AcceleratED Faculty Teaching Standards

I. Faculty demonstrates knowledge of subject matter and course content and provides learning experiences through use of the materials in the course and through additional activities and resources in support of connectivist learning theory.

Ia. Faculty uses real-world examples to teach concepts.
   - Faculty must be present actively engaging students at least three times a week in the discussion forum, with the first post by Tuesday of each week. At least one post should connect the forum’s topic to “real world application” or provide his/her perspective on its relevance in the working environment; which could be sharing their experiences as well.

Ib. Faculty uses current events or resources to enhance the course materials.

Ic. Faculty should be encouraging and supporting the use of the eBooks within the course.

Id. Faculty should provide at least two weekly announcements in either the Announcement area or the Wall pertaining to upcoming assignments and course material.
   - All rubrics for written assignments must be provided in announcements on a weekly basis on Monday of that week provided in the course syllabus.

If. Faculty must be able to use and promote student library and learning center resources in the course and in their live classroom lectures.
   - Faculty must provide information regarding the library and learning center in their welcome announcement each session.

II. Faculty demonstrates immediacy and engagement in learning and teaching and interaction with students on a daily basis.

IIa. Typical student expectations are 20 hours of activity each week per course. Faculty should be prepared to be highly engaged and interactive with their students, while also creating a dynamic learning environment. Faculty are encouraged to supplement existing course material by adding additional digital content, for example, videos related to the course concepts, lectures, website links, etc.

IIb. Faculty must post their weekly office hour within the course calendar, in the syllabus and in the instructor block prior to start of the quarter.

IIC. Faculty will hold weekly, one hour synchronous live classroom lecture (not office hour). These live classroom lectures should cover weekly course objectives and discuss upcoming assignments, and include at least one interactive component. Live Classroom lectures must be recorded and the archived.
   - Please see Appendix I: AcceleratED Faculty Live Classroom Lecture Expectations and Checklist.

III. Faculty demonstrates ability to use the College’s assessment model to ensure successful learning outcomes and students’ meeting the learning objectives for the course.
Ill.a. All assignments need to be graded within 72 hours of the assignment due dates to allow students to continue steadily working through each module.

Ill.b. Due dates:

Written assignments, quizzes and tests should be due no earlier than midnight CST on Friday of the week and no later than midnight CST that Sunday to keep students on track as well as to provide the faculty time to deliver substantive feedback on 3-4 assessments due each week.

Discussion forum posts – students’ initial post in the discussion forum should be due by midnight CST on Wednesday and their response posts are due by midnight CST on Saturday, except for the last week of the session. For week 6, the response posts are due by midnight CST on Friday.

Live Lectures- students should have until midnight CST on Sunday of the current week to confirm to the instructor that they have viewed the live lecture archive or attended the live lecture, if needed.

Ill.c. Faculty use rubrics associated with course assignments, focusing feedback on the skills or concepts to be learned or demonstrated.

Ill.d. Feedback is prompt, specific, descriptive, and attentive to student learning outcomes.
Appendix I

AcceleratED Faculty Live Classroom Lecture Expectations and Checklist

Pre-term set-up

1. The first Live Classroom lecture will be scheduled within the class calendar prior to the start of the session and the lecture should take place no sooner than Tuesday of the first week and no later than Sunday. All remaining sessions will be determined by faculty and students convenient to the majority of the class and added to the calendar by the end of week one.
   a. Put a poll into your course giving students 3 to 4 different days/times to choose from to hold the remaining five Live Classroom lectures. The day and time that receives the most requests will be the time selected for remaining lectures. The results should be tallied by Saturday of week one.

Revised July 2014
Throughout the session:

1. Faculty should send students a reminder via course mail; course wall and/or announcement block to attend the live lecture each week.
2. Faculty must have an agenda prepared prior to each live lecture. The agenda should include but not limited to:
   a. Time to discuss weekly topics in a professional manner bringing in real world examples.
   b. Visuals prepared ahead of time, aiming to add different colors and visual images to each slide (Ex: PowerPoint presentation)
   c. A set of questions prepared for your students reflecting back on the prior week(s) for live discussion during the lecture.
   d. A set of questions prepared for students on concepts of upcoming week for interaction during the lecture.
3. Faculty must be prepared each week to START lecture on time and ARCHIVE each session.
4. Faculty must build interaction into the lecture
   Examples:
   a. Polls / Questions are always a great interactive activity
      i. Incorporate at least one poll / question(s) set up within Wimba as a content item or have them answer in the chat box or use their voice.
   b. Include a video element or interactive web tutorial in the presentation.
      i. Varying the learning activities will continue to engage students in the course. This is the perfect opportunity to share current event articles from a great resource you want them to be using. Give students an opportunity to search for a reference article to use in a paper during the session. Make this a ‘workshop’. Accomplish something by the end of the session.
5. Faculty must use a webcam and / or add their picture to the Wimba Branding Frame.
   Being able to establish a visual connection to your office/work space builds the student/faculty relationship.
6. All lectures must last at least 30 minutes with time for questions and answers.
7. Faculty must add the archive as a URL in the course under the Live Classroom tab within 24 hours after the session has ended along with an explanation discussing how students will receive their points for viewing the archive. (A submission by students should occur to validate archive views. Examples: password, answer to the poll / question(s) that were discussed in the live classroom lecture, or summary of lecture).