ITRC

INSTRUCTIONAL TECHNOLOGY
RESOURCE CENTER

ANNUAL
REPORT
2003–2004

Instructional Technology Resource Center
Idaho State University
921 South 8th Avenue
Pocatello, Idaho 83209
208-282-5880

ITRC History

Idaho State University's Instructional Technology Resource Center (ITRC) was created by Dr. Jonathan Lawson, Vice President for Academic Affairs in 1997. Idaho State Board of Education Technology Incentive Grant and ISU funding were used to equip the facility. The ITRC serves as a resource for faculty and staff in all areas and disciplines. Services such as the Center for Teaching and Learning, the Media/Distance Learning Center (MDLC), and the Computer Center provide the foundational support for the ITRC. The primary goal of the ITRC is to provide faculty with access, ability, and confidence to use multimedia tools and new technologies in the traditional classroom and distance-learning environment.

Facility

The ITRC is comprised of a drop-in lab, digital lab, and training lab. The latest in computer and software technology provide faculty with an advanced teaching tools that fits with the instructional goals of their course. Many of the ITRC supported services provide faculty with instructional technology tools for distances learning and traditional classes.

In September 2003, Idaho State University was provided with a Wireless Mobile Lab, consisting of 20 laptop computers available for faculty checkout. The ITRC was given responsibility for overseeing the reservation and checkout procedures as well as necessary maintenance of the laptops.

Individualized training and group training provide faculty members with a variety of services for software application and instructional design. These training events include the following:

Acrobat
- Create Course Materials with Adobe Acrobat

Instructional design
- Integrity at a Distance: Reducing Cheating in Online Tests

WebCT
- Adding Students to a WebCT Course *
- Calculating Grades in WebCT
- Course and Student Management *
- Creating Knowledge Surveys *
- Customize your WebCT Course
- Implementing Knowledge Surveys in WebCT *
- Online Learning Communities *
- Online Video Conferencing in WebCT *
- Post Course Materials in WebCT

- Posting a Syllabus in WebCT *
- Resetting your WebCT Course *
- Selective Release of Course Materials in WebCT
- Setting Up a WebCT Gradebook
- WebCT 101, Your First Semester with WebCT
- WebCT Assignment Tool
- WebCT Communication Tools *
- WebCT Content Module
- WebCT Discussion Strategies
- WebCT Glossary Tool *
- WebCT Grading
- WebCT HTML Editor *
- WebCT New Look for Spring *
- WebCT Quiz Tool
- WebCT Quizzes with Respondus
- WebCT Student Management *
- WebCT Student Presentation *

Equipment
- Digital Camera Basics
- Digital Video Basics
- LCD Projectors

Web Development
- Advanced HTML, JavaScript
- Building Accessible Websites *
- Cascading Style Sheets in Dreamweaver *
- Creating Graphics for the Internet with Photoshop
- Graphics with Fireworks *
- Graphics with FreeHand *
- Introduction to Dreamweaver
- Scanning Course Materials
- Streaming Media for the Internet

Microsoft Office
- Advanced Microsoft Excel
- Advanced Microsoft Word *
- Charts in Excel *
- Introduction to Microsoft Excel

SunONE Calendar
- Introduction to SunONE Calendar Express "My Calendar"

PowerPoint
- Convert PowerPoint Files to PDF
- Create Basic Presentations with PowerPoint
- Enhancing PowerPoint Presentations
- Narrating PowerPoint *
- Poster Design with PowerPoint *

General Topics
- Classes @ ISU *
- Copyright, Fair Use, and the Digital Millennium
- Don't Make them Think *

indicates workshops that have been added since July 1, 2003

About US

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Full-time Staff

Randy Stamm: Manager Digital Lab/Senior Instructional Technologist
Office: (208) 282-4557
Randy Stamm, the Manager Digital Lab/Senior Instructional Technologist, provides leadership
and direction for the Instructional Technology Resource Center (ITRC) at Idaho State University
(ISU). As part of the role of the ITRC, he supports faculty with multimedia tools and new
technologies in the traditional classroom and World Wide Web. He has been supporting ISU
faculty, staff and students with presentation, imaging, and course development with regard to
integrating instruction with technology. He received a M.Ed. in Instructional Technology at ISU,
B.A. in Mass Communication at ISU, and an A.A.S in Commercial Art at Western Wisconsin
Technical College. Before coming to ISU, he worked in the commercial arena as a graphic
designer.

Dr. Terry Lay: Faculty Coordinator of Instructional Technology
Office: (208) 282-2127
Terry is a faculty member from the Mathematics Department where he has taught since 1980. He
received his Ph.D. from the University of Tennessee, with other graduate work at the University
of Oklahoma and Oklahoma State University. Terry has taught computer science courses along
with mathematics for many years and has been involved with the "technology in the classroom"
movement since its beginnings.

Mark Lee: Web Media Developer
Office: (208) 282-4765
Mark Lee, Web Media Developer, is responsible for supporting faculty and staff web development and training, as well as designing and creating print and web-based publications. His specific responsibilities include: member of WEBDEV; faculty and staff web development and training; production of instructional materials for the ITRC; maintaining the University Undergraduate and Graduate Catalogs for print and web-based application; consulting/advising for academic web design and development; providing supervision for student employees creating graphics and publications. Before coming to the ITRC, Mark worked as a student employee at ISU's Computer Center, where he received training and experience providing technical support and spent two years developing dynamic web-based applications. Mark received a B.A. in psychology, a post-bachelors Certificate in Computer Information Systems, and is currently pursuing a M.Ed. in Instructional Technology, all from ISU.

