

December 2011

# Online News



## IN THIS ISSUE:

- Test Proctoring Center Changes...
- Other Updates  
DEC  
Intellectual Property  
M.O.C.R.A.
- Feature Interviews  
Faculty Spotlight  
Community Spotlight

News from  
Missouri State  
Online  
and  
Missouri State  
Outreach

## Changes in the Online Test Proctoring Center

Starting in Spring 2012 the hours and days of operation for online test proctoring will be extended during mid-term and final exam weeks to accommodate faculty and students by extending test proctoring hours.

To serve MSU students in the region, we have agreements in place with MSU's off-site locations and with

Ozarks Technical Community College (OTC) testing centers (excluding the Springfield campus).

Locations available include:

**MSU** – Joplin, Lebanon, Mtn. Grove, Neosho, W. Plains (Mtn. Grove Branch)

**OTC** – Branson, Lebanon, Richwood Valley, Waynesville

The following schedule will **begin in January 2012:**

### ***Regular Hours of Operation***

Tuesday – 8:30am to 4:30 pm

Wednesday – 8:30 am to 4:30pm

Thursday – 8:30am to 4:30pm

### ***Mid-Term/Finals Week Extended Hours***

Tuesday – 4:30pm to 8:30 pm (during mid-term and final exam weeks)

## Important Test Proctor Facts:

1. MSU online instructors may require proctored exams. **Due to the limited number of proctoring computers available, faculty should reserve proctoring sessions between January 3-17 for the Spring 2012 semester.**
2. **Once the test proctoring center is fully booked, faculty are responsible for proctoring their own exams through their departments on Saturdays.**
3. Students
  - For students on the main campus, proctoring may be done at the Online Test Proctoring Center in the Meyer Library on a walk-in basis without reservation.
  - MSU students in the region, who are not on the Springfield campus, can schedule proctoring events at MSU's off-campus sites or with Ozarks Technical Community College (OTC) area testing centers.
  - Students outside the region must locate a proctor approved by the instructor in advance, and take the exam at the proctor-designated location.

For detailed instructions, please visit the Online Test Proctoring page at <http://outreach.missouristate.edu/testproctoring.htm>.

## All Hands on DEC!

Distance Education Committee that is...

Are you aware of the activities of the DEC? The DEC is entering its third year as the bridge between the academic community and the Provost Office on matters relating to distance education issues and policy. Please visit the newly redesigned DEC website for meeting minutes and informative links to sites supporting distance teaching and learning at Missouri State.

<http://www.missouristate.edu/provost/distanceeducation/>.

## Intellectual Property Policy Update!

The Board of Governors approved recommendations for updating MSU Copyright and Intellectual Property Policies. To learn more about the impact of the changes for online course development and ownership, please consult the Policy Library under section G3.04 Assignment of Ownership Rights and Intellectual Property at:

<http://www.missouristate.edu/policy/AcademicPolicies.htm>.

## M.O.C.R.A.

Another successful year of teaching online closes with 16 nominations for the Master Online Course Recognition Award for 2011. Students and peers nominated their favorites and finalists will be reviewed by a panel for best practices/pedagogies under the following categories:

1. Best in Course Design
2. Best in Interaction and Collaboration
3. Best in Instructional Media & Technology
4. Best in Assessment

2011's winner will be recognized in spring 2012 and present the master class in a fall 2012 workshop!

<http://outreach.missouristate.edu/123508.htm>.



**CLICK. LEARN. SUCCEED.**



# Feature Interviews!

Spotlight on two outstanding members of MSU's community of staff and faculty.

Counseling, Leadership  
and Special Education

**Administrative Spotlight – CLSE Department Head  
& Special Education Associate Professor,  
Dr. Tamara Arthaud**



## 1. When did you begin teaching online classes at MSU?

I have only taught one online course – it was during Summer 2010. We had a sudden opening that required two replacement instructors for two sections of a course, so another instructor and I had about one month to prepare to cover an already-created course. Thanks to the support of the

special education instructor and I were able to create revisions to the course and be up & running in time for the summer semester! It was a hectic time, but was an interesting experience. (I advise that others seek more prep time before diving into online teaching!)

