

**Checklist for Online Faculty**  
**(Form Developed October 2008)**

Next Steps for Teaching an Online Class at PVCC:

1. Once you are ready to develop your online course, contact Sam Fraulino to open up a course shell in BlackBoard. This is where you will develop your course. Also ask Sam to make sure the public pages for your course are up and current. He will tell you if it is and if it isn't what needs to be done.
2. What is your skill level with BlackBoard? Contact Chrystle Hall for information on getting BlackBoard training this summer. Once you get out of her class, you will likely have most if not all of your course already developed!
3. If you have technology needs, contact instructional technologist Jennifer Strickland. Jennifer also has some excellent advice on BlackBoard "button management" so be sure to ask her.
4. Familiarize yourself with the Quality Matters program at <http://www.qualitymatters.org>. We are now a Quality Matters institution and we are getting faculty trained as evaluators and team leaders. I strongly urge you to put in for Quality Matters peer review training after you get more experience teaching online. You need to build quality in from the beginning. Please follow the [rubric](#) on the Quality Matters site to see if you are building quality in at the beginning, and then check again once you've developed the course!
5. About a week before classes start, email Sheri Bakunowski in the Center for Distance Learning your welcome letter to students. Ask her ahead of time for a welcome letter template and change and add to suit.
6. Make sure you do not violate copyright laws. Hint: if you don't own it, don't use it. Don't cut and paste material into Bb. Use a link instead!
7. Finally, one last go through of the course! Check and recheck against the Quality Matters rubric. THEN and only THEN, go into Bb, control panel, and open up the course for student viewing!

**Reading List for Online Faculty**

From San Francisco State: <http://online.sfsu.edu/faculty/considering.htm>

Maryland Faculty Online: <http://www.mdfaonline.org/modules/modules.html>

Seven Principles of Effective Teaching: A Practical Lens for Evaluating Online Courses:  
<http://sln.suny.edu/sln/public/original.nsf/0/b495223246cabd6b85256a090058ab98>

Illinois Online: <http://www.ion.uillinois.edu/resources/>

Illinois Online and Intellectual Property Issues:  
<http://www.ion.uillinois.edu/resources/tutorials/ip/index.asp>

Top Five Distance Learning Myths  
<http://distancelearn.about.com/od/distancelearning101/a/5Myths.htm?nl=1>

**Important Online/Hybrid Contacts at PVCC:**

Sam Fraulino is at [sam.fraulino@pvmail.maricopa.edu](mailto:sam.fraulino@pvmail.maricopa.edu)

Jim Patterson, Faculty and Online Learning Coordinator (and co-chair for hybrids), is at [jim.patterson@pvmail.maricopa.edu](mailto:jim.patterson@pvmail.maricopa.edu) - also ask to be put on the Online Learning Committee mailings! Normally, the meetings are on the 1<sup>st</sup> Tuesday of the month at 2:30pm.

Sheri Bakunowski, Center for Distance Learning, is at [sheri.bakunowski@pvmail.maricopa.edu](mailto:sheri.bakunowski@pvmail.maricopa.edu)

Sue Van Boven, Fulltime Faculty and Co-Chair of Hybrids is at [sue.vanboven@pvmail.maricopa.edu](mailto:sue.vanboven@pvmail.maricopa.edu)