Lou Hong: Sr. Software/Hardware Instructional Technologist
Office: (208) 282-2552
Lou provides technical support for the PC's software, and associated peripherals in the ITRC, Media Center, and Distance Learning Classrooms. In addition, he tries to examine new technological trends and products for applicability in the ITRC. Lou's experience is in the corporate/government workplace, providing comprehensive customer support directly to the end-user.

Kelly Shoemaker: Software/Hardware Instructional Technologist
Office: (208) 282-3954
Kelly received his B.A. in Communications from Boise State University in 1993. Since then, he worked as an administrative assistant and as a campus pastor with Campus Crusade for Christ at Rollins College in Orlando, Florida and at Idaho State. He is currently training to be an instructional technologist at the ITRC while he is getting his minor in Computer Information Systems here at ISU. His training will help him to provide faculty with classroom training and Web-based educational technology support.

Bernadette Howlett: Instructional Designer
Office: (208) 282-2502
Bernadette Howlett, Instructional Designer for Idaho State University, provides faculty with classroom training and Web-based educational technology support as part of her duties in the Instructional Technology Resource Center. She has a Master's degree in Instructional and Performance Technology from Boise State University and is currently pursuing a PhD in Adult Learning at University of Idaho. She began her career in computer and home electronics sales, and then went to work for Marylhurst University (MU) in Portland, OR. She graduated from MU with a B.A. in Interdisciplinary Studies. While attending MU, she worked as a Program Assistant and, later, as a Program Coordinator for Web-based learning. Additionally, she was the WebCT administrator and Institute Manager for MU.

Nancy Bowers, Ph.D.: Instructional Design and Support Specialist
Office: (208) 282-4494
Nancy Bowers provides faculty, staff and teaching assistant support for the design and development of instructional materials as part of her duties in the Instructional Technology Resource Center. She offers workshops and one-on-one training for a variety of technologies, including WebCT, presentation software, website development, and multimedia development. Nancy also has an affiliate status in the department of Biological Sciences. She comes most recently to ISU from Portland State University, where she held a similar position. She has her PhD in Ecology from the Pennsylvania State University and her research interests include ichthyology, protozoology, molecular ecology, systematics, and evolution.

Student Employees

- Tanveer Morshed: Student Employee
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- Aaron Burgemeister**:** Student Employee
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Interns

- Barbara Jensen: Intern
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- Rick Fowler: Intern
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- Anca Mazilu: Intern
  August 2002-May 2004
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- John Sturr: Intern
  Feb 2004-present
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Graduate Assistant

- Jennifer Howe: Graduate Assistant
  September 2002-May 2004
  howejenn@isu.edu

Grants

ISU's Gateway Initiative

2002 to 2005
State Board of Education's Idaho Incentive Technology Grant
This grant was designed to strengthen gateway courses, increase the level and ability of knowledgeable, professional assistance in both the design and production stages of technology-enhanced course development, and develop a mechanism that defines and seeks to maintain appropriate levels of support and assistance for the maintenance and delivery of gateway and other technology-enhanced courses.

ISU will use IITG funds to help faculty to conceptualize, design, test and implement technology-strengthened gateway courses. Individual projects will be proposed by the host department and involve several faculty. Projects will progress through three phases of development. Each phase is expected to last about one year. The emphasis will be on quality, rather than quantity, with special attention given to sound instructional design principles.
http://www.isu.edu/departments/acadaff/tig4all.pdf

ISU Course Design and Production

2000 to 2002
State Board of Education's Idaho Incentive Technology Grant
The Faculty Internship program in the ITRC was funded, in part, by an SBOE Technology Incentive Grant. The internships were designed to help individual faculty further their knowledge and skill as it related to technology and learning, and also to promote the general expansion of ideas and understanding throughout the University. In addition, the grant supported the development of a production lab for focused course projects in the ITRC.

ISU Technology Mediated Instruction Initiative

The goal of this initiative is to assist in faculty and curriculum development. Specifically, the initiative seeks to explore and develop ways to effectively integrate technology into teaching and learning. By assisting faculty in creating or using technology-enhanced curricular resources, Technology Mediated Instruction Initiative projects serve as explorations into as well as foundations for future directions in integrating technology into the learning environment at Idaho State University.

To be funded, proposals must show how students and the academic program will benefit. Projects should be specific in scope and application, addressing a significant need or innovation. Projects to be considered could include, but are not limited to, creating interactive exercises for a course, converting videos to digital media and integrating them into a course, or digitizing slides and placing them on the web.

The Technology Mediated Instruction Initiative, TMII is designed to award a limited number of grants, through a proposal review process, to investigators who are seeking help in exploring and developing ways to apply computer technology in teaching and learning.

Bridging the Chasm: Idaho Consortium for Educational Technology

1997 to 2000

"Bridging the Chasm" is the State Board of Education's Idaho Incentive Technology Grant Program. Partial funding for the ITRC came from the "Bridging the Chasm" Grant in (a SBOE grant) and other funding from the Academic Vice President's office (Dr. Jonathan Lawson).

