

# Notes & News

## Consulting Services

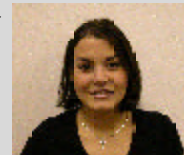
CTLT provides consultation services to faculty and graduate student instructors in a variety of areas associated with teaching and student learning. These consulting services take the form of working with individuals on a one on one basis, working with small groups, and working with students in classroom situations. The following scenarios describe some, but not all of the consulting forums that our staff supports:

- Classroom observation by a senior staff member, that results in feedback to instructor concerning effective teaching and assessment strategies.
- Custom designed workshops for groups of faculty, chairs & directors on such topics as effective teaching methods, instructional media development, tenure and promotion portfolios, online course development, and e-learning solutions for today's faculty and students.
- One on one consultations with clients on such topics as effective teaching methods, instructional media development, tenure and promotion portfolios, online course development, and e-learning solutions for today's faculty and students.
- One on one support in our Creative Development Studio for faculty and graduate student instructors for rich media, online courses, interactive web design, presentation skills and much more.
- Custom designed workshops for university administration, colleges, schools, departments and units.

### Featured Staff Member:

**Tara Clark**

*Graduate Assistant*



Tara received a Bachelor degree from BGSU in Visual Communication Technology and is currently working on her Masters in Career & Technology Education. She is a member of the Graduate Learning Community and the steering committee for BGSU's bike marathon. At CTLT Tara assists with...

- Consulting with faculty on Blackboard
- Development of conference presentations
- CTLT web site maintenance.

We continually evaluate, develop and implement tools and strategies for the BGSU community and its partners. Individuals and groups wishing to schedule a consultation should contact the CTLT at 419.372.6898.



*Julie McArthur working with faculty on Tenure and Promotion portfolios.*

### A Record Pace

As CTLT has grown over the last 7 years, so to has the number of faculty and graduate student instructors who have visited the Center for consultations and as participants of workshops. This year CTLT's support for clients is at a record pace. Since July, we have consulted and supported through activities with over 710 faculty and graduate student instructors. This year's numbers reflect CTLT's directions in the area of classroom consultations, e-portfolios, e-learning solutions, and rich media.

**"An essential service to the university."**

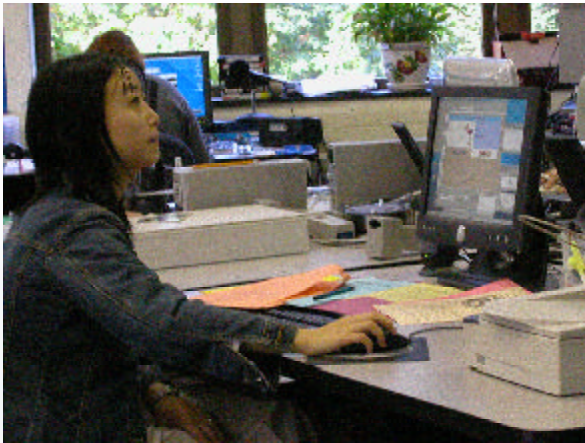
**"It was very good and I will recommend this to others."**

## Tech Tip: Effective Use of Online Communication Tools

One of the ways that technology can be used to enhance teaching and learning is through the use of online communication tools. In a traditional classroom setting, communication occurs during in-class time, when the instructor is face to face with students during the scheduled class time. Additional in-person communication may occur during the instructor's office hours when students visit the instructor's office for questions and assistance.

There are two types of online communication tools: synchronous and asynchronous.

"Asynchronous" tools are those that do not require that everyone use them at the same time. Email is one example of an asynchronous tool. A student may send a question to an instructor via email at 2:00am and the instructor may respond to the email at 9am. Discussion boards are also asynchronous tools and are much like email in that messages and responses may be posted at any time. However, unlike email where only the sender and receiver read the message, discussion boards can be viewed by everyone.



"Synchronous" tools are those that occur in real time...that is, when they are being used, students and the instructor must be using the tool at the same time. A "chat" is an example of a synchronous tool. In a chat session, text messages are entered which are displayed on the screens of everyone who is logged on to the chat session. Chat sessions may be used for virtual office hours, where an instructor may be logged on to the session for a couple of hours and during those hours, students may log on and post questions.

The biggest advantage to online communication tools is that the instructor and students do not have to be in the same physical location to communicate with each other and with asynchronous tools, they also do not have to be using the tools at the same time.

The CTLT offers a seminar in the effective usage of online communication tools. Topics include:

- The instructor's role in online communication
- Time management
- Assessment
- The use of "netiquette", acronyms, and "emoticons"

The seminar is intended to be interactive with discussions of the effective application of these tools in an online learning environment. Specific group moderation techniques are explored and using Blackboard, seminar participants experience first hand what it is like to both participate in and moderate an online discussion and chat. Tips on how to engage students in online communication are presented, as well as a discussion on how to assess student participation, in terms of both the quality and quantity of their online class contributions.

The next online communication seminar is Monday, November 25<sup>th</sup> from 9-11am.

All workshops will be held at the CTLT in 201 University Hall. To register for workshops, go to <http://ctlt.bgsu.edu/workshops/registration.html>, call the CTLT at (419) 372-6898, or send an email request to Kris Sautter at [ksautte@bgsu.edu](mailto:ksautte@bgsu.edu).

November/December Workshops		
<b>Online Tools</b>		
Using Blackboard to Develop Online Courses		
Th	November 14	9:00-11:30
T	December 3	9:00-11:30
Th	December 5	9:00-11:30
T	December 17	9:00-11:30
Effective Use of Online Communication Tools		
M	November 25	9:00-11:00
Creating and Moderating an Online Quiz		
Th	November 21	9:00-11:00
Navigating the Information World		
W	November 13	11:00-2:00
<b>Audio</b>		
Introduction to Sound Digitizing and Editing		
T	November 12	9:00-12:00
Audio for the Internet		
F	November 22	9:00-12:00