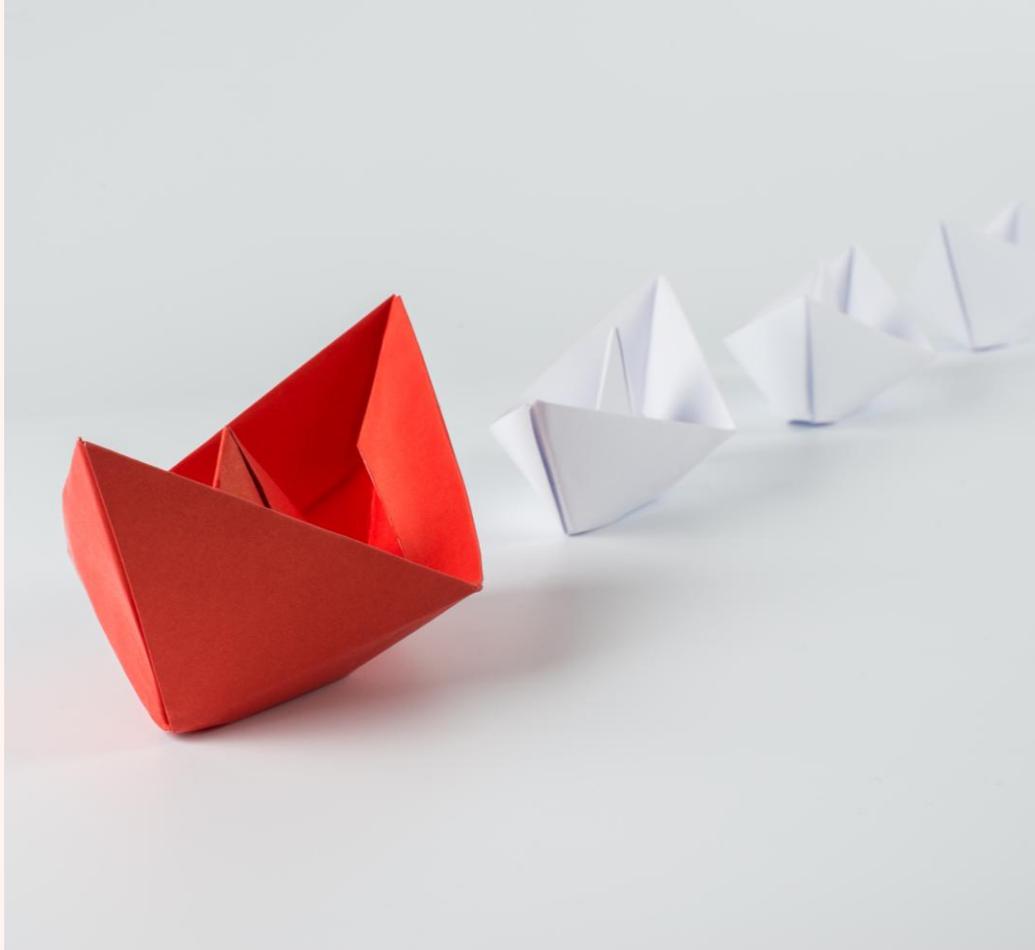# Online Faculty

Best Practices

LIFE PACIFIC
Center for Educational Excellence

"The art of teaching is the art of assisting discovery."

Mark Van Doren

Best Practice #1:

Establish clear expectations.

Clear Expectations

- **Communicate how and when students can reach out to you:**
  - Email?
  - Phone call?
  - Text message?
  - Teams?
  - Office hours?

- **Inform your students of your mode of communication:**
  - Email?
  - Announcements?

Clear Expectations

- **Establish your discussion board expectations:**

  - Participation requirements
  - Quality of posts
  - Deadlines
  - If research is required
  - Formatting requirement
  - Required citations
  - Materials to use for discussion posts
  - Word count requirements

Clear Expectations

- **Communicate Assignment Expectations**

  - Detailed instructions
  - Late Work Policy
  - Formatting
  - Types of sources
  - Number of sources
  - Currency of sources – publication dates within the last "x" years?
  - Number of pages
  - Grading criteria or rubric

Clear Expectations

- **Grading Schedule**

  - Grading turnaround time *or* when students can expect feedback on their work

- **Other Information:**
  - When do you celebrate Sabbath? When are you unplugged?

  - If you have travel plans: Do you expect to have limited access to email?