Computer Systems Advisory Committee (CSAC) Supplemental Academic Computing Fund

The Supplemental Academic Computing Fund was created for the primary purpose of ensuring every ISU faculty member has a computer available on his/her desk. However, peripheral equipment is also eligible, if it is needed to support ISU office-type responsibilities of faculty. Randy Stamm, Senior Instructional Technologist at the ITRC is a member of the Computer Systems Advisory Committee, will participate in selection of recipients for this award.

Virtual Idaho Museum of Natural History

The ISU Media Center, the ITRC, and the Idaho Museum of Natural History (IMNH) were recently awarded a grant, a federal line item, to start the development of a virtual natural history museum. This will be done using selected collections held in the IMNH and the work itself will be a joint project of the IMNH and these ISU units. The grant will provide funding for the purchase of the technology necessary for the development of a laboratory that will allow the digitization of three-dimensional objects such as bones, fossils, and artifacts. High-level software packages for three-dimensional modeling and data editing, two laser scanners, and a microscribe articulating arm digitizer will be purchased during this phase of the project. A large number of specimens from selected IMNH collections will be digitized and edited to produce very high-quality virtual reproductions. These models will be archived to preserve the data in the long-term, and used immediately for research, exhibition, and education. The Virtual Idaho Museum of Natural History will be available for Internet use, so it can be adapted to school curricula and virtual objects downloaded at varying levels of resolution for classroom use. Receipt of this grant is expected to provide opportunities for future funding relating not only to this project, but the application of this technology within ISU and in the region as a whole.

Lab Resources or Hardware & Software Resources

The ITRC has two physical areas in which we provide computer training and support. Most one-on-one help is done in the ITRC production area. There is also a dedicated lab for group instruction. The computers in both areas are equipped to accomplish their intended purposes.

Drop-in Production Lab
The computers in this area consist primarily of 7 Dell Optiplex GX270 Pentium 4 - 2.6Ghz machines, purchased in June of 2003. These machines are running the following main software applications:

- Windows XP Professional
- Macromedia Studio MX 2004 Suite
    Dreamweaver, Fireworks, Flash, Freehand
- Microsoft Office XP Standard
    Word, Powerpoint, Excel
- Adobe Acrobat 5 (Full Version for creating PDF's)
- Netscape 7.1
- Respondus
- QuickTime 6.5
- RealOne Media Player
- Windows Media Player 9
- Winzip 8.1
- WSFTP

Also available are scan and print peripherals. In August 2003, the digital lab included 8 PCs with Windows operating systems, and 3 Macintosh computers were added to the ITRC production lab. Faculty and staff have scanning and printing services, which include the following peripherals:
- Scan Maker 9600XL
- HP ScanJet ADF
- Polaroid Sprint Scan 4000 Slide Scanner
- Smart Board

In addition to the related peripheral devices, digital equipment is now available for faculty checkout. This equipment includes the following:
- Epson PowerLite Multimedia LCD Projector
- Two Panasonic Multimedia LCD Projectors
- Two Sony DCR-PC100 Digital Video Cameras
- Four Sony Mavica MVC-FD95 Digital Still Cameras
- Canon ZR10 Digital Video Camera

Training Lab
The training classroom consists of 6 Micron Celeron 1.4Ghz machines, 6 Dell Dimension 4100 Pentium 3 - 1.0Ghz computers, and 2 Compaq Deskpro EP Pentium 2 - 400Mhz computers. The Micron and Dell computers are running the same software as in the Drop-in lab computers. The primary difference with the older Compaq machines is that they are running Windows 2000 as the operating system, yet run the same software application programs as the other machines. The 2 Compaq machines will be replaced in the new budget year (2004-2005).

Faculty Contacts

An electronic faculty contact log was created and activated for ITRC staff usage last year. The contact log tracks faculty information, duration of contact, type of contact, and issues addressed in the contact. Since July 1, 2003, 574 contacts have been logged. A total of 5,970 minutes were spent with faculty in this time period. A majority of the contacts, 82%, dealt with the issue of online course usage in the fall and spring semesters. The following tables summarize the type of contacts made.

Type of Contact		
Email	8	1%
Appointment	12	2%
Phone	475	83%
Walk-in	65	11%
Blank	14	2%
Total	**574**	

In addition to the faculty contact logs, a sign in sheet has also been made available for faculty to use when they come into the labs for independent work. A total of 505 faculty members, an increase from 156 last year, used the sign in sheets upon entering the ITRC labs. Of those, 38 faculty in the summer term (2003) 271 faculty in the fall semester (2003) and 196 faculty members in the spring semester (2004) utilized the ITRC independently.
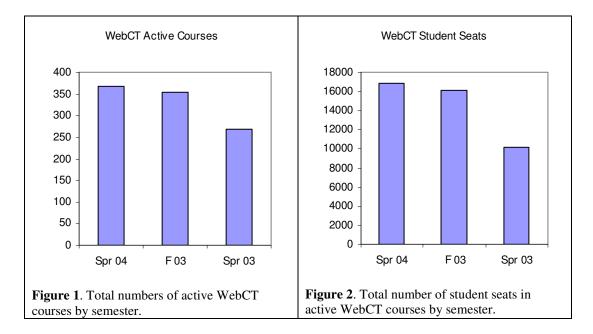
WebCT Usage

