

Cal State Faculty Summer Institute

Find Out before You Start: Some Guidance

Before you begin your work, be sure you know the answers to these questions:

1. What support is available for faculty wishing to enhance a course with online materials? (Your department chair or dean might be able to point you in the right direction. You might also ask your faculty development office, your library, or your teaching center.)
2. What course delivery options are available?
3. Must a faculty member know HTML to create online materials?
4. Does your department or school or institution provide server space for your efforts? Will the server space be adequate?
5. Who is available on your campus to provide pedagogical guidance? (Your faculty development office should be able to help with this.)
6. Are student technology assistants available? (The person you ask will be determined by the answers you receive for question number 1.)
7. If your campus has a media-production center, must you pay for their work? (Ask at the media-production center.)
8. Is money available on campus to support your work? (Your department chair or dean might be able to answer this question, or you may ask at the provost's office.)
9. Is your work counted favorably in RPT decisions? If you are untenured faculty, be clear on this. The work you are considering is very time consuming. (You should ask your department chair and your dean.)
10. Does your Academic Senate have guidelines or restrictions about what materials you may place online, how much material you may place online, and how much in-class time you may replace with online work? (Ask your Academic Senate representative.)
11. Do you own your material once you put it online? Who retains the copyright to materials you create. (Ask your dean.)
12. What support is available if you get into trouble creating, uploading, and using the materials you are creating?
13. What support is available for your students in using your online course materials?
14. Is student support available 24 hours a day, seven days a week?
15. If you build materials which you will use in class, will you have guaranteed access to an equipped, smart classroom?
16. Will you have to bring your own computer to that classroom?
17. Who will set up for you if the classroom is not equipped?
18. What if you have problems or the system fails; whom do you call?