Discussion Board

- Engage with students each week. Create a balance between *Mothering vs. Orphaning*

  - **Mothering:** Posting or intervening too quickly and too much →this limits peer-to-peer engagement

  - **Orphaning:** When professor is completely absent during the week → Not acceptable

  You should establish your online presence weekly.

Discussion Board

- **Reply to students' posts.**
  - Ask follow-up questions.
  - Ask thought-provoking questions that require their use of higher-order thinking skills: Scenarios, case studies, real-life applications
  - Encourage students to use our online library instead of solely relying on the textbook.
    - Journal articles
    - Trade magazines
    - Websites

Non-Participation

Report non-participating students to our support specialists.

Non-Participation

Non-participating students may incur financial aid obligation without completing the course.

Prayer Requests

Another way to "connect" with students

It's easy to miss.

Check the "prayer requests" forum daily

Scriptures/Devotions

Share some scriptures, devotions, or worship music with your students.

Announcements

- Provide another opportunity to connect…

- Use for assignment reminders

- Use for knowledge gaps – what are the common errors student make?

- Zoom Meetings

- Provide weekly announcements:

- Email
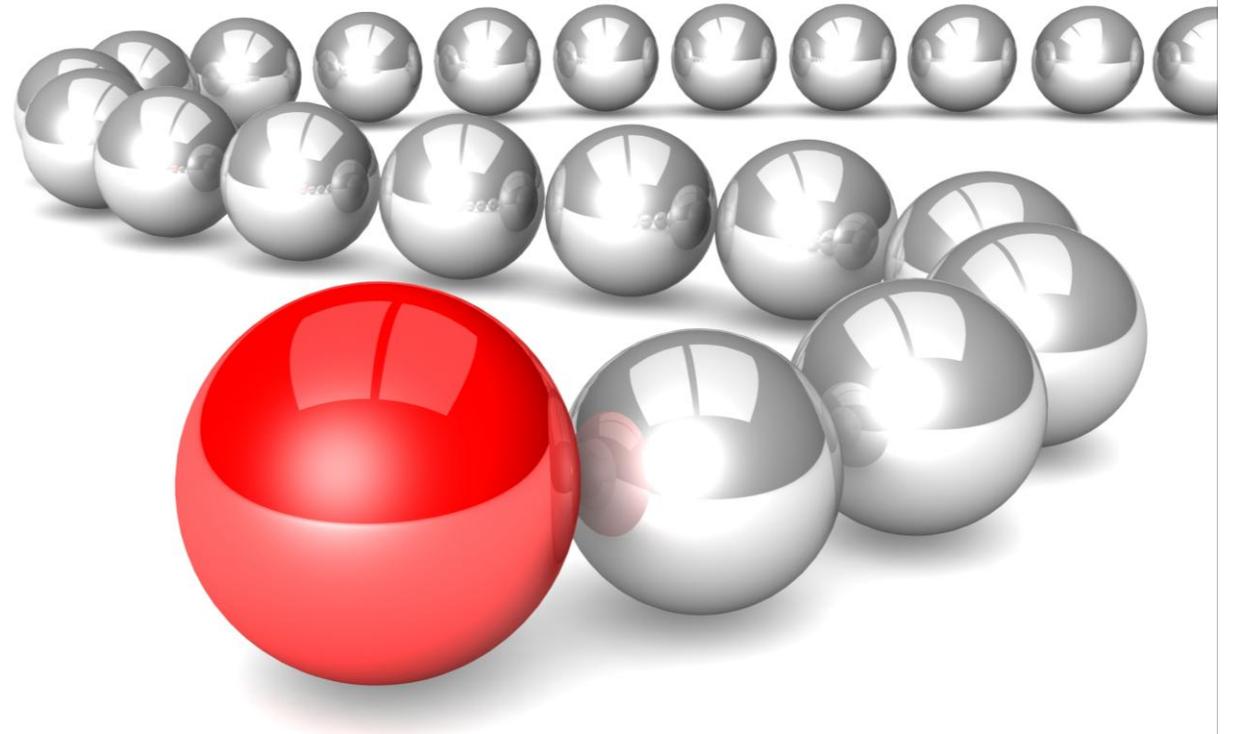- Student Portal
- Moodle QuickMail
- Discussion Board
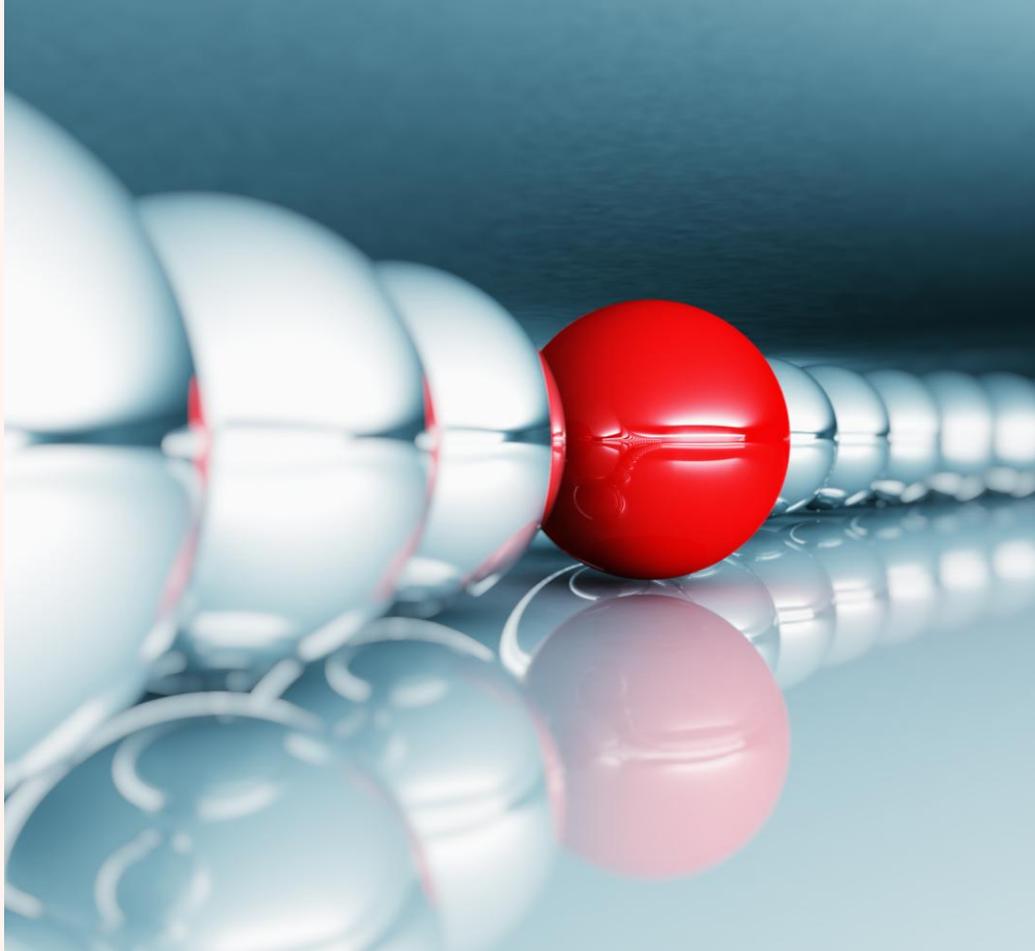
Keep Gradebook Current