A total of 353 WebCT course sites (See Table) were used during fall semester (2003) and 367 were used during the spring semester (2004). The WebCT courses for the spring 2004 semester had 698 index numbers associated with them. This represents a 37% increase in WebCT course sites since last spring.   A more substantial increase was shown in the number of student seats occupied in WebCT. A total of 16,085 student seats were occupied in the fall 2003 semester and 16,845 student seats in WebCT existed in the spring 2004 semester (Student seats represent the total number of students in all of the WebCT course sites. This means that if a student is in three WebCT sites, they are counted three times). This represents a 67% increase in student seats occupied since spring 2003. The proportions of course sites and student seats broken down by colleges are shown below in the figures. The spring 2003 semester is included in the tables to show increases in WebCT use in the past year.
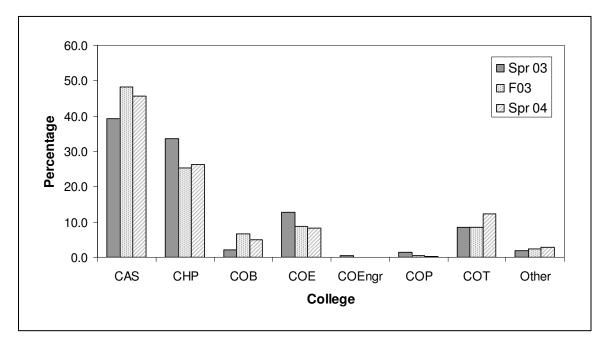
Distribution of WebCT course sites by college:

College	Spring 2004		Fall 2003		Spring 2003	
	Courses	Student Seats	Courses	Student Seats	Courses	Student Seats
Arts and Sciences	167	10916	170	10642	105	5777
Health Professions	96	2946	89	2589	90	2385
Business	18	613	23	794	6	264
Education	30	704	31	968	34	843
Engineering	0	0	0	0	1	13
Pharmacy	1	56	2	121	4	227
Technology	45	1043	30	796	23	516
Other*	10	569	8	175	5	80
Total	**367**	**16845**	**353**	**16085**	**268**	**10105**

*Includes MUSE, ACAD, LIBR and TILT

Figure 1. Total numbers of active WebCT courses by semester.
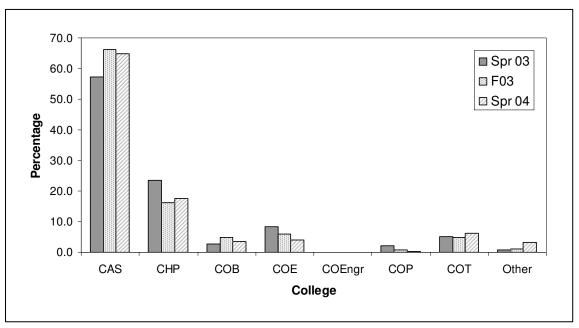

Figure 2. Total number of student seats in active WebCT courses by semester.

Figure 3. Distribution (as a percentage of total courses) of active WebCT courses across colleges for Spring 2003, Fall 2003, and Spring 2004 semesters.

Figure 4. Distribution (as a percentage of total) of student seats in active WebCT courses across colleges for Spring 2003, Fall 2003, and Spring 2004 semesters.

Projects/Partnerships

The ITRC undertakes design projects working in direct partnership with instructors and departments providing technical expertise, allowing faculty members to focus on content rather than having to become instructional technology experts in their own right. The ITRC works to achieve a balance between enabling instructors' use of current technologies and freeing them to take advantage of instructional technologies advanced projects.

Audio/Video Editing Projects

During the summer term (2003) the ITRC provided equipment and staffing to complete a project for Women's Studies that included production of five movies. The ITRC assisted in recording voiceovers, recording footage, and edited together pre-shot footage. Additionally, staff from the ITRC provided consultation for further upcoming projects.

During the summer term (2003) the ITRC recorded lectures of COMM 101, Principles of Speech. That footage was transferred to DVDs. During the spring term (2004), those summer clips were converted to streaming format, and ITRC staff produced web pages for WebCT to be available during the summer (2004) term.

Throughout the fall term (2003) the ITRC worked with Tony Seikel, instructor for CSED 300, Speech Science. As part of this project, 23 recorded classes were converted to digital streaming format. This was the first step taken in order to make this course fully online.

The ITRC assisted an instructor of FREN 101, Elementary French I, to edit tracks from a prerecorded CD. Those tracks were then converted to streaming format for use within a WebCT course.

The ITRC assisted Kelly Holmquist, an instructor of SPAN 101, Elementary Spanish I to develop quizzes for a WebCT course. The ITRC provided staff and equipment so the instructor could record himself speaking Spanish phrases. The audio files were then converted into streaming format and placed inside a WebCT Respondus Quiz created by the instructor.

During the fall 2003 semester, a project was completed for Chuck Humphrey from the College of Technology. The ITRC converted prerecorded course introduction videos into streaming format for his WebCT course, HRD 450, Principles of Adult Education.

A project was completed for Jim Creelman from Physical Therapy during the fall term 2003. The ITRC assisted in recording footage and converting the video into a viewable format. Additionally, previous projects were converted to DVD format, and a DVD was created. The DVDs created with this project were used by Physical Therapy in order to facilitate a grant application.

Alex Urfer from Physical Therapy worked with the ITRC to create a promotional video for the professions of Physical Therapy and Occupational Therapy at Idaho State University. The ITRC assisted in recording and editing footage and recording voiceovers.