## 2. How do online courses contribute to the goals of your department?

Three out of four programs within Counseling, Leadership, and Special Education currently offer online courses to support all or part of the degree options, and the fourth will soon have some online course offerings. Online programming allows us to reach students at a distance who would otherwise have a difficulty obtaining such educational opportunities.

For BSED: SPE/ELE/ECE/SEC majors, we have online sections of Introduction to Special Education, allowing those with commuter

challenges or scheduling difficulties to take the course from their home.

For MSED: SPE majors, we have a variety of courses embedded within traditional programs for Special Education Alternative Certification Track (SEACT) and Autism Spectrum Disorders (ASD), OR in the field of Visual Impairment (VI) we offer a fully online degree program – an innovative way to assist in meeting critical needs in remote areas.

For Educational Administration and Counseling majors, a limited number of online or blended courses are available to provide outreach support to students seeking degrees in educational leadership or counseling. Finally, Student Affairs in Higher Education is also developing some online coursework to provide additional support and outreach to students seeking a degree in Higher Education – Student Affairs.

In all cases, the online programming allows us to provide flexible course scheduling for high-demand courses. In the case of the MSED: SPE – VI, we can offer the coursework for teachers of the visually impaired nationwide, which is essential in a field of study that is only available in a limited number of university settings, nationwide.

### **3. What online degrees are offered by your department?**

MSED: SPE – Visual Impairment is offered with 100% online access, although soon a brief on-campus 2- or 3-week internship will be required.

### **5. Where are your students located geographically who are taking the Master of Science in Education, Special Education/Visual Impairment Emphasis?**

We target and recruit students from remote regions of Missouri to assist us in meeting a goal of improving access to VI services statewide. However, we also have students in nearby states such as Kansas, Arkansas, and Nebraska, as well as distant states such as West Virginia, Wisconsin, and Georgia.

### **4. As a veteran online instructor what advice do you have for faculty who are new to the world of online teaching and learning?**

Start early and begin preparing well in advance. I would encourage all new online instructors to go through the Digital Professor Academy so that they can increase the interaction and the engagement of their students. They need a plan of when and how they will regularly communicate and interact with the students, as well as a well-thought plan of action to ensure all students can and will participate – not just submit projects.

Finally, they need to be prepared to keep up with course deadlines and provide effective feedback on a regular basis. Do NOT think this is an easy way to teach --- it is demanding and requires extra time to be sure all students' needs are met.

Also – invest in ergonomically correct keyboards and computer mice. You will not regret it!



**6. What advice do you have for students who are contemplating an online course or degree program?**

Find out what technology is really needed. Many of our students who teach in the public schools cannot access their Live@MissouriState accounts from the public school network systems, and they are challenged in their attempts to be successful in the courses.

They need regular access to a computer which can handle all video, audio, and interactive requirements of the course. They do not need to be technology-whizzes, but need to be unafraid to try new things as they enter the world of online education.

**7. What is the most humorous or interesting experience you have had while teaching online?**

I enjoyed the intense discussions and the supportive feedback provided between students as they worked to solve problems via online coursework. However, I was intrigued by students who missed messages and information because they went up to 2 weeks without checking email during a summer online course! The time flies by, and the only regular method of communication is via email.

Not checking email for messages and information during an online course is equivalent to skipping class – it virtually shuts the student off from the instructor. Students need to develop a regular schedule of time spent engaged in the online course work, or they quickly fall behind and cannot catch up easily.

~\*~\*~\*~\*~\*

*Happy Holidays*





## Community Spotlight Helen Barnett, Non-Credit Coordinator



### 1. When did you begin teaching online classes at MSU?

I began my employment with “SMS” in October of 2002. My first work as a Program Coordinator was establishing professional development courses for K-12 teachers, working in conjunction with the College of Education. I have a background in law enforcement training, so the Peace Officer Standards and Training (non-credit

professional development) courses were added to my responsibilities. With changes in the Outreach program, including the teacher professional development courses going back to the College of Education, I picked up the other non-credit course offerings. So, the short answer: I have been here nine years in varying capacities.