Enter zeros for missing assignments to ensure students see an accurate course grade.
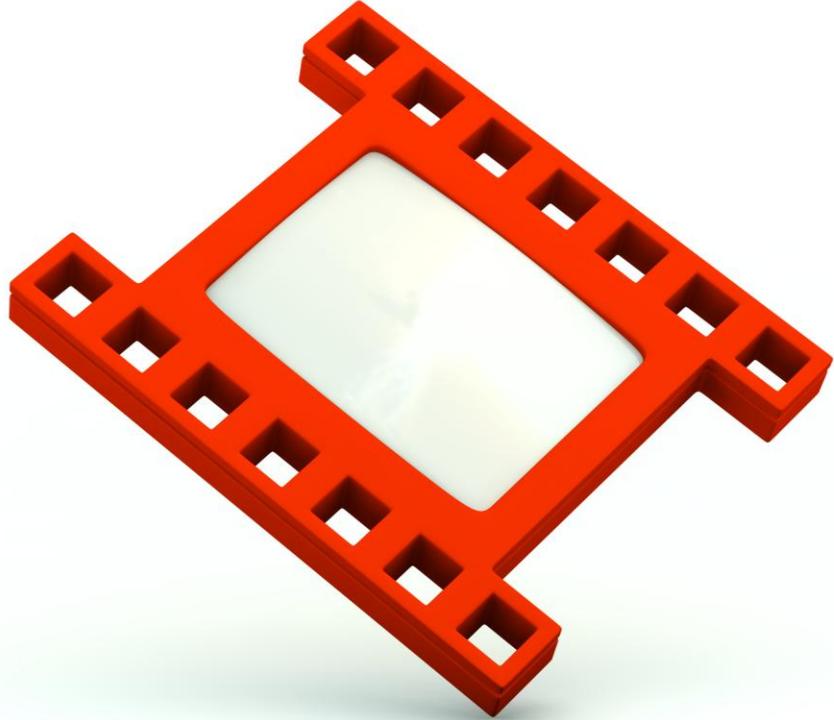
Center for Educational Excellence