The ITRC assisted the Physical Therapy department in recording student clinicians providing physical therapy services. The purpose of this project was so the instructor could evaluate student clinician performance in clinic. This project was completed during the spring term (2004).

The ITRC is helping Health Information Technology to create MP3 files from audio medical records for the WebCT portion of HIT 210, Medical Transcription. The ITRC is providing equipment and staff to digitize the audio records and burn them onto CDs.

In preparation for the ADN program, the Practical Nursing Program is in the process of making courses to be delivered online through WebCT. ANUR 211, Psychiatric Nursing, ANUR 232, Nursing Care for Women and Infants and ANUR 210, Nursing Transition are included in the program. Staff from the ITRC converted a total of 24 prerecorded videos into digital streaming format so they could be placed into WebCT.

ITRC staff provided assistance to Sally Pena, instructor of CFS 109, Introduction to Early Childhood Professions. Three videos were edited and converted to streaming format to be put into her WebCT course.

The ITRC completed a project for Chuck Peterson, instructor for BIOS 426, Herpetology. ITRC staff converted a class lecture to streaming format and embedded it into an html page.

The Institute of Rural Health completed a project for a continuing education course. The project was "Home Health Care; The Virtual Visit" offered in the fall term (2003). Staff from the ITRC encoded one video to streaming format. Additionally a prerecorded teleconference was spliced into five videos to be streamed.

Joe Stahlman, a graduate student from the Anthropology program, is developing a project that will become a documentary. The ITRC is assisting with this project by transferring video from digital video tapes onto DVDs.

Tony Seikel, the instructor for CSED 624, Dysphagia, required ITRC assistance to convert video into streaming format to be placed within his WebCT course.

Jenny Lame, instructor of HO 111, Introduction to Anatomy and Physiology, asked the ITRC to edit a video and splice it into 10 videos. The videos were then converted into streaming format and put into her WebCT course.

Six prerecorded videos were converted into streaming format and placed into Jenny Lame's HO 206, Advanced Coding WebCT course.

The College of Business is introducing the TECC (Technology Enhanced Core Curriculum) Project. The TECC program is a new initiative by the ISU College of Business intended to help the college learn how to increase students' oral communication skills, interpersonal and teamwork skills, problem solving and business modeling abilities, and the ability to use information technology. As part of the implementation of this project, faculty and staff members asked the ITRC for training in filming. Additionally, the ITRC Sr. Software/Hardware Instructional Technologist provided consultation for the college to purchase a computer and Vegas 4.0E for video editing. ITRC staff trained faculty and staff members to use Vegas and to burn CDs. The video editing for the TECC program will be used for evaluation of student presentations.

The ITRC provided equipment usage and instruction for the College of Technology, Medical Transcription course. Several hundred transcriptions were dictated and audio recorded for future use in the WebCT component of the Medical Transcription course. These were then converted into a usable format and burned to CD.

Four VHS videos of Rosemary Brown's nutrition class were converted to DVD and streaming video format. A combined total of 12 hours of video were converted.

Jim Creelman requested ITRC staff to video tape and then produce DVD's of his various presentations to be used at a national Physical Therapy seminar. He also requested the production to DVD for a training video of his students using PT maneuvers he will use for future courses.

The Judo Club submitted MiniDV video tape and the ITRC edited the footage and produced 4 DVD's for their own use.

Cyd Crue submitted pre-existing video of her Sociology 101 classes that needed to be converted, edited and burned to DVD.

Bill Broadmax of the PA Dept. wanted some pre-existing videos converted into streaming format for use in his course and for use online.

Ken Smith of the College of Business wanted to incorporate 26 pre-existing videos of Business Statistics for use online. To use online, the video was converted into streaming format.

Rudy Kovacs wanted 3 pre-existing videos converted into streaming format for use in his Art100 class.

The PA Program wanted 22 pre-existing videos converted into streaming format for their PA Didactic course.

ITRC provided training, to John Gribas of the Communication & Theater Department, in Sony's Vegas video editor. He then taught specific department people the newly learned skills allowing in-house editing and production.

Partnership with Center for Teaching and Learning

The ITRC has partnered with the Center for Teaching and Learning to help instructors utilize knowledge surveys in their courses. A knowledge survey is an assessment that can be used to evaluate student progress and the success of course objectives. It is an assessment of student confidence in subject matter knowledge prior to and after instruction. The Center for Teaching and Learning and the ITRC assist faculty in the creation and delivery of a knowledge survey. The Center for Teaching and Learning has expertise in the development of knowledge surveys and provides assistance in writing the questions. The ITRC will assist faculty in placing the survey in WebCT or other electronic delivery methods.

E-Mentor Web Page for the College of Business

The ITRC worked with the College of Business to develop a resource for new faculty members in the College of Business. The project was to develop a website for new tenure track and adjunct faculty to help them make the transition to teaching at Idaho State University. The site places all of the information in one place so that new faculty and staff will no longer be required to gather paperwork from the different departments within the colleges. Information was collected from recently hired individuals in the College of Business in order to find what information would be useful for newly hired faculty. This site is currently utilized by the College of Business, but may be used in other colleges if successful.

