

**ONLINE LEARNING LAB: SUMMARY OF ACTIVITIES
FOR ACADEMIC YEAR 2005-06**

The Online Learning Lab (OLL) staff members assist the University of South Alabama's faculty and other staff in developing online resources, under the supervision of Dr. Jack Dempsey. In the academic year 05-06, including Summer and Fall semesters 2005 and Spring semester 2006, from nine to eleven staff members worked twenty hours per week and completed the following activities as seen in Table 1.

Activity	Contact Hours	%
Direct Faculty Assistance	1636.5	20
Organizational (incl. meetings and reports)	1112.5	13.5
Research (e.g., new initiatives, grants, job aids, tech reports)	1030.5	12.5
OLL Staff Competency Training	980.5	12
eCollege assistance	916.5	11
Katrina CD-ROM project and Bayou la Batre grant project	476	6
Website Maintenance	428	5
Faculty Friday workshops (weekly)	426	5
Full-day Workshops (2 days ea semester)	353	4.5
Video Conferences & Theory Tuesdays Presentations	318.5	4
IDD Workbook	276.5	3.5
Course assistance	255.5	3
Total Hours of All Job Types	8210	100

A number of these activities are explained in more detail in the reports for each semester included below.

**ONLINE LEARNING LAB: SUMMARY OF ACTIVITIES
FOR SUMMER SEMESTER 2005**

In the Summer semester of 2005, nine staff members worked twenty hours per week and completed the following activities as seen in Table 1.

Table 1
OLL Staff Contact Hours and Percentages for Summer 2005

Activity	Contact Hours	%
eCollege/eCompanion	170	11.8
Faculty Assistance	390	27
Staff Competency Training	300	20.8

OLL Organization	215	15
Website Maintenance	115	8
Grants, Research, Tech Reports, & Reusability	250	17.4
Total Hours of All Job Types	1440	

eCollege/eCompanion

Faculty members from many departments were assisted regarding eCollege/eCompanion issues in the Summer 2005 semester, including: Engineering, BSET, Speech and Pathology, Educational Leadership, Allied Health, and Nursing. Tasks ranged from uploading syllabi, to help with eCompanion, to video production. In the Summer 2005 semester, eCollege/eCompanion accounted for 170 hours.

Faculty Assistance

Numerous faculty members were assisted in the Summer 2005 semester. Faculty were assisted in person or by telephone from many departments, including Biology, Engineering, BSET, Speech and Pathology, Educational Leadership, and SHAC, with jobs ranging from scanning and training, to demonstrations of audio and video capturing. Staff members also researched articles for faculty members. Video was shot and edited for members of ISD 653, Developing Online Instruction. One staff member worked on the COERSIS project for the College of Education. Another staff member converted laser disks to DVD format for a faculty member. A number of those hours were spent learning the conversion program. A new brochure was designed for the Educational Leadership department. Lectures were burned onto CD for a faculty member attending a conference. Online surveys were conducted for faculty members. Faculty Assistance accounted for 390 hours in the Summer 2005 semester.

Staff Competency Training

The Online Learning Lab requires staff members to constantly update technical and pedagogical proficiencies, in order to assist faculty members with problems concerning distributed learning. The Staff Competency Training Manual was updated in the Summer semester to reflect current software and pedagogy proficiencies; the Online Learning Lab Staff Handbook was also revised. Also, the OLL Resource Library was maintained, as part of our four-stage approach to training, to encourage individual study and proficiency. In all, staff competency training accounted for 300 hours in the Summer semester of 2005.

OLL Organization

The Online Learning Lab meets weekly to evaluate progress and training to improve our approach to distributed learning. In the Summer semester, the OLL created and updated web logs on staff activity. Each staff member created his or her own free blog at www.blogspot.com for OLL use. These blog entries are used to track the jobs staff members are assigned, as a repository of related links, and as a way of brainstorming and reflection. OLL management also falls under the category of OLL Organization, which includes reports, work request forms, time logs, etc. The Summary of Activities for Fall 2004 was also written. Job Aids were created

during the Summer semester, which help Staff Competency Training and Faculty Assistance. In all, OLL organization accounted for 215 hours in the Summer 2005 semester.