Teaching is not about information.
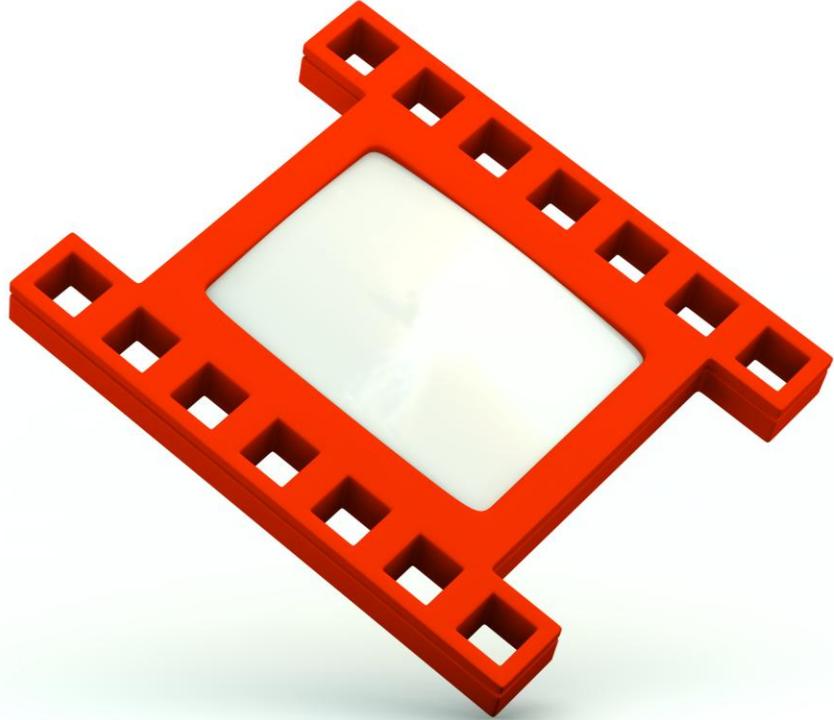
It is about inspiration

William Arthur Ward

Videos

Your instructional videos are part of LPU Branding:

- Be professional
- Use subtle background
- PowerPoint presentations can be easily exported as videos and uploaded to video platforms.

Videos

- Avoid **time-bound videos**. For example, stating *"Your final project is due on November 18"* will create confusion in future terms when the due date changes.

- **Video Titles**: Video titles should clearly reflect the content. Do not rely on default system file names.

- Replace outdated videos

Course Outline

- Be sure to post the current year/semester.

- Update the **course schedule** with accurate dates

- Content in course outline should match content in courses schedule, LMS, video, instructions, etc.
  (Example: Assignment names should be consistent.)

- Ensure that all links including "institutional resources" are working.

- Check the Word Properties to ensure that you are the author.

Course Outline

- Check if the textbook information is accurate

- Make sure your *Late Work Policy* is included

- Ensure that your course outline has the *Disability Accommodations Clause*

- Ensure that your course outline has the *LPU Generative AI Policy*.

- Proofread your course outline
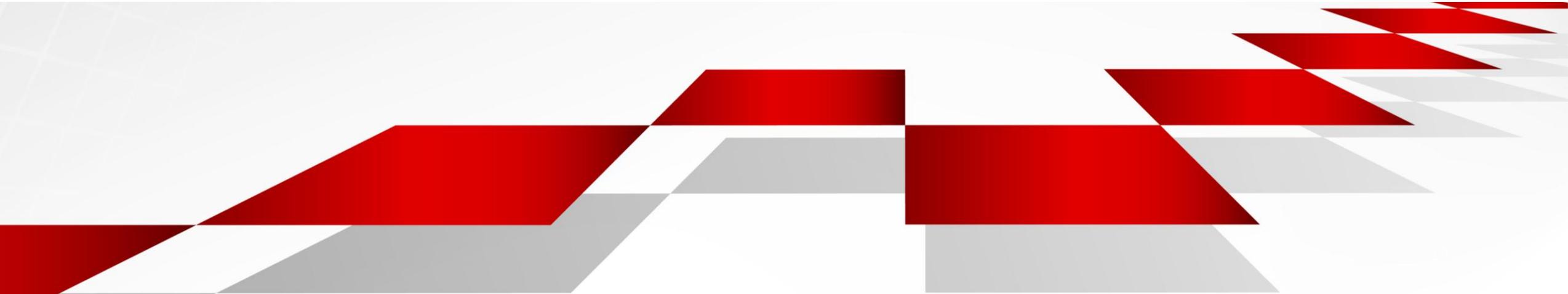
Assignments

