

Distance Education UpClose

Published by the Office of Distance Education at New Mexico State University

Office of Distance Education: Goals 2004

With an overarching goal of expanding the capacity and delivery of distance education, including extension and outreach programs, in keeping with NMSU's land-grant mission, the Office of Distance Education has identified the following goals to guide improvements on existing activities and for the formulation of new initiatives:

- Increase the number of distant education courses offered by 20% in 2003-04 and an additional 10% in 2004-05. The number of distance education classes in 2002-03 was 144. So far, we have exceeded the target with a total of 460 classes in 2003-04.
- Increase the number of distant education certificate and degree programs offered to 25 by 2005-06. The number of distance education programs in 2002-03 was 13. At this date, we have 22 program offerings including degrees, certificates, and licensures offered at various off-site locations and through technology-based delivery.
- Place DE coordinators in at least three strategic locations throughout the state.
- Increase support, satisfaction, and success for distance education students at NMSU through: face-to-face and online orientation programs; improvements in online registration, payment, and learning support services; building a community of distance learners.
- Enhance existing and create new support programs for distance education faculty through: professional development events; course design, development, implementation, evaluation assistance; community-building initiatives.
- Coordinate with other university departments to improve the university's technological infrastructure for all NMSU students.

DE Student Orientations - Spring 2004 Report

Student Orientations were held on the main campus and at branch campuses in January. This pilot orientation program was designed to introduce and familiarize prospective, new, and current students with distance education at NMSU and with the technical basics and student support resources needed to be a successful distance learner. Two four-hour face-to-face orientation sessions were offered at NMSU-Alamogordo, NMSU-Grants, NMSU-Carlsbad, and on the NMSU Main Campus in Las Cruces from January 6-12. Each orientation session began with introductions and a review of the session's agenda and orientation materials. Participants then became familiarized with the following topic areas and completed related activities:

DE @ NMSU

The first orientation lesson consisted of an overview of the history, leadership, delivery, programs, and future associated with distance education at NMSU.

Distance Learning Self-Assessment

Participants self-assessed their readiness for distance learning, providing a preview of the skills needed for distance learning while giving them the opportunity to evaluate their own readiness.

Tech Prep 101: Equipment and Software

Being a successful online learner means having the right hardware and software. In this

- continued on page 4

In This Edition:

ODE Goals for 2004
DE Orientations Report
Add Online Course Elements
DE Reports from the Colleges

February 2004

NMSU Events

ICT Training Services

February 12 - **WebCT Quiz Module**

February 17 & 19 - **WebCT in the Afternoon**

February 20 - **WebCT Content Module**

February 25 - **WebCT in a Day**

NMSU Library

February 10 - **Electronic Resources Update**

February 13 - **Westlaw Legal Info Database Research**

February 23 - **MLA Citation Style**

February 24 - **Learn How to PURL**

Visit the Faculty area of the DE site [<http://www.nmsu.edu/distance>] and click the *Professional Development* link for these and other events.

National & International Events

February 2-6 **TCEA 2004 Convention and Expo**

Austin, Texas

February 10-28 **UMUC Intellectual Property in Academia Workshop Series: Preventing Plagiarism Toolbox-Online**

February 10-13 **LEARNTEC '04**

Karlsruhe, Germany

February 18-20 **Illinois Online Conference for Teaching/Learning -Online**

February 18 - 21 **ICDE 21st World Conference on Open Learning and Distance Education**

Hong Kong, China

For more events, information and links, visit the *DE Clearinghouse Conference Database* [www1.uwex.edu/disted/conf/].



