Call for Participants – Master Template Studio

1.0   Context
Southeast Online is working with the Center for Scholarship, Teaching and Learning to support full-time faculty in creating master course templates for high-need online courses and programs. Master template courses provide high-quality design and content for online courses, so they can be taught by both adjunct and full-time faculty, as needed. Master template courses provide a consistent look-and-feel across online programs and provide flexibility for departments to open new online sections with greater agility and assurance of quality.

2.0   Purpose and objectives
The Master Template Studio project aims to support growth in online student enrollments by providing a high-quality way to scale online course offerings. To achieve this aim, three objectives are proposed.

Objective 1:   Engage faculty in the design of master template courses for certain online programs
Objective 2:   Develop a handbook for all master template courses for the future instructors to reference
Objective 3:   Promote continuous improvement through a formal review process of master template courses for structure and content relevance

3.0   Areas of focus for Master Template design
The different areas of emphasis for designing the Master Template are: (1) structure/layout in the Southeast Learning Management System (LMS), (2) course content from faculty, (3) current and emerging pedagogies, (4) the development of course specific course manual, and (5) a focus on continuous quality improvement.

4.0   Call for participants
Faculty who teach a high need online course are invited to participate in the second cohort of the MTS Program. Any interested faculty members can contact Dennis Kinkead in Southeast Online via email: dkinkead@semo.edu. The call for participants will remain until all cohort spots are filled, and the finalized team will be notified no later than two-weeks prior to the start of the Primer Course. The second cohort is anticipated to start May 27, 2019 and end August 2, 2019.

5.0   Program activities
Participants are supported by Southeast Online and the CSTL throughout the program. Each faculty member will work on a specific course for which they will be considered the subject matter expert. Major contributions by faculty include: determining best template layout for content, creating syllabi for courses, creating a course schedule, deciding on required and optional assignments, identifying appropriate lectures and reading materials for courses, and providing input on the Course Handbook.

Participating faculty will spend approximately 60-70 hours working on the Master Template project. However, the numbers of hours will vary according to the faculty member and their ideas for designing the master template course. These hours include time spent on the following activities.

Activity 1:   Participants complete an <u>asynchronous, online</u> primer course over a two-week period.
Activity 2:   Participants complete a one-day course design workshop.
Activity 3:   Participants engage in course development over an eight-week period.
Activity 4:   Participants provide course content to be built as a course in the learning management system.
Activity 5:   Participants complete a peer review of all the newly developed Master Template courses.
Activity 6:   Participants work with the Online Instructional Coordinator to develop a handbook for their respective course over a two-week period.
Activity 7:   Participating departments can launch completed courses as soon as the start of the Fall 2019 semester.
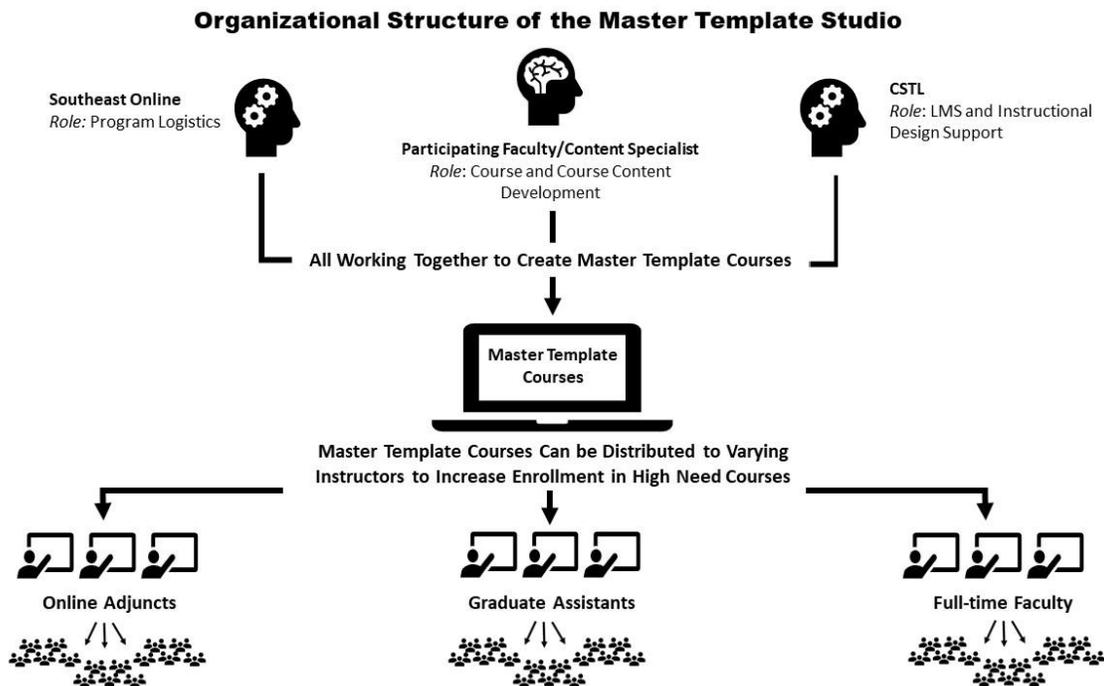
6.0   Financial Support and Professional Development

Faculty who complete a course in the Master Template Studio are eligible to receive a cash stipend of $1,500 for completing all the program activities. Faculty who have completed the program previously are eligible to receive a cash stipend of $1,000 and are only required to take the online course portion every three semesters. Stipends will be paid in two equal deposits; one half after the peer review of the course design, and the balance after the 4th week in which the master template course is launched by the department. Participating faculty will also receive $100 in training materials along with the benefit of completing a research informed workshop. Faculty who take a course all the way through the program and create a master template will be awarded a certificate of participation for their professional development portfolio.

7.0   Continuous Quality Improvement

Continuous Quality Improvement (CQI) is an important aspect of the program. The CQI process will include an internal and external review of completed courses. Reviews will occur at least every 30 months for completed master template courses. Departments will be responsible for carrying out the review on this timescale. This process will be prompted by the CSTL as part of its quality assurance of online courses and programs.

8.0   Structure

Organizational Structure of the Master Template Studio

Southeast Online
Role: Program Logistics

Participating Faculty/Content Specialist
Role: Course and Course Content Development

CSTL
Role: LMS and Instructional Design Support

All Working Together to Create Master Template Courses

Master Template Courses

Master Template Courses Can be Distributed to Varying Instructors to Increase Enrollment in High Need Courses

Online Adjuncts

Graduate Assistants

Full-time Faculty

9.0   Project Contact

Please contact dkinkead@semo.edu with any questions about this project.