- Provide clear instructions (step-by-step)

- If possible, provide a sample "exemplary" paper

- Assignments should have corresponding grading
  rubrics or criteria. Students should know how
  their work will be evaluated.
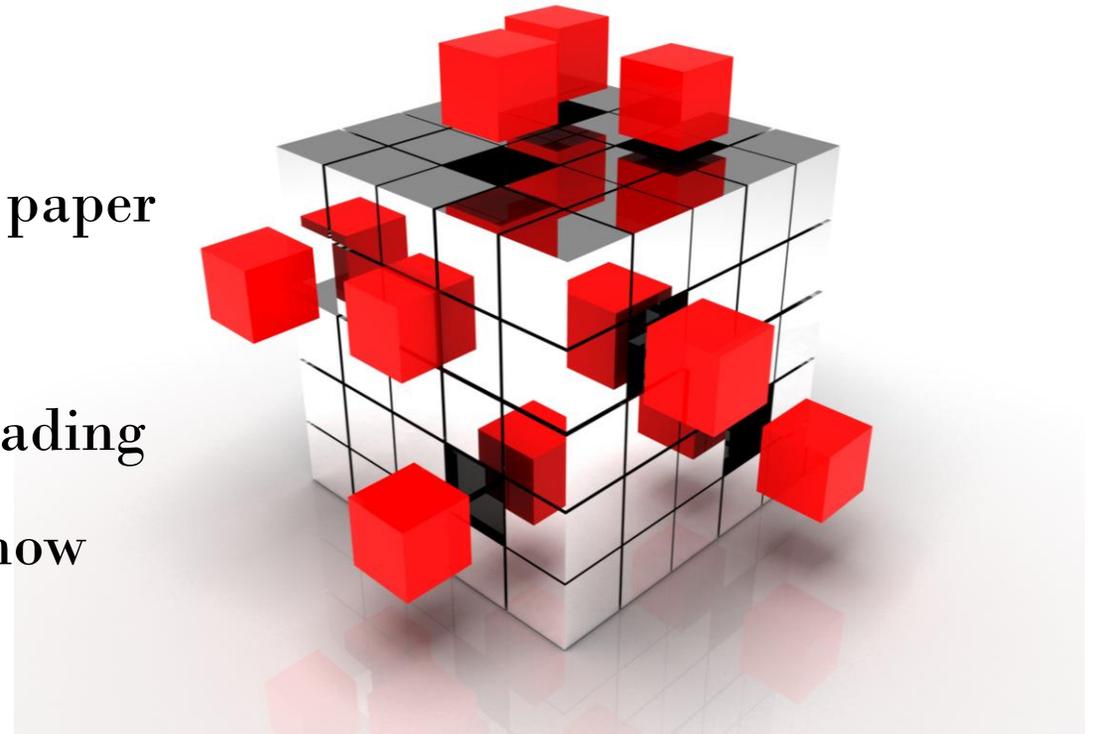
Assignments