Robbie Grant
Project
Coordinator
Office of Distance
Education

The Office of Distance Education welcomes Robbie Grant as the newest addition to the staff. Mr. Grant will serve as Project Coordinator, managing a multitude of ODE existing activities and new initiatives. With a wealth of experience at NMSU, Mr. Grant will be a valuable member of the ODE organization. Mr. Grant describes his background:

"I graduated NMSU in December 2003 with an MBA. My interest in distance education started with my graduate assistantship with ICT Training Services (formerly Scholarly Technology). There I supported graduate DE programs. My duties included course design, technical assistance for faculty and graduate assistants, and assistance with training sessions for faculty. My interest is to help expand distance education at NMSU, within the state of New Mexico and beyond. Distance education will provide the means for numerous non-traditional as well as traditional students to earn their degrees while staying within their communities. I hope to be a part of the ever-expanding world of distance education at NMSU for years to come."

Learning Technologies Usergroup Meetings

The schedule for upcoming Friday meetings is: February 13, March 12, April 2. Each meeting will take place from 1:30 - 3:00PM in Milton Hall Rm. 80 (Distance Learning Teaching Center). The next meeting, held on February 13 will feature Dr. Ken Mentor (Assistant Professor, Criminal Justice) presenting *Open Source Courseware for Distance Education*. Plan now to attend and RSVP Timothy Barnett-Queen at trbqueen@nmsu.edu.

Distance Education Reports from the Colleges

College of Agriculture and Home Economics

The College of Agriculture and Home Economics is submitting a grant to support the introduction of agriculture course work to two-year institutions using distance education. The institutions at the present time do not offer agriculture course work and would like to have opportunities for students to transfer to NMSU in agriculture. Presently, two institutions are out-of-state and two are in-state. *-Associate Dean C. W. Holley*

College of Arts and Sciences

Dr. Patricia MacGregor-Mendoza, a faculty member in the Department of Languages and Linguistics, is teaching Linguistics 502 in Farmington in Spring 2004. This course will assist students in the College of Education who live in Farmington in completing their degrees. Her course studies linguistic variations that relate to such characteristics as age, gender, educational level, and socio-economic factors. Students will become familiar with the theory and methodology of sociolinguistic inquiry. They will also complete a research project that will provide them experience in collecting, coding, and analyzing real sociological data. *-Associate Dean Jeffrey Brown*

College of Business Administration and Economics

On December 15, 2003, Interim President Flores met with President Joseph Martin of the Southwestern Indian Polytechnic Institute to sign an articulation agreement for a tribal management program. Students will begin the program at SIPI where they will take four courses in tribal management as well as most of their general education courses. Then they will have the option of completing a general business major at NMSU via distance education. *-Associate Dean Kathleen Brook*

College of Education

With the development of distance education courses for Licensure/Endorsements and Alternative Preparation in Education, the CoE has significantly increased the opportunity for teachers who are not fully certified in the area of special education, bilingual education, school counseling, and public school administration to get the appropriate level of certification. The Special Education Department is the pioneer in this endeavor. Our records show an enrollment of 68 students for Summer '03 and 75 for Fall '03. The preliminary report for Spring '04 shows an enrollment of 147 students taking these courses, an increase of 96% from the Fall '03. Bilingual Education, School Counseling and Public School Administration have begun to offer their first online courses, showing similar numbers as the online alternative licensure program in special education during its inception. *-Distance Education Coordinator Juanita Mendoza*

College of Engineering

The NMSU Engineering Graduate Distance Education program would like to acknowledge the accomplishments of its most recent distance education graduates. The following are the 2003 graduates in Master's of Science in Industrial Engineering: Lawrence Chinnery - White Sands Missile Range, William Gamelin - White Sands Missile Range, Ira Josepp - White Sands Missile Range, Alicia Morgan - Boeing, Ha Nguyen - Boeing, Michael Shea - Boeing, Robert Splinter - Kirtland Air Force Base, and Steven Woodall - Kirtland Air Force Base. This semester the program continues its long-standing tradition of offering quality education for working engineers with courses in Industrial and Mechanical Engineering. *-Distance Education Advisement Services Coordinator Christina Brumm*