First Year Seminar

First Year Seminar (FYS) is a course that welcomes students into the learning community of Idaho State University. An introduction to campus resources encourages and supports students' academic success and engagement with the university culture. ITRC instructional design staff worked with the FYS program this year to develop and implement a pre and post knowledge survey for all FYS course sections. Additionally, ITRC instructional design staff gave presentations about WebCT and the use of Knowledge Surveys at both FYS faculty orientation seminars this year.

FIN 310 (Finance 310)

Ann Hackert, instructor for Finance 310, and Bernadette Howlett, Instructional Designer from the ITRC, over the last two years completed a course redesign project for FIN 310. Students completed a 4-item confidence and satisfaction survey with each module in the course. In one module students were randomly assigned to control and experimental groups so that the students in the experimental groups received an "enhanced" module. A comparison was made between control and experimental groups regarding their confidence in subject matter mastery, satisfaction with module organization, and performance on related exam items. Hackert and Howlett are now in the process of writing a paper on the results of this project.

Strategic Plan for ITRC

The ITRC is currently working on a strategic plan, which will encompass the mission, goals, and needed steps to achieve those goals.

Associate of Science RN (ADN)

Idaho State University (ISU) has been working on development of an Associate of Science – Registered Nurse Degree (ADN). The work has resulted in approval by the Idaho Board of Nursing (BON) to begin the work and start a "pilot program" beginning fall semester 2004. This program will be completed through the College of Technology Health Occupations Department. The degree will be taught entirely at a distance using a combination of online learning and video conference classrooms. Currently the ITRC is working with departments that teach general education courses for this degree so that students enrolling in the ADN program can meet their prerequisite courses at a distance as well. This project is funded under a Federal Workforce Investment Act Grant.

A number of the Gateway courses also provide access for ADN students so that they can complete their degrees through distance learning (video conferencing and/or online). Courses that have been developed in support of the ADN program include:

- PSYC101
- ART100
- BIOS301
- ECON201
- BIOL101
- COMM101
- NTD239
- SOC101

PA Program Project

The overarching goal of this project is for the PA Program to have a system that will support instruction and accreditation from admissions to post-graduation. This system will encompass marketing, admissions, didactic year, clinical year, graduate survey, and self evaluation. The ITRC assisted the PA program in development of a system for coding exam questions and evaluating exams. The ITRC also helped to developed of a system for evaluating student performance throughout the program, selection and implementation of a database to plan and track all clinical year student activities, redesign of the PA program website, and assistance with writing self-evaluation reports. Specific program goals are as follows:

TMII Funded Projects

A faculty member from the Department of Biological Sciences received a TMII grant to develop tutorials to teach students how to use a variety of software to assist in teaching the Molecular Ecology class. Snag-it was used to develop "how-to" modules for each piece of software. The

assistance of the ITRC was required in order to provide technical support for development of the tutorials. This project was completed during the summer of 2003.

Gateway Grant Funded Projects

BIOL 101 Biological Sciences is a gateway course that is intended to help students enrolled in primarily online degree completion programs. This course is considered to be a "hybrid" course, with some instruction delivered online, and some delivered in face-to-face class meetings. The lecture component of this course is delivered using a combination of two-way video conferencing and online tools. The lab portion of the course is completed partially online and partially in lab sessions on the ISU campus. In addition to lecture and lab coursework, WebCT will be utilized for students to submit quizzes, exams, and assignments online. The discussion, email, and chat tool components of WebCT are also used. This course provides the students to reduce the amount of time they are required to spend on campus by providing a large portion of instruction online with WebCT. This course will be offered in this formal for the first time in Fall 2004.

COMM 101 Principles of Speech Communication is a gateway course that is offered every semester and during summer terms. In Summer, 2004, one section of COMM 101 was offered as a primarily online course, with the exception that three speeches were presented to live audiences. Students came to the ISU campus to deliver these speeches. Lectures were delivered online through the use of WebCT. In addition, WebCT was utilized for communication via email, discussion groups, and chat, and for students to submit quizzes and exams online. In Fall 2004 the course will be offered for 3 credits rather than 2 credits, as a result of a change in the academic program. The ITRC will assist with redesigning the course to fulfill the 3 credit hours.

ECON 201 and 202 Macroeconomics and Microeconomics are large gateway general education courses offered every semester. The economics department has committed to converting some sections of these courses to fully online courses. WebCT has been utilized as the primary means to provide lectures, notes, and communication with professors and other students for these courses. These two courses will be offered in the online format for the first time in Fall 2004.

NTD 239 Nutrition is a Health and Nutrition Science course required for some health profession majors. Beginning in the fall semester, 2004, NTD 239 will have sections of the course that will be offered in hybrid format allowing for face to face and online activities through the use of WebCT. Quizzes and exams will be completed using the WebCT quiz tool. In addition, tools such as discussions, mail, and chat will be utilized to facilitate communication between faculty and students. This course will be offered for the first time in this formal in Fall 2004.

PSYC 101 Introduction to Psychology is a large gateway course that is offered every semester. The psychology department has been working with the ITRC to provide fully online sections for this course to be taught beginning in the fall 2004 semester. In addition to class lectures, WebCT will be utilized for communication via email, discussion groups, and chat, and for students to submit quizzes and exams online.

SOC 101 Introduction to Sociology is a large gateway course that is offered in several sections every semester. The sociology department has been working with the ITRC to create WebCT courses that will be offered fully online beginning in the fall 2004 semester. In addition to class lectures, WebCT will be utilized for communication via email, discussion groups, and chat. Exams, quizzes, and assignments will also be submitted online.