- If possible, use your optional Zoom as an

   Assignment Workshop

- Provide a list of *Assignment Dos and Don'ts*

- All students should submit their assignments
 via Moodle (Do not accept assignments via
  email).
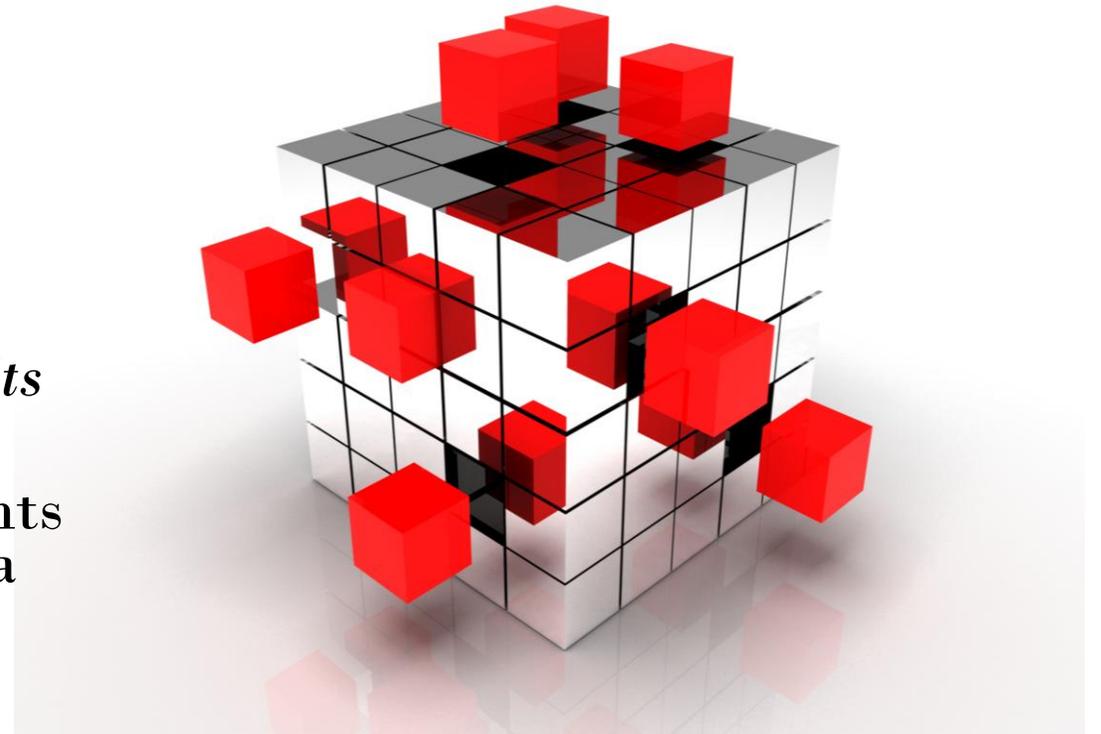
LMS Configurations

Think like a student:

- Avoid large images and embedded videos – these could take long to load.

- Check links (videos, articles, websites)

- Convert Word or PPT to PDF (unless it's a worksheet)

- Open to documents to new window – easier for adult learners to navigate.

- Check date configurations: due dates should be this year's due dates
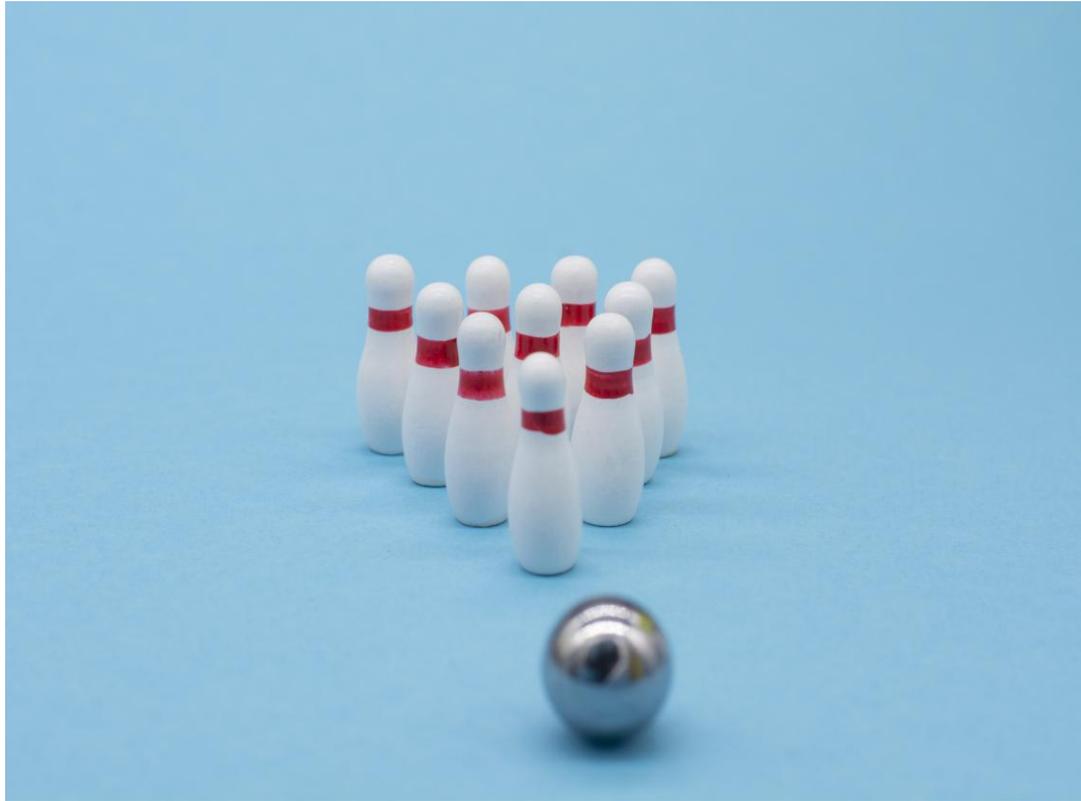