College of Health and Social Services

The College of Health and Social Services is pleased to announce that our move to our new building is complete, and that we will soon have the ability to offer enhanced technical and computer resources for faculty and students. Visit us soon in our great new surroundings! We are also happy that Pearl Hawe will be serving as Outreach Coordinator for the CHSS degree programs and College recruiting. Along with her other responsibilities, Pearl will add a new focus on the development of learning communities in selected areas around the region. *-Associate Dean Larry Olsen*

Enhance Your Course with Online Elements

Electrifying Your Syllabus and Schedule

by Bethany Bovard & Julia Parra

Put your syllabus and schedule online

Online docs are:

- Easily accessible
- Easily revised
- Marketing tools

Make your syllabus and schedule interactive with links to

- Introductory video
- course content
- supplemental resources
- discussion boards
- practice exams
- tutorials
- synopses of in-class discussions
- and more...
- Contact us for more info

It's a new year and some of you may have resolved to revise a course for delivery online. If so, then our goal is to help you. Over the next four issues of UpClose, we will provide tips on how to revise your course in small steps, culminating in a course that blends both face-to-face and distance delivery components.

Think about your course in terms of its specific elements. It has administrative elements (the syllabus and schedule), content (lectures, textbook, and other resources), learning activities (projects, discussions, research papers, etc.), and assessments. This provides a framework for revisions as you move course elements online. So, this month, we'll help you revise the administrative elements, and in future months we'll cover revising other elements for online delivery.

The three basic steps to putting your syllabus and schedule online include creating html versions, uploading them to a server, and publishing their links.

You can **create** html versions of your syllabus and schedule in several ways. Two easy ways include:

- Use an html or MS Word template (http://distance.nmsu.edu/faculty/template_ex.html)
- Save your word processing files as HTML

Once you have created html versions of your syllabus and schedule, you must **upload** them to a server. You have a few storage options:

- Use the space provided by NMSU (<http://aams.nmsu.edu/web/> for directions)
- Use college or departmental server space if provided
- Use space provided by your ISP

Lastly, **publish** your site; linking from departmental or college web sites helps you reach your audience. Site web masters can help you with this.

Once you have your basic syllabus and schedule online, spice them up with a little interactivity. Add a small digital video that introduces the course. Embed links to course resources, other web sites, or some of your other relevant course syllabi. Include links to notes from in-class discussions and chat rooms or discussion boards to continue those discussions outside of class. These and other exciting options are all possible when you put your syllabus and schedule online.

Contact us at ro3@nmsu.edu or 646.3524 if you want help with your online syllabus and schedule.

Interactive Syllabus Examples – Spice up your syllabus and schedule

- Economics 201 <http://distance-ed.bcc.ctc.edu/econ/econ201/syllabus.htm>
- English 101 http://papyr.com/hypertextbooks/engl_101/syl101.htm
- World Lecture Hall has many examples of online syllabi and schedules (<http://www.utexas.edu/world/lecture/>)

Hot Topics in DE for 2004

What's Hot at NMSU and Why: *Banner and Luminis*

[erp.nmsu.edu] because they are NMSU's choice for university-wide data management and a web portal

Centra [www.centra.com] because it is an interactive virtual classroom environment that utilizes voice over IP software and is being used here at NMSU [www.nmsu.edu/~training/centra_information.htm]

The Teaching Academy

[ced.nmsu.edu] because they are offering many DE related events and providing a peer coaching program

ITAL because NMSU professors are provided with two weeks of DE workshops and LAPTOPS! [ict.nmsu.edu/~training/ital.html]

RETA Online because online professional development workshops are being offered for FREE! [reta.nmsu.edu]

These resources are Hot! Check them out and be on top of DE news:

- Sign up for *Daily News* from Distance-Educator.com [www.distance-educator.com]
- Read up on Educause's *Top Ten Campus Information Technology Issues* [www.educause.edu/issues/readin_glist.asp?list=2003]
- Learn *About Blogs* [www.meta-time.com]
- Visit *elearnspace* as it provides information and blogs for "everything elearning" [www.elearnspace.org]
- Visit the websites for your favorite higher education publications such as *Syllabus: Technology for Higher Education* [www.syllabus.com] and *The Chronicle of Higher Education* [chronicle.com]

