Welcome to the Course Sharing Best Practices Webinar

Agenda For Our Time

- Design and Delivery of courses

- Listing your course

- Course materials

- Incentive payment

- Q&A

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Design & Delivery

Marc Lundstrom

First steps after receiving award letter

- Sign the agreement form and return to UM System
- Complete any required conditional funding items
- Contact instructional design office on your campus
- Consult with them about next steps

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Funds Disbursement

- Funds come from UM System, which sends to campuses
- Campuses send to departments when milestones complete
- Payment Milestones same across UM system
  - Faculty meet with instructional designer
  - Complete campus review process
- Process varies by campus
  - Kick off meetings
  - Cohort based programs
  - Consultations (one-time and ongoing)

Developing Your Course

- Slightly different process on each campus
  - Cohort-based or individual consult
  - Course Quality review processes vary
- Instructional designers available regardless of process
  - Help develop timeline, will depend on course modality
  - Recommend toolset
  - Avoid mistakes or pitfalls
  - Help review course for quality
  - Creative ideas for solving teaching challenges
  - Connect to campus resources (developers, video, captions, etc.)
- Collaborate with colleagues on other campus to iron out details

Exam Proctoring

- **Will it work in your course?**
  - Discuss with instructional designer **early** in course development
  - Other options may work better
  - Depends on your course and proctoring resources on each campus
  - Also may depend on how your course is classified
- **If proctoring works in your course**
  - Work with instructional designer
  - Communicate to students up front; proctored exam may cost them extra

Things to do before your course opens

- Verify with your dept. scheduler that your course is set-up for Course Sharing
- Make sure your students on other campuses:
  - know your course is hosted by a campus other than theirs
  - know where and how to login to your course
  - know to use the login credentials of their home campus
- How to make sure:
  - Ask your campus educational technology office
  - Collaborate with your colleagues on the other campus

Campus Contacts

UMKC Online
Miller Nichols Library
816-235-6595
online@umkc.edu

Educational Technologies
130 Heinkel Building
573-882-3303
etHELP@missouri.edu

Center for Teaching & Learning
519 Lucas Hall
314-516-4508
ctl@umsl.edu

Educational Technology
102 Centennial, 300 W. 12st St.
573-341-4131
edtech@mst.edu

Listing Your Course

Danielle Faucett

Curriculum & Scheduling Coordinator

(314) 516-5406

faucettd@umsl.edu

The Process

The Registrar's Office Receives Notification of the Shared Course

| Where does it originate? | Which Campus is it shared with and which course is it? |

The Registrar's Office Codes the Course (s)

| Ensures the course is listed on the upcoming schedule. | Primary or Secondary Attribute is Listed |

Registrar's Office Will Link The Courses

| The courses are checked for correct coding. | They are then linked using the Course Sharing App. |

Check LMS

Be sure to check the LMS to make sure the students from both/all campuses are feeding correctly prior to the start of the semester

The Timeline

The Registrar's Office Receives Notification of the Shared Course

This should be done as soon as your proposal is approved but no later than when the schedule for that term is due.

⬇

The Registrar's Office Codes the Course (s)

Ideally, this is done when the schedule is being completed for the term in which you are sharing the course.

⬇

Registrar's Office Will Link The Courses

The Registrar's Office will link the courses one or two months prior to the start of the term.

⬇

Check LMS

Typically, courses are loaded into the LMS about two weeks prior to the start of the term. You'll need to make sure prior to the term starting that they are linked properly.

Schedule of Classes

- When the Schedule of Classes is built and ready for the term → UM System sends out an announcement asking instructors to check their shared courses.
  - If you do not see your course, or see a course that is out there incorrectly, contact your Registrar's Office immediately.

- Helpful Reminders:
  - The Registrar's Office cannot link a course across terms
  - A course must have an approved proposal in order to be linked.
  - To make the linking process more efficient please send to the Registrar's Office:
    - Both course numbers and titles
    - The instructor information (for both sections)
    - Any special topics that should be listed on the course (s)
    - Notifying the Registrar's Office close to the start of the term could delay the students on the secondary campus being able to access the course at the same time as the students on the primary campus.

