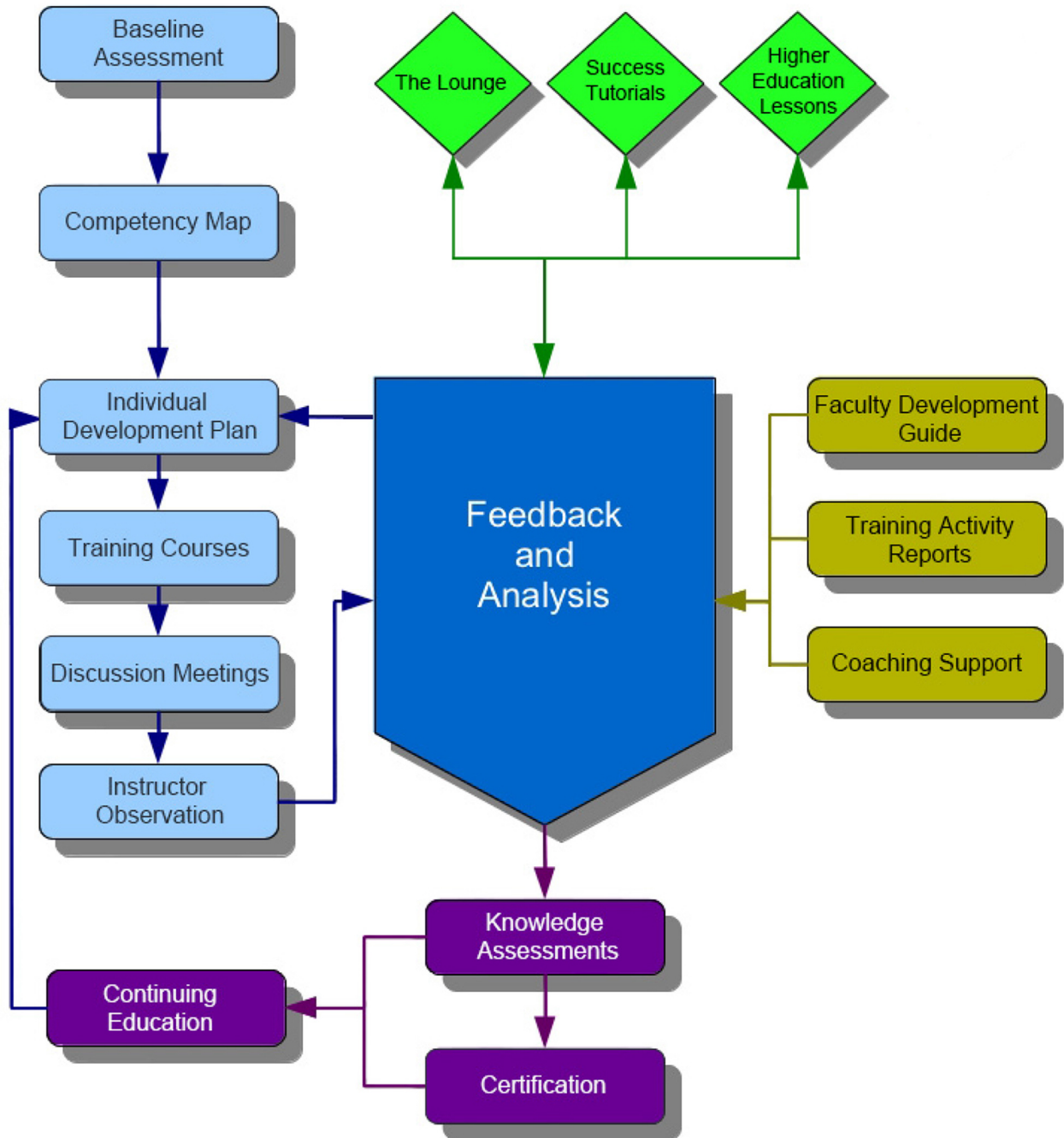


Faculty Development Program - Online Instructors



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.

Competency Map

The initial training courses in the CEE Faculty Development Program for Online Instructors are based on the instructional competencies identified by the North American Council for Online Learning (NACOL) National Standards for Quality Online Teaching. Our interactive competency mapping tool easily identifies what instructor competencies are covered in which courses.

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 Courses

Participants may enroll in online courses in concert with their individual development plans and baseline assessment results. Our online courses are delivered in an asynchronous fashion and on a continuous enrollment basis. A Certificate of Completion with 4 Hours of Continuing Education Credit is awarded upon successful completion of each course. Course enrollment allowance for each participant depends on the annual subscription arrangement made by the institution.

Discussion Meetings

To enhance the application of training to the online classroom, faculty coaches and administrators have the option of facilitating synchronous discussion meetings (via conference calls or web meetings) with their instructors in concert with course completions. These meetings provide faculty the opportunity to further discuss course topics and applications with their coaches and with each other. The CEE provides suggested guidelines for these post-course meetings as well as sample discussion questions for selected courses.

Instructor Observation

To assess the transfer of training to the teaching environment, faculty coaches and administrators have the option of observing instructors in their online classrooms as they move through the program. The CEE provides suggested guidelines for observers as well as sample observation instruments that can be utilized to demonstrate instructor performance in a variety of observable competency areas. Instructor observations add a measurable feature to the program as faculty achieve their identified goals and improve their teaching 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.

Higher Education Lessons

These short lessons provide an overview of higher education in the United States and discuss the various operating models of institution types within the sector. Sponsored by Campus Management Corp., these lessons are offered to CEE participants as informal learning opportunities with no certificates or CEUs awarded.

Knowledge Assessments

As instructors progress through their CEE training courses they may take a series of interactive Knowledge Assessments that include questions from the original Baseline Assessment. These assessments provide immediate feedback and help to provide an ongoing evaluation of a participant's mastery of training content.

Certification

Program participants who successfully complete twelve "EL" courses through their continued annual training activities at CEE will receive the designation of Certified Higher Education Professional ([CHEP](#)) in Online Teaching.

Continuing Education

CHEPs are required to complete 8 hours of continuing education (2 CEE courses) annually to maintain their certification. Additionally, continued participation in CEE fulfills the faculty development requirements of career education licensing and accrediting agencies.

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.

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.