

**Activities for the Centre for Instructional Development**

**September 2011- June 2011**

Program Renewal.....	1
Curriculum Development.....	1
Instructional Development.....	2
Distributed Learning .....	5
Study of Teaching and Learning.....	7
Policy Review Groups and Committee Work.....	7
IRA Support.....	7
Faculty Postings: Selection, Election and Area Hiring Recommendation Committees (AHRC).....	8

Submitted by Karen Belfer

June 13<sup>th</sup>, 2011

## Program Renewal

- University Transfer Departments  
*(Report with the Dean)*
- Office Administration/Legal Administration Programs  
*(Report complete)*
- Medical Laboratory Assistant  
*(expected date for completion July 2011)*
- Early Childhood Education  
*(expected date for completion July 2011)*

## Curriculum Development

### Special Project

In 2010-2011 the Course Outline Project worked with three programs:

- Music Diploma: 93 course outlines were reviewed and updated. There was a departmental meeting where the outlines were mapped to the Program Learning Outcomes. Currently, the department is looking at the gaps, and making changes to the Curriculum Map.

- TESOL: a new curriculum map and course outlines were developed for the TESOL diploma. They were presented at Curriculum, EdCo in March 2011, and approved by the Board.

- PACE: new course outlines for English for Professional Advancement (EPA) and English for Health Sciences (EHS) were created. They were presented at Curriculum, EdCo in May 2011, and received board approval.

### Consultations

Consultations focused on developing elements required for the curriculum documents: program and course learning outcomes, prerequisites, PLAR, assessment of learning strategies, and course descriptions.

Retail Food Services  
Arts and Science First Year Certificates  
Digital Graphic Design  
Architectural Drafting  
Sociology  
Baking and Pastry Arts- International  
Dental Hygiene  
Wedding and Event Planning Certificate  
Transportation trades for Aboriginal  
Global Business Management and Leadership  
Global Project Management  
English for Health Sciences

English for Professional Advancement  
Hospitality  
Family Literacy  
Medical Laboratory Assistant  
Medical Office Assistant  
Medical Device Processing  
Nursing Unit Clerk  
Practical Nursing  
ABE Math Course Outlines  
Aboriginal Graphic Design  
Paralegal  
Asian Culinary

Repeated evidence shows that department heads who consult with the CID before submitting their documents to the curriculum committee have a 100% success rate.

### **Instructional Skills Workshop for Online Development**

With resources from the BCcampus OPD fund the CID coordinated, designed and developed a multi-institutional course called Instructor Skills Workshop for Online Development (ISWOD). The purpose of this course is to teach faculty the basic tools for developing online lessons/courses.

### **BCcampus submission: Science in Baking**

CID worked with the Baking Department to prepare their BCcampus online program development fund (OPDF) proposal.

### **BCcampus Funding Adjudication**

In 2009 and 2010 CID personnel were members of the BCcampus OPDF Adjudication Committee and they utilized this experience to help faculty produce successful funding proposals.

## **Instructional Development**

### **Online Course Showcase Event**

This online course showcasing event was hosted by the JIBC, and organized by JIBC and VCC (with support from BCcampus). The purpose of the event was to bring together post-secondary institutions in the lower mainland to showcase their “best” online courses. Each institution showcased one to two examples of their best online courses from an instructional design perspective over two categories:

- Best extended LMS: how do you extend your institutional LMS to create a well-designed online course? Or, do you have a best example of a course built outside of LMS?
- Instructional Design: show your most creative instructional design, or address a challenging teaching and learning context problem.

Submissions included presentations by: JIBC | VCC | UBC | Kwantlen | SFU | Emily Carr | BCIT  
120 people attended, 10 of them from VCC.

### **CID presentations to the VCC community**

#### Vygotsky's Constructivist Learning Theory

Dr Natalia Gajdamaschko

October 6, 2010

Dr Natalia Gajdamaschko presented Lev Vygotsky's cultural-historical activity theory of human development and its contemporary applications in education. Some of the concepts discussed included: mediation and development of higher psychological functions, language and consciousness, and "tool-and result" methodology.

