnlinePrograms/Online_Programs
Want to contribute?

Send us your input and resources for the next newsletter: Articles, videos, presentations, suggestions for the Brown Bag Lunch Series, or any new ideas you may have!

University of Houston Clear Lake
2700 Bay Area Blvd., UHCL Box 188
Houston, Texas 77058-1098

Coming soon!

• 2013-2014 Brown Bag Lunch Series