Website Maintenance

The Online Learning Lab designed, developed, and maintained websites for many departments on campus, including the OLL website, in addition to the South Alabama Research & In-Service Center (SARIC). Changes were made to the Educational Leadership website. Website maintenance accounted for 115 hours for the Summer semester of 2005.

Grants, Research, & Reusability

The Online Learning Lab also focused on grants in the Summer 2005 semester. The OLL began researching the concepts of reusability, laying the foundation for building a repository for reusable learning objects for the Spring 2006 or Summer 2006 semesters. Additionally, staff members in the OLL began researching and writing tech reports with the stated goal of synthesizing the literature on dealing with various forms of media. In all, grants, reusability, and technical support accounted for 250 hours for the Summer 2005 semester.

Online Learning Lab: Summary of Activities **Fall Semester 2005**

In the fall semester 2005, eleven staff members worked twenty hours per week and completed the following activities as seen in Table 1.

Table 1.

Activity	Contact Hours	
	%	
Faculty Assistance	508.5	14.4
Katrina	476	13.5
Staff Competency Training	446.5	12.6
Organizational	443.5	12.5
Research	396	11.25
eCollege	360.5	10.25
Faculty Friday	246	7
Full-day Workshops (2 days; multiple instructors)	163	4.5
IDD Workbook	153	4.25
ISD 600	136.5	4
Website Maintenance	134	3.75
Video	98	2
Total Hours of All Job Types	3520	

Faculty Assistance

Many faculty members from numerous departments were assisted in the Fall 2005 semester. Faculty members were assisted by telephone from several departments including Nursing, Computer and Information Science, Professional Studies, Educational Leadership, and Engineering. Work requests were taken from Professional Studies, assisting with EDM 310, working on websites, data entry, and scanning documents. Also assisted were Educational Leadership, Special Education, Physical Therapy, Allied Health, HPELS. Faculty assistance accounted for 508.5 hours during the Fall semester.

Transcending Trauma: Katrina Project

The entire area was rocked when Hurricane Katrina struck in late August. Because of the extent of the damage many students were displaced from their schools. To assist teachers who had displaced students in their classes, the OLL created a CDROM outlining methods for counseling such students. The OLL filmed and edited video clips of counseling professors, created a graphic user interface, and made more than five thousand copies of the CDROM. The Transcending Trauma project accounted for 476 hours during the Fall Semester.

Staff Competency

Four new staff members were trained according to guidelines outlined in the OLL's Staff Competency Handbook. The new staff became proficient, in eCollege navigation and set up, Dreamweaver, Staff Competency training accounted for 446.5 hours during the Fall semester.

OLL Organization and Training

OLL director and staff met twice per month to evaluate progress and make updates and alterations to tasks and projects. Staff training sessions were held on alternate weeks.

Research Reports

The OLL created technical reports on animation addressing several different questions concerning effectiveness, comprehension, and transfer.

Full Day Workshops

Two full-day faculty workshops were held during the semester. The first was conducted on teaching an online course by Professors Dempsey and Litchfield. The second focused on supporting an online course with media and other pedagogical approaches. It was conducted by several OLL staff.