Transmitting Grades

- FERPA-protected data should never be sent via email, as this is not a secure method of transmitting sensitive data. Please take care not to forward or reply to emails which are sent to you containing sensitive data without removing such data prior to transmission.

- Currently, the primary instructor calls and gives the grades, over the phone, to the secondary instructor to input into their LMS.

Resources

- Go to your Schedule of Classes and check to make sure your courses are listed and look correct:
    - MU MyZou:
      https://myzou.missouri.edu/psp/prdpa/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?&AITS_HDR_CODE=2
    - MS&T Joe'SS:
      https://joess.mst.edu/psp/prdpa/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?AITS_HDR_CODE=2
    - UMKC Pathway:
      https://umkc.umsystem.edu/psp/prdpa/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?AITS_HDR_CODE=2
    - UMSL MyView:
      https://myview.umsl.edu/psp/prdpa/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?&AITS_HDR_CODE=2

Questions?

Course Materials

Thinking about resources for courses

E-books make resources available and accessible.

- Search MERLIN and confirm that E-book is held by all campuses
- Request purchase from campuses where not owned

Journal articles are great for classes

- Search and confirm all campuses have the journal for the year when the article is published
- If not, contact campus library to see about licensing article for course

Thinking about resources for courses

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Use linking to add journal article resources to course, DO NOT ATTACH FILES!

- Linking allows libraries to gather data on source usage
- Linking is consistent with U.S. Copyright law

Incentive Payment

Trish Koester & Carrie Nicholson

Details on receiving funding

- Incentive funding for course sharing is given based on enrollment at the secondary universities (campuses other than where the teaching instructor is located)

- $300 per secondary campus student is distributed
  - 80% goes to the primary faculty (instructor teaching the course) with a cap of $2,000 per course
  - 20% goes to the primary faculty's department with a cap of $500 per course

- Amounts will be calculated at the end of the term when the course is being delivered and will be added to your paycheck as taxable income. An email will be sent when payments have been processed.

Spring 2019 Reminders

- If you are teaching a course sharing course in Spring make sure it is currently listed on each campus involved and that it has the attribute
  - An email will go out next week with the courses ready for Spring
- If you have a course you are wanting to share new proposal submission dates will be posted next week

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Contact Information

- Email: umaacoursesharing@umsystem.edu

- Phone: 573-882-2696 (Trish Koester)

- Website: https://www.umsystem.edu/ums/aa/intercampus_course_sharing

- New Proposal Submissions: https://coursesharing.umsystem.edu

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Q&A

Thanks for Attending!

Affordable & Open Education Resources Best Practices Webinar

Proposal Accepted... Now What?

Agenda For Our Time

- Instructional design

- Library

- Requirements and incentive payments

- Q&A

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What is *open pedagogy*?

- An embrace of "open", freely-available resources that live in the public domain

- Gives instructors finer control over course materials

- Lowers students' costs

- On the **materials**

    - Open resources can be made by instructors, or located online

    - Can include textbooks, syllabi, lectures/notes, presentations, LMS modules, videos, podcasts, study tools, homework assignments, assessments… anything you can think of!

Features of *open pedagogy*

- **Open planning**, course development & collaboration based on what previous instructors have done

- **Open products**, student work with the potential to appeal to a wider audience

- **Open reflection**, honest and constructive feedback to improve

- **Open process** (OER creation), share how the course came to be, how student assignments were carried out & make the final product available to the public

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The 5R Permissions of OER

Retain	• Make and own copies
Reuse	• Use in a wide range of ways
Revise	• Adapt, modify, and improve
Remix	• Combine two or more
Redistribute	• Share with others

5R Permissions for Open - Lumen Learning CC:BY 4.0

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How to conduct *open pedagogy*

- A teaching approach: increase *access to learning*
  - Improve education outcomes by enabling students to access the materials from the first day of class
    - Many students don't purchase any course materials *at all* due to high cost
- A learning approach: develop *aptitude and confidence*
  - Creates the space for instructors to come up with assignments that add value to students' education
    - Enable student to do work that will be applicable elsewhere

How to get OER materials...