#### The Transformation of Post-Secondary Education

Dr Stephen Murgatroyd

November 27, 2010

Dr Stephen Murgatroyd visited Vancouver and gave a powerful and thought provoking one-hour presentation regarding the transformation of post-secondary education.

Since 2000, Dr Murgatroyd has dedicated much of his time to work on innovation policy and strategy linked to jurisdictional advantage. He has published numerous papers and books including papers on the implications for lifelong learning.

#### Virtual Events

CID hosted two face-to-face events that enabled faculty to attend online events such as:

- Educause ELI for Blended Learning
- 2011 Canada Moodle Moot.

These events fostered a community of practice within VCC while making connections to the greater community.

#### SFU Information Session

CID hosted an information session for SFU's Masters of Educational Technology and Learning Design Program offering faculty an opportunity to explore an interesting PD option for a graduate degree.

### **New Faculty Orientation and Teaching Tips**

CID offered four orientations between September 2010 and June 2011. The workshop is four hours in length and covers topics such as policies, lesson planning, the VCC website, MyVCC, the CID website and access to representatives from the library, HR, VCCFA, and SIE.

The attendance has been constant with an average of 10-12 people per session.

### **Workshop Series: Enhancing Teaching and Learning**

This series is comprised of eight workshops. They happen once a month on a Friday, for 2.5 hours. The attendance to the first five sessions of the series has been constant with an average of 15 people.

## **Learn @ Lunch Workshops**

These are 50 minutes long and cover a wide gamma of topics. The attendance is not very high 4-8 people, but in most cases the workshops generate an invitation to further enhance the topic at a departmental meeting.

Topics covered:

- Rubrics
- The Strip Story
- Classroom Assessment Techniques
- Event Planning Flowchart
- Proposal Writing
- Soft Skills
- Instructional Skills Workshop for Online Development
- CPS clickers
- Student Collaboration in the Cloud
- An Update on Cognitive Science
- ePortfolios

## **Departmental Instructional Development (half and full day activities)**

- Hair Design and Esthetics  
All-day workshop on instructional strategies, classroom management
- Practical Nursing  
Half day workshop on active learning
- UT Science, Auto Service and ELSA  
Clicker training
- Deaf and Hard of Hearing  
Proposal writing
- Medical Office Assistant and ELSA  
Word 2007
- Kitchen and Bath  
Curriculum mapping

Other departmental workshops included: assessment of learning, rubrics, exam item writing, teaching soft skills, writing learning outcomes, and concept mapping skills, lesson planning, improving PowerPoint presentations, Student Response Systems (Clickers) and many other areas of active learning.

CID facilitated at least seven area strategic planning sessions using a SWOT or Appreciative Inquiry technique. All planning sessions resulted in reports that included substantive work in clarifying values, setting missions, visions and goals for the program or area. Some of the areas for which I reported strategic plans included the School of Arts and Science, English Language Skills, University Transfer Departments, The VCC Learning Centres and the Medical Laboratory Assistant program.

The members of the CID facilitated more than five VCC Matrix planning process in 2010.

## **Small Group Instructional Feedback**

SGIF/D is a formative mid-course check-in process for gathering information from students on their learning experience. The process is designed to foster communication and dialogue between students and instructors so that learning objectives and outcomes can be met successfully. The IAs completed more than 10 SGIFS in the last year.

## **Moodle Explorations**

The Centre for Instructional Development offers regular weekly workshops for faculty and staff to explore Moodle. All levels, from beginners to experienced users benefit from this positive learning environment. Although these sessions are open format, each one dedicates a small amount of the session (5-20 minutes) to a specific Moodle feature or process. The goal is to provide faculty with an opportunity to play with Moodle in a safe environment where experts are available to answer questions and explain things. Attendance to these sessions has been constant with an average of four people.

## **Research Interest Group**

The purpose of these sessions is to generate some interest in the Study of Teaching and Learning and applied research in the college. There have been three meetings so far, and although numbers are still low, those who do attend show a lot of interest.