THINK
DIFFERENT
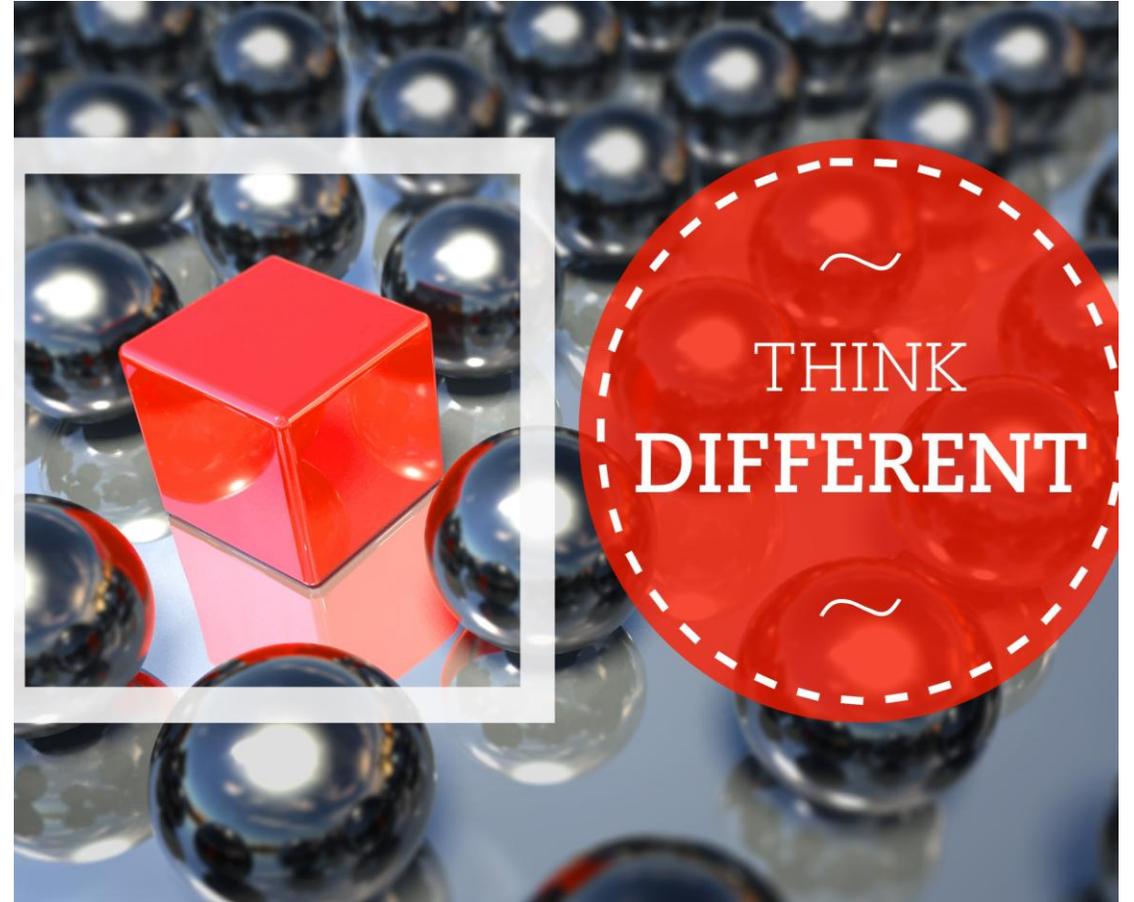
Changes Approved by the Committee
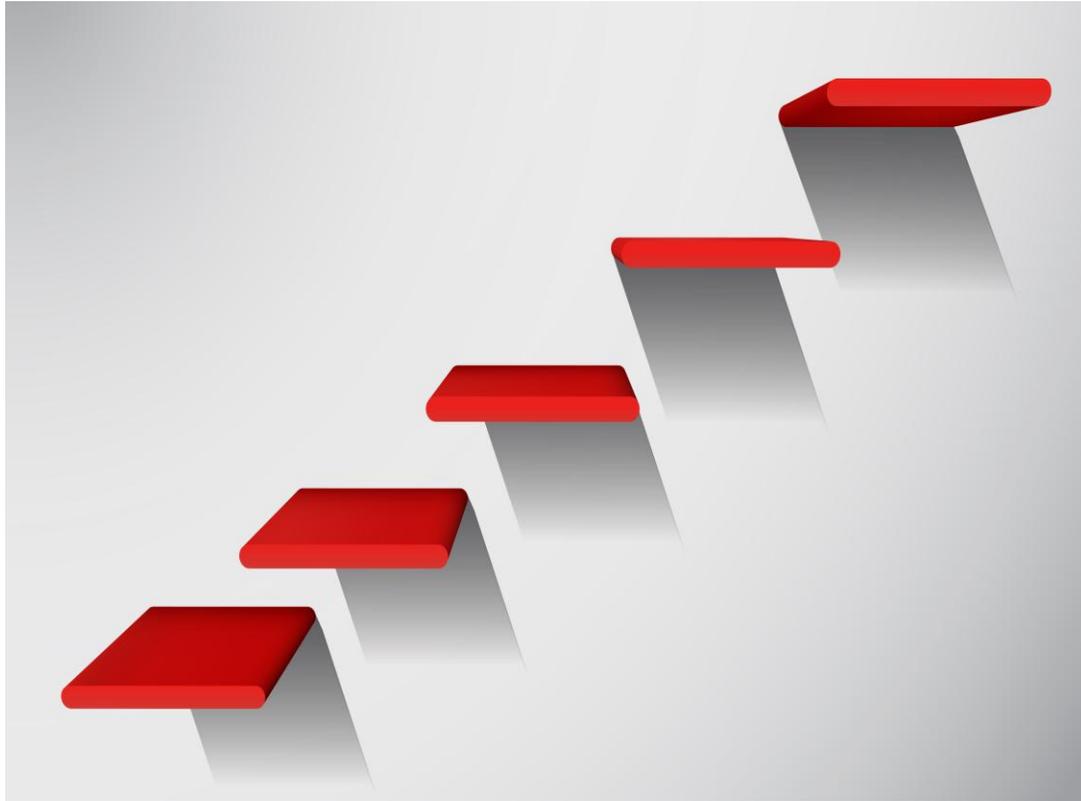
- Program Goals → CSLOs