ART 100 The Art Department began working on an online component to the ART100, Survey of Art course in the fall 2003. This course provides general education requirements to understand the creative processes, aesthetic principles, and historical traditions of the fine arts. Art instructors spent time in the ITRC scanning images and developing/delivering WebCT components (Syllabi, Discussions, Quizzes) for the fall semester of 2003. The feedback gathered during the fall semester provided direction for the fully online course, which is scheduled to begin in the fall 2004 semester.

Gateway "Informed" Projects

As a result of the Gateway project the ITRC has been able to utilize the procedures and capabilities it's developed to support faculty in developing courses not funded by the Gateway initiative. Instructors who work with the ITRC in these projects are able to develop a set of instructional design and technology skill that they can apply to their other courses.
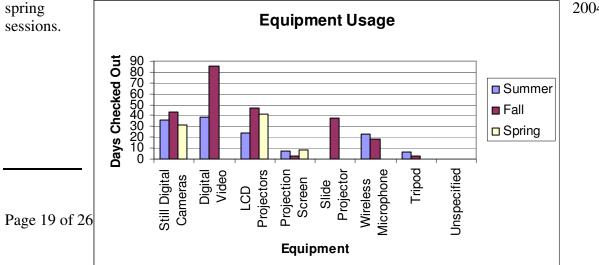
NURS430. Bobbie Branch, a Nursing faculty member, worked with the ITRC to develop a fully online version of NURS430. The course will be offered in this format in Spring 2005.

NURS639. Susan Steiner, a Nursing faculty member, is working with the ITRC to develop a fully online version of NURS430. The course will be offered in this format in Fall 2004.

CHLD113. Nancy Franks, a Child Development Program faculty member, worked with the ITRC to develop a fully online version of CHLD113. The course will be offered in this format in Fall 2004.

Equipment Checkout
The ITRC provides equipment to ISU faculty and staff for single-use instructional events. The following graph depicts the amount of equipment usage from the summer 2003, fall 2003, and spring 2004 sessions.

In addition to the digital equipment available for faculty checkout, the ITRC has been made responsible for providing 20 wireless mobile laptops that may be checked out to faculty. Faculty members have been using the laptops for use in their classroom, for test taking, and for instructor presentations. The wireless mobile laptops were introduced in the fall, 2003 semester as an experiment. During that semester, a total of 276 laptops were checked out by faculty. The number of laptops taken per checkout ranged from 1 to 20. During the spring, 2004 semester, a total of 548 laptops were checked out.

Publications & Papers

Instructional Technologist, Kelly Shoemaker and Instructional Designer, Bernadette Howlett wrote an article entitled "Don't Make Them Think: Exceeding Excellence in Online Course Administration." This article is scheduled to be published in *The Distance Learning Administration Annual* (http://www.westga.edu/). This paper may be invited for publication in *The Online Journal of Distance Learning Administration.*

Conferences (participated & presented)

A.C.T. Now: WebCT Course Design Institute in June

The ITRC developed the Analyze, Create, and Teach (ACT) Design Institute three day event in June 2004 to assist instructors that use an online course management system (e.g. WebCT). This model guides the course creator through a pre-described design template allowing different layers of online involvement to be developed. The ACT model offers a rapid instructional design process for those needing to develop courses or redesign their courses.

Distance Learning Administration 2004 Conference

Instructional Technologist, Kelly Shoemaker, and Instructional Designer, Bernadette Howlett, are scheduled to present their proposal, "Don't Make Them Think: Exceeding Excellence in Online Course Administration," at the Distance Learning Administration Conference in May, 2004. The Distance Education Administration Conference, sponsored by The Online Journal of Distance Learning Administration and The State University of West Georgia, focuses on the administration and management of distance learning. The conference specifically addresses the needs of those who plan, manage, teach, and support distance education activities and courses

Howlett, B., Shoemaker, S. (May 24, 2004). Don't make them think: Exceeding excellence in online course administration. Proceedings of Distance Learning Administration 2004. Jekyll Island, GA.

Macromedia MAX 2003

Instructional technologist, Randy Stamm, and Web Media Developer, Mark Lee, attended the Salt Lake City Macromedia MAX 2003 in November, 2003. This four day conference was hosted by Macromedia. Hands on training workshops were made available in addition to Macromedia product exhibits. The MAX 2003 sessions were grouped into four tracks, designed to help attendees locate the sessions most applicable to their needs. The conference program was designed to enable beginning to advanced designers to expand their knowledge and learn practical skills.

NA Web Conference

Howlett, B. (Oct. 19, 2003). Reducing cheating in online tests. Full-day pre-conference session, North American web-based learning (NAWeb) conference. Fredericton, New Brunswick, Canada.

Howlett, B. (Oct.18, 2003). Instructional Design for Web-based Teaching. Half-day pre-conference session. North American web-based learning (NAWeb) conference. Fredericton, New Brunswick, Canada.

WebCT Users Group Meeting

Instructional technologists Randy Stamm and Kelly Shoemaker attended the WebCT Users Group Meeting for Utah Colleges and University support staff. Agenda items included a presentation on working with faculty to build online courses and a demonstration of the Macromedia Content Packaging tool for Dreamweaver. This meeting took place in September, 2003 in Salt Lake City, Utah.