DE Global News

Here's a sampling of news from the world of distance education from Daily News at Distance-Educator.com: [www.distance-educator.com/dnews/]

- OpenUW free courses registered 8,000+ in 2003
- ExamGuard provides secure online testing environment
- Online school reaches First Nations with audio
- Online PE class requires more than mental gymnastics
- NHS [National Health Service] online eLearning solution
- Open University enrolls record student numbers
- Polycom improving deaf education
- Internet2: 2003 year in review
- Futuremedia to exhibit in London
- Call for articles for Encyclopedia of International Computer-Based Learning
- Egerton University will host 25 African universities for DE conference

Submissions

We welcome your ideas, comments and suggestions.

Contact us at the Office of Distance Education to submit your ideas to "UpClose". Deadline for submission is the 15th of each month for distribution on the 1st. Email submissions to: distance@nmsu.edu, or send to: MSC 3WEC. Call 646.4699 for assistance.

About UpClose

Published monthly by the NMSU Office of Distance Education
Milton Hall Room 185, MSC 3WEC
505.646.4692/distance@nmsu.edu
Editors: Carmen L. Gonzales and Cinda Holsombach-Ebner
Staff: Bethany Bovard, Robbie Grant, Phillip Johnson, Julia Parra & Mark Workman

DE Student Orientations - *continued from page 1*

lesson, participants learned about system requirements, browsers, plug-ins and software settings for an optimal distance learning experience.

WebCT Basics

Understanding navigation, communication, content and evaluation tools in WebCT is a must for student success in courses utilizing WebCT at NMSU. Here, participants learned about: the NMSU Global Login ID and Password, logging into WebCT; navigating various screens in WebCT; locating course documents, such as the syllabus, schedule, course content, etc.; using communication tools such as email, discussion boards, and chat; using WebCT evaluation instruments, such as quizzes and surveys; checking grades and progress.

Centra Basics

Centra is an exciting innovation for delivering instruction and building distance learning community, but participation requires some advanced technical knowledge and an awareness of protocol and etiquette. This orientation prepared participants with the basics of Centra participation including: a Centra Preparation Checklist with information on system requirements, downloading the Centra thin client, logging into a Centra "event," and audio checks; "attending" an "event" and participating interactively following protocol and observing etiquette rules; using emoticons and the wide array of Centra tools.

Student Support & Resources

Giving students useful resources for supporting their educational experience will increase retention and success. Putting education plans on paper allows students to better schedule courses and programs. Here participants used an included "Individual eLearning Plan" to record notes on:

- Registrar, Advising and Program Planning (procedures and important contact links)
- Learning Support Resources (including goal setting, time management, study skills, tutoring, testing, copyright and fair use, independent learning, collaborative learning, community building, example online courses from the WebCT Exemplary Course Project, and DE student support resource links)
- Technical Know-How (a self-assessment of technical readiness in-depth, resource links for learning technical skills, troubleshooting hints for minor problems, plus contact links for more complex technical difficulties)

Each orientation session closed with a review of important contact information for DE students and an orientation evaluation. Online orientation materials for self-guided, independent use are under development and will be available March 2004. The Spring 2004 NMSU Distance Education Student Orientations were the first series of orientations planned to be held two times per year, prior to the beginning of the spring and fall semesters. All administrators, faculty, and staff should encourage students interested in distance education to register. Fall 2004 Distance Education Student Orientation dates will be available soon!

The Vice Provost's Corner



Welcome to 2004! Distance education at NMSU has achieved much during the last year and we look forward to a productive year ahead. There are many significant events that await us in 2004 including: a SLOAN sponsored conference on best practices in DE for American Indians; new DE coordinators at off-site locations and; brand new DE programs and many additional courses. As always, we welcome your input on how we're doing and your suggestions on how we can improve distance education at NMSU. Good luck to everyone in the New Year!

Carmen L. Gonzales, Vice Provost for Distance Education