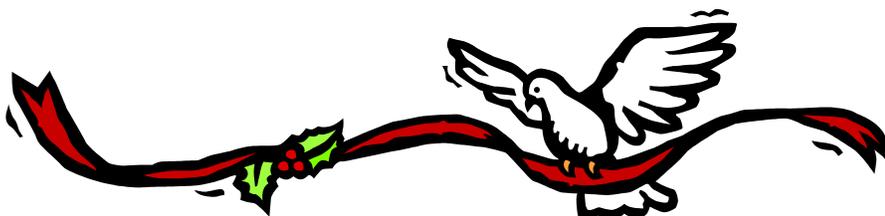
### 2. Since you are retiring, what are your plans for retirement?

I plan on continuing to teach: I’ll teach two SOC 150 seated classes in the Spring 2012 semester, then will branch out to online teaching. I want to be able to spend LOTS of time with my grandchildren, Grace (11), Olivia (8) and Hayden (3) before they decide they are too old to hang out with Grammy. I may do a little traveling as well.

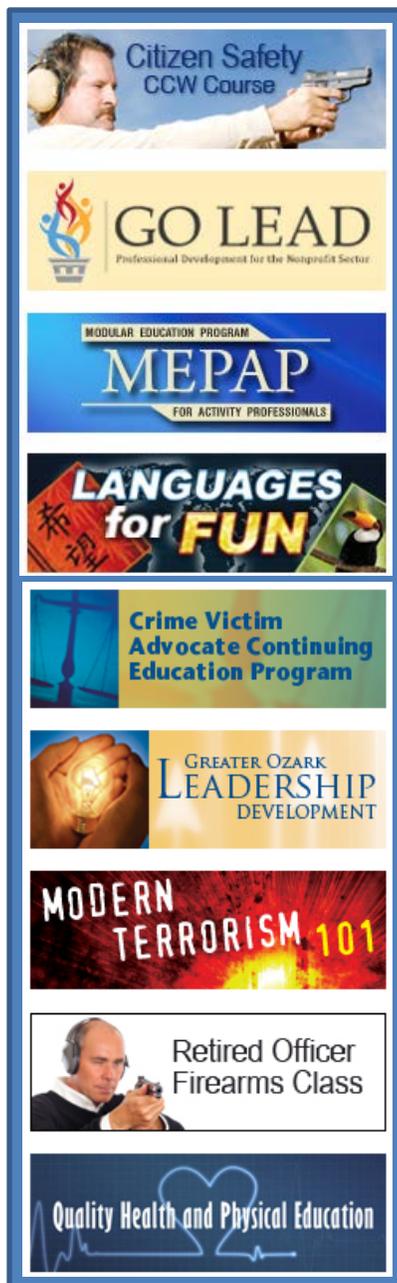
### 3. What has given you the most satisfaction in your job?

Some of the most satisfying times have occurred when I’ve been able to provide good customer service to MSU students. My Outreach clientele are non-traditional students, and sometimes navigating through

the MSU systems and procedures can be daunting for students who are normally not on campus. I enjoy helping them experience success at MSU.



NonCredit Offers a wide array of continuing education opportunities.



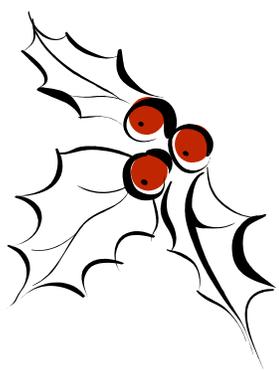
#### 4. What has been the most interesting or humorous event in your professional career that you would share with others?

One of the most interesting events took place about 3 years ago when Dr. Ruby Payne came to Springfield to present a lecture on understanding the “hidden rules” of working with children of poverty. My unit worked with the College of Education to register teachers for the workshop, and as I was sitting at the registration table, I could hear the presentation. What a remarkable speaker, with such a powerful message! Ruby Payne touched my heart and influenced the way I see many of my students –I only wish I had heard her speak much earlier in my educational career.

#### 5. What advice would you leave for your successor?

This position is extremely diversified: we coordinate training/courses for teachers, engineers, social workers, psychologists, community volunteers, nursing home activity directors, law enforcement officers, accountants, grant writers, —a microcosm of the community. My advice is to be flexible. Not all groups you will deal with will have the same standards, goals, or level of communication. The second suggestion is: don't be afraid to ask for help or advice. Outreach is comprised of folks who will help. Don't hesitate to go to them.

*Thank you, Helen, for sharing your expertise and service for 9 years to Missouri State University!*



*Season's Greetings!*