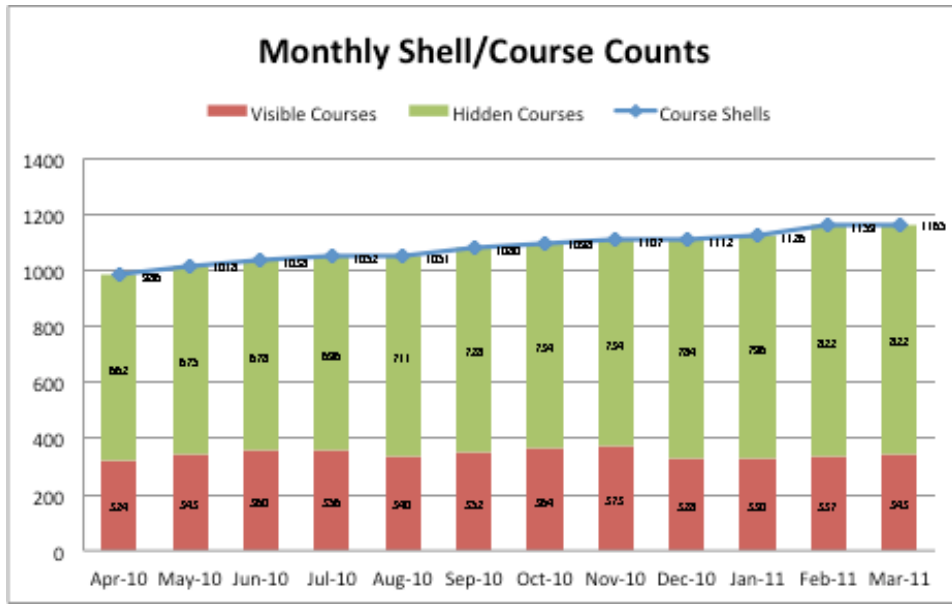
## **Distributed Learning**

Major DL projects this year have included:

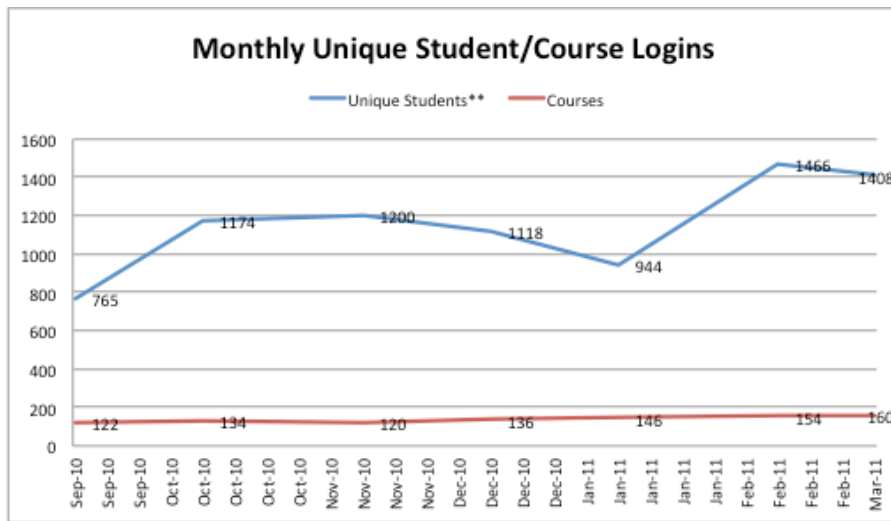
- Development of Dental Hygiene Access courses
- Instructional design, project management and development services for the creation of TESOL courses
- Creation of a system to enable Assessment for BSN students
- Planning and development of an ePortfolio system for BSN.
- Dental Assisting – templates and 15 courses moved online
- Dental Hygiene – template and 15 online courses updated
- Hospitality Management Degree – template and 12 courses updated
- Moodle for Visually Impaired
- Interpreting

CID has met with more than half of the Department Heads to discuss their Educational Technology needs for the next one to five years.

