

## **SUPPORT CYBER CONNECTIONS GUIDELINES FOR MODULE FACILITATORS**

### **Program Purpose**

This program is designed for support staff wishing to advance their professional development by working collaboratively with other support staff across the Eastern Region colleges. Through technology-enabled learning experiences, support staff contribute to a strong and emerging learning network across the region.

### **Module Development**

- Modules are designed and delivered in a learning management system hosted by Fleming College currently. Work is underway to identify a permanent host.
- Facilitators who are unfamiliar with online course design development and delivery, should consult with web technology support people from their college
- Facilitators who have questions concerning the overall intent, logistics and design elements of the module, should consult with the coordinator of the Support Cyber Connections program - currently Heather Cosh: [hecosh@flemingc.on.ca](mailto:hecosh@flemingc.on.ca)
- Questions that facilitators may have about the specific elements of the course management system should be directed to the Support Cyber Connections web technologist - currently Alana Callan: [acallan@flemingc.on.ca](mailto:acallan@flemingc.on.ca)
- There is a common design “look and feel” and format for all modules which is provided by the SCC web technologist (i.e. colour scheme, icons, navigation, etc.)
- When new modules are developed, the planning committee will review the module description, learning outcomes, topics, module schedule, and learning activities. Should the facilitator wish feedback on any of the materials that are being developed, please speak with the college representative.
- Timeframes for new or revised development:
  - description, learning outcomes, topics, module schedule, and learning activities should be sent to the planning committee (March committee meeting preceding academic year of roll out)
  - module content to SCC web technologist (10 weeks before beginning of the module)
  - if desired, additional feedback from the committee on the module content can be provided (8 weeks before module begins)

### **Module Design: General Requirements**

The SCC planning committee will solicit learning designers from Eastern Region colleges to design modules for the program. Content and materials developed for the modules will align to Intellectual Property Rights policy from the contributing colleges.

The designer of a module will be encouraged to facilitate the module during the first offering, in order to fine tune the design of the module based on feedback from participants. Other individuals may be requested to facilitate the module following the first delivery, based on the availability and/or interest of the original designer.

- Modules will typically run over a duration of 4 weeks and will be designed with a view for participants to engage approx. 3-6 hours/week
- Participants may choose to offer a two-week window for submission of final assignments after the module ends

### **Module Learning Design**

- Clear module learning outcome statements must be presented in the introduction section
- Modules must reflect inclusion of relevant learning resource materials (with encouragement of participants to contribute to emergent resource lists)
- Practical and relevant learning activities to support the outcomes must be included (linking to participants' own teaching practice)
- Formative assessment opportunities that provide on-going feedback to participants must be embedded throughout the module
- demonstrations of learning must be clearly evident
- Opportunities for interactive and collaborative learning should be built to enable culminating demonstrations of learning and reflection on current teaching and learning practice
- An anonymous survey will be used to solicit feedback from participants at the completion of each module- seeking recommendations, affirmations and/or refinements of overall module design

### **Expectations for Support Staff Participation**

There is no formal evaluation in the SCC modules, although participants may seek feedback from the facilitator and/or their peers throughout the module. The key to participant success is active engagement with online learning peers, the facilitator and learning resources. Participants will be expected to log into the course at least two or three times per week to read the contributions to the discussions by their fellow support staff and to post to the discussion board. The learning they will acquire from this module will come through reflective thinking and interaction with their fellow learners. SCC promotes a learning community, and it relies heavily on each participant to build an active and engaged learning environment.

### **Certificate of Completion**

A certificate of completion for each module will be awarded to participants who have demonstrated achievement of expected learning. Facilitators will need to monitor, track and submit a list of names of those who are eligible for a certificate of completion to the Chair of the SCC Planning Committee within one month following completion of the module.

### **Required Technology Support**

Participants will be required to download Word files to access as readings and as worksheets. There will also be a requirement for participants to follow links to various readings on the internet. If individuals have any trouble doing this, they should contact the SCC technical support person, Alana Callan, by e-mail or by phone, 705.749.5520 ext. 1209.

### **Access to Modules following scheduled delivery**

Modules will be available online at least 2 months following the delivery of the module, to enable participants to continue to access materials and resources, if required.