Faculty Friday Workshops

Workshop	Date	Number of Participants	Breakdown of Participants by College
Using a Web Based Course Management System for Online	September 02, 2005	Canceled due to Hurricane Katrina	

Course Development.			
Basic Website Design Using Dreamweaver	September 09, 2005	3	<ul style="list-style-type: none"> • Accounting • Speech Pathology • Political Science
Capturing Screenshots to Create Instructional Materials	September 16, 2005	1	<ul style="list-style-type: none"> • Mathematics
Blogs and Managing Online Communication	September 23, 2005	1	<ul style="list-style-type: none"> • Computer Science
Using the Internet to Engage Classroom and Online Learners	September 30, 2005	4	<ul style="list-style-type: none"> • Nursing • Business • Biomedical Library • Computer Science
Developing Online Surveys	October 07, 2005	3	<ul style="list-style-type: none"> • Marketing • 2 Nursing
Basic Audio for Online Courses	October 14, 2005	0	
Beginner Shooting and Digitizing Online Video	October 21, 2005	1	<ul style="list-style-type: none"> • MCPS
Intermediate PowerPoint for Online Instruction	October 28, 2005	3	<ul style="list-style-type: none"> • MCPS • Library • Foreign Languages
Scanning and Editing Images and Materials	November 4, 2005	3	<ul style="list-style-type: none"> • 2 Nursing • MCPS
ADA Online Accessibility Issues	November 11, 2005	2	<ul style="list-style-type: none"> • Professional Studies • MCPS
Animation	November 18, 2005	4	<ul style="list-style-type: none"> • 2 Nursing • Political Science • MCPS
Using a Web Based Course Management	December 02, 2005	3	<ul style="list-style-type: none"> • Chemistry • 2 Nursing

System for Online Course Development.			
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**ONLINE LEARNING LAB: SUMMARY OF ACTIVITIES
FOR SPRING SEMESTER 2006**

In the Spring semester of 2006, nine staff members worked twenty hours per week and completed the following activities as seen in Table 1.

Table 1
OLL Staff Contact Hours and Percentages for Spring 2006

Activity	Contact Hours		%
Faculty Assistance	738	24	
Organization	454	14	
eCollege	386.5	12	
Research	384.5	12	
Staff Competency Training	234	7	
Theory Tuesday, Video Conferencing	220.5	6.5	
Full-day Workshop (two days; multiple instructors)	190	6	
Faculty Friday	180	5.5	
Website Maintenance	179	5.5	
ISD 600	119	4	
IDD Workbook	114.5	3.5	
Total Hours of All Job Types		3200	100

Faculty Assistance

Faculty members from Occupational Therapy, Counseling, Civil Engineering, Library, Leadership and Teacher Education, Anthropology, Professional Studies, received assistance from staffers in a variety of areas. Articles were scanned, converted, and saved as PDFs. Staffers also copied video to DVD for faculty members, and duplicated and printed CDs from master copies. Converted AVI files, compressed them, and added codecs. The OLL provided assistance by conducting multiple presentations and one on one tutoring sessions that ranged in topics including, "Online Course Components" workshop for College of Engineering; gave presentations covering digital video editing and capture using Windows MovieMaker, how to scan and create graphics; how to recreate PowerPoint presentations, and how to make JPEG files from documents. Staff also assisted in creating a database of Masters and Doctoral IDD students. Job Aids for various tasks were created and posted on the OLL website. Time was also spent

expanding and redesigning the ID Workbook. The OLL also recorded video, edited scenes, and developed a self-playing CD-ROM for a research project. Faculty assistance accounted for 738 hours in the Spring 2006, semester.

OLL Organization

Staff members promoted the Online Learning Lab with workshops in other departments. The Senior Instructional Designer created a new reporting system centered around staff members submitting detailed weekly reports to increase productivity. Staff members created a newsletter for the IDD program. An inventory of all software and the software on each machine in the OLL was completed in the Spring semester. A Summary of Activities report for the Fall semester was drafted. Organizational activities accounted for 454 hours in the Spring semester.

ECollege/eCompanion

Assistance with the online courseware eCollege was provided to faculty members from the departments of Professional Studies, Meteorology, Sociology, Marketing, Occupational Therapy, and Leadership and Teacher Education.