Over the last year there has been an increase of 12% in the creation of Moodle courses.



There has been a 100% increase in the number of users.



## Moodle Operations

CID and IT hold regularly scheduled weekly Moodle Operations Meetings (MOM) to discuss issues and strategies in support of VCC's Moodle environment. Select topics include: archiving, Moodle 2.0 upgrading, portal security, and banner and mobile device integration.

## Moodle 2.0

In consultation with IT CID has been investigating the option of moving our Moodle service to the BCcampus Shared Services SFU platform, Lambda solutions, or another platform. A plan is being developed to implement a major upgrade to Moodle 2.0.

## **Multimedia Server**

Also in consultation with IT, CID has been researching streaming options for managing multimedia files at VCC. The consultation process has been extensive and a number of viable options are being considered.

## **Mobile Clickers**

CID introduced mobile clickers to the VCC community. Starting with three pilots between January and March (AST, Baking, Continuing Studies, and ELSA); a college wide implementation strategy has now been introduced.

## **Study of Teaching and Learning**

CID supported faculty by helping them to write research proposals, and by reviewing ethical applications for many action research projects. CID has worked with various faculties at VCC in the past 10 months including at least seven projects in nursing, health, and English language programs.

## **Policy Review Groups and Committee Work**

The IAs and I have also had a vital role in the committees for the review of particular policies.

At least two 2-hour meetings a month since October 2010; including monthly 2-hour policy meetings plus at least three hours a month of reading and reviewing e-mails:

- C.1.1 Course/Program Grading
- C.1.4 Assignment of Credits
- C.3.2 Program Review and Renewal Policy
- C.3.9 Degree Standards
- D.4.3 Student Conduct (Non-Academic)
- New, Student Academic Conduct
- Academic freedom
- Research Ethics for Human Subjects

The CID has also attended and supported the following committees and focus groups over the last year: Curriculum Committee, Distributed Learning Committee, Policy Committee, and D2.

## **IRA Support**

One of the IAs is a member of the IRA Orientation Committee and helps design, develop and facilitate the IRA Orientation session. Sessions are usually scheduled twice a year.



## Faculty Postings: Selection, Election and Area Hiring Recommendation Committees (AHRC)

Some postings appeared twice in the past ten months due to positions remaining unfilled, extensions, secondments, retirements and/or term ends. These were shared as much as possible among the three IAs according to scheduling requirements. I also coordinate regular meetings with the IAs to manage all information and processes relating to faculty postings including but not limited to reviewing the collective agreement together; tailoring interview tools with faculties; updating postings tables and coordinating election; selection and hiring recommendation committee work with departments; stewards and HR advisors.

### Department Leaders (Dept. Heads, Assistant Dept. Heads and Coordinators)

#### Fall 2010

- Dept Head - Healthcare Communications Management
- Dept Head - School Instructor Education
- Dept Head - ESL Outreach
- Dept Head - Baking & Pastry Arts
- Dept Head - Culinary Arts
- Dept Head -BSN
- Dept Head -PN
- Dept Head - Office and Legal Administration
- Coordinator I - CCA - Math & Science
- Dept Head – ESL/ELS

#### Spring 2011

- Acting Assistant Dept Head - Practical Nursing
- Acting Dept Head - Baccalaureate Nursing
- Coordinator 1, Intermediate Level – ESL/ELS
- Dept Head - Dental Hygiene
- Intermediate Youth Coordinator 1- CCA – ABE
- Assistant Dept Head - ESL-ELSA
- Coordinator 1 – ACE-selection (Robin, Susie)
- Dept Head – Healthcare Communications
- Coordinator 1 - Math and Science-selection (Susie)

### Faculty AHRCs- Regular, Term and Auxiliary- since Sept 2010

*These involve multiple appointments often two or three a week for several weeks. Not sure how much detail we need to send.*

- **Nursing**-Term-Sept 2010
- **Sociology**-Term-Sept-Nov 2010
- **English**-Term-Feb-Mar 2011
- **Drafting** -Term and Auxiliary -Dec 2010-Feb 2011 & June 2011