- No matter where it comes from, CHECK THE LICENSE

- Depends on where it comes from:
  - Can come from the library (institutional repositories, LibGuides)
  - Can come from independent repositories
    - e.g. other schools, OERcommons.org, CreativeCommons.org, the Open Course Library, MERLOT

...into Canvas

- Can import from Canvas Commons (see the sidebar of Canvas, when logged in)

- Most media types (.mp3s, images, videos) can be uploaded and/or embedded into Canvas

- When incorporating lessons, text, or modules, may require a more hands-on (copy-and-paste) approach

  - You have the freedom to do whatever you need with however much of it you require

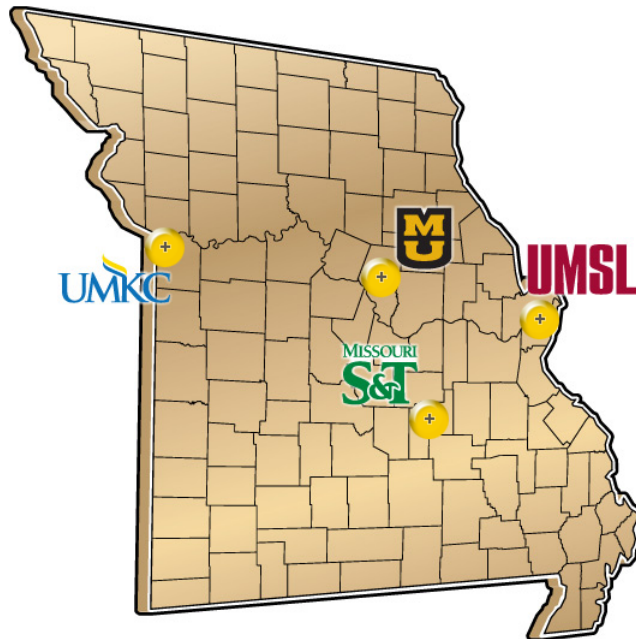 - Get in touch with IDs, A/OER assistants on your campus

UM Stores

Dale Sanders

UM Stores

UM Stores
-Course materials managed centrally
-Implement programs at all locations
-Easy to negotiate together and scale programs efficiently.
-Facilitates consistent reporting of metrics.

- Important to include store in your decision
    - Metrics
    - HEOA Compliance
    - Inclusion in Affordability Measurement
    - Research

Metrics

% Affordable (Less than $40)		
	Fall 17	Fall 18
1st YearUG	33.2%	33.4%
2nd YearUG	28.8%	30.2%
3rd YearUG	34.3%	30.7%
4th YearUG	30.8%	35.1%
Graduate	26.5%	24.1%
Total	30.2%	30.4%

Average Cost of Materials per Class				
	Fall 16	Fall 17	Fall 18	2-Year Drop
1st YearUG	$86.09	$83.59	$78.27	-9%
2nd YearUG	$86.84	$90.06	$76.33	-12%
3rd YearUG	$79.80	$73.41	$69.84	-12%
4th YearUG	$68.43	$70.23	$65.86	-4%
Graduate	$81.95	$83.04	$81.12	-1%
Total	$80.32	$79.79	$74.67	-7%

- OER usage increased from 9 to 116 in Fall of 2018.
- 1,895 classes decreased in price while 1,278 increased.
- 1st and 2nd year undergrads saved $744,000 compared to last fall.
- Total Savings this fall is $1,231,667

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UM Libraries have Guides to A&OER

All campus libraries have developed guides to help you find, engage with, and evaluate affordable and open educational resources and know about UM grant funding opportunities.

Mizzou Libraries: https://libraryguides.missouri.edu/OER

Missouri S&T Curtis Laws Wilson Library: http://libguides.mst.edu/OER

UMSL Libraries: https://libguides.umsl.edu/oer

UMKC Libraries: https://libguides.library.umkc.edu/OER

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A&OER Awards

- Award letter will define conditions/requirements
- Half of award will be processed immediately
  - DocuSign
  - Approval requests sent to Chairs and Provosts
- Second half of award will be processed upon receipt and review of final report
- Please allow 6 weeks for award to reflect as taxable income on your paycheck

Contact Information

- Email: umoer@umsystem.edu

- Website: https://www.umsystem.edu/ums/aa/oer

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Q&A

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