Staff members helped delete old files from course shells and upload PowerPoint slides to new course shells. Uploaded files to class and website for web-enhanced courses. Other tasks include, assisting faculty member with student with access problems, helped faculty members with eCollege grade book, upload MP3s to eCollege, college testing set-up, coordinated with eCollege Support staff regarding system conflict issue on 3/22 for the College of Education. Found corrupt RTF files in eCollege and fixed them. In all eCollege accounted for 386.5 hours in the Spring 2006, semester.

Grants, Research, & Reusability

The Online Learning Lab created a technical report focusing on video and its implications for both traditional and online courses. This technical report may be seen on the OLL website. Staffers also examined the use of Podcasting in learning and trained in recording and posting actual Podcasts. Research accounted for 384.5 hours in the Spring Semester.

Staff Competency Training

The OLL incorporated no new students so overall training time declined significantly in the spring. Staff members did receive new competency requirements involving more advanced programs and uses of lab equipment. Staff competency

Full-day Faculty Workshops

As in the fall semester, two full-day faculty workshops were held during the semester. The first was conducted on teaching an online course by Professors Dempsey and Litchfield. The second focused on supporting an online course with media and other pedagogical approaches. It was conducted by several OLL staff.

Faculty Friday Workshops

A series of thirteen workshops were presented by the OLL during the Spring 2006 semester. USA faculty members and teachers from the Mobile County Public School System attended workshops focused on developing and facilitating instruction through distributed learning.

Workshops included:

Workshop	Date	Number of participants	Breakdown of participants by College
Using a Web Based Course Management System for Online Course	1/20/06	4	<ul style="list-style-type: none"> • Earth Sciences • Political Science • Management • Professional Studies
Basic Website Design Using Dreamweaver	1/27/06	9	<ul style="list-style-type: none"> • Library • English • IDP • PSC • Music • Psychology • IDD
Capturing Screenshots to Create Instructional Materials	2/03/06	2	<ul style="list-style-type: none"> • IDD • FLL
Managing Online Communication	2/10/06	3	<ul style="list-style-type: none"> • EMS • ELT • MKT
Using the Internet to Engage Classroom and Online Learners	2/17/06	0	
Developing Online Surveys	2/24/06	0	
Basic Audio for Online Courses	3/03/06	1	<ul style="list-style-type: none"> • IDP
Beginner Shooting and Digitizing Online Video	3/10/06	0	
Intermediate PowerPoint for Online Instruction	3/17/06	0	
Scanning and Editing	3/31/06	0	

Images and Materials			
Using a Web Based Course Management System for Online Course	4/7/06	1	• IST
ADA Online Accessibility Issues	4/14/06	1	• Library
Animation	4/21/06	2	• CIS

Staffers also created back-up discs to copy files from Faculty Fridays. The development, preparation, and presentation of Faculty Fridays Workshops accounted for 180 hours for the Spring 2006 semester.

ID Workbook

The OLL continued to work on production of the ID workbook, adding new chapters and sections to the layout of the program. A focus was put on examining theory and theorists in the spring, and was incorporated into the Authorware system. The ID workbook accounted for 114.5 hours in the Spring 2006, semester.

ISD 600

Workshops were taught for eight consecutive weeks. Workshops included recorded and editing audio with Audacity, Adobe Acrobat, Microsoft Excel,

Theory Tuesdays/ Videoconferencing

In all, Theory Tuesdays/ Videoconferencing accounted for hours in the Spring 2006 semester. Three Theory Tuesday workshops were implemented. Coordinated a videoconference with Dr. Merrill at the College of Education. The OLL videotaped the conference. Staff members then edited and created a DVD of the lecture and subsequent Q & A session. Theory Tuesdays and Video Conferencing accounted for 220.5 hours in the Spring semester of 2006.

Website Maintenance

Updated PNP and Nursing Websites. Preliminary work on redesigning the OLL website took place during the Spring semester. In all, website maintenance accounted for 179 hours for the Spring 2006 semester.