- CSLOs → Course Requirements

- Textbook Changes

- Any curricular activity that affects the students' workload
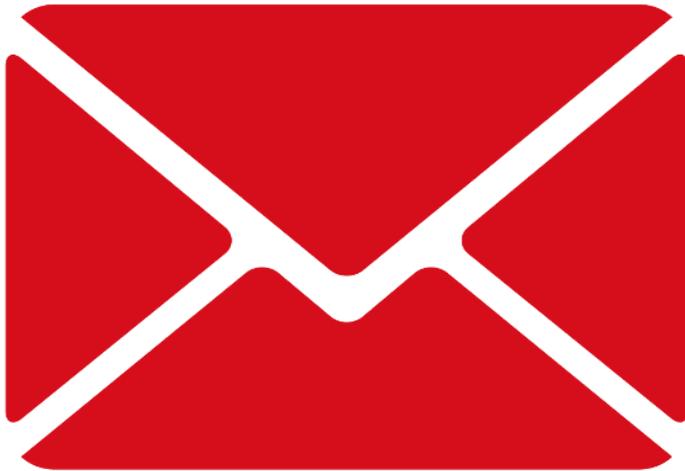
- Ask your department chair.

Student Population

Know your students. Understand your students.

- Your student may...
  - be employed full-time
  - have a family to take care of
  - hold a leadership position in a church or ministry
  - be taking more than one class
  - going through extenuating circumstances

LPU Email

- Use your LPU Email

- Remind students to use their LPU email

- Communicate with Academics using LPU Email

Questions:
Reach out to your dean, chair, or the Academics Office.