2003 WebCT Conference

Staff from the ITRC attended and presented at the July 2003 WebCT conference in San Diego, CA. The presentation *Rapid Instructional Design with WebCT* was a half-day pre-conference session. The conference presented a wide range of general sessions with keynote speakers. WebCT conference. San Diego, CA. The WebCT 2003 featured over 200 presentations and poster sessions, representing educational organizations and affiliate industry speakers from around the world

ITRC Road Show

In addition to usual project help, the ITRC visited departments around campus. These visits expanded the ITRC's understanding of the interests and needs at ISU, and provided opportunity to see and hear about some of the technologies and services currently available. Departments may request a visit by contacting the ITRC. The following dates were scheduled for the ITRC Road Show:

- January, 2004
  Dental Hygiene Students
  Randy Stamm
  Dental Hygiene Students were invited to the ITRC Training Lab to learn how to create basic PowerPoint Presentations.

- January, 2004
  Civil Engineering Faculty
  Kelly Shoemaker and Randy Stamm
  Faculty from Civil Engineering asked for a workshop to teach WebCT basics for program use.

- December, 2003

University Faculty at Idaho Falls
Randy Stamm
ITRC staff traveled to Idaho Falls to teach a workshop on use of WebCT as a teaching tool.

- September, 2003
  Bear Lake Mt. Hospital
  Randy Stamm
  Instructors for a WebCT based CNA course requested assistance in utilizing WebCT tools to improve the course. The course instructor was from Bear Lake Mt. Hospital in Montpelier.

- September, 2003
  Teaching with Technology Fair (Tent Event)
  Idaho State University faculty
  ITRC Staff
  An all day tent event was held at Idaho State University to demonstrate current technology available for classroom use. Various presentations were conducted throughout the day demonstrating previous and current projects that utilize technology to facilitate classroom instruction. These presentations were taught by ISU faculty members. Vendors were also available to provide product information to faculty.

- August, 2003
  Sociology Program
  Bernadette Howlett
  Met with faculty from the sociology program to demonstrate the capabilities of WebCT and how it can be incorporated into program curriculum.

Faculty Feedback

The ITRC occasionally receives letters from faculty members proving the ITRC with valuable feedback. These letters allow the ITRC to learn about faculty needs across campus, and help to provide insight into the services provided by the ITRC. Below are samples of letters received from faculty.

Nancy, now that things are up and running on the new version, I'm requesting that I get a new course set up. I'd like to use WebCT for CIS 491 Section 2. This is actually the second semester of the TECC cohort group, and we're using this course number for this semester.

I'd like to thank you and the entire ITRC staff (particularly Anca) for all the help last semester. The first semester of the TECC program was very successful, and the ability to use WebCT for discussion groups and electronic submission of assignments was a key factor.

We're hoping this semester goes as well. As part of the program, we may have two other TECC courses set up in WebCT as well. I'll talk to the instructors of those courses and we'll let you know.

Once again, thanks!

Kregg

Kregg Aytes
CIS Department   Email: aytekreg@isu.edu
Campus Box 8020   Office: (208) 282-3357
Idaho State University   Fax: (208) 282-4367
Pocatello, ID   83209-8020

Hi Randy,

I just wanted to write to thank you so much for the 2 "new" computers. We now have them installed in the clinic and just need to figure out how to get them to print to our printer. We really are pleased to be able to have these available for our students while in clinic. As with everyone else on campus, we've been so strapped financially for the past few years that we cannot afford to buy computers for our dept. because we have so much dental equipment that we need to replace on a rotating schedule. We must always look to other resources for computer equipment. Your contribution helps us immeasurably! Thanks again Randy. You're very thoughtful and I really appreciate it!

Carlene

Carlene Paarmann, Professor
Box 8048
Idaho State University
Office: 208-282-3101
Fax: 208-282-4071

December 16, 2003

Randy Stamm, Manager ITRC
Idaho State University
Campus Box 8064
Pocatello, ID 83209-8064

Dear Randy,

I just wanted to take a moment and express my appreciation for the use of the wireless lab this semester. I exclusively use the testing component of WebCT for all tests that I deliver. With the increasing use of WebCT by faculty it has become frustrating to schedule a computer lab on campus. In my experience it has been necessary to have the students travel to lower campus to take the tests. My classroom is located in the Kasika College of Health Profession and it is a burden for me and the students to even meet in the Turner Lab (the lab closest to my classroom). Scheduling conflicts have made this nearly impossible.

This semester I have not had to worry about scheduling conflicts because of the addition of the wireless lab offered by the ITRC. I appreciate the ability to use the wireless laptops and the best part was that your staff delivered them to my classroom! There were a few difficulties in the beginning. Some of the students complained about the use of the touch mouse pad. This obstacle can be overcome by having the students bring their own "mice" to class if they prefer. One of my main concerns prior to venturing into wireless was the capability of the laptops to load "images". Because of the discipline I teach I was concerned that the wireless system would not load multiple radiographic images in a timely manner. I found this to be of *no concern* and the loading time of the tests was similar to normal lab situations.

I appreciate your staff and the help they have been to me this semester. Thank you very much for this new service. I hesitate sending this note because I would like to keep this a secret; however, I applaud this new service and recommend it other faculty members.

Thank you,

Dan Hobbs, Radiographic Science Faculty

Thanks so much. You guys at ITRC are wonderful!
Sue Parker

Thanks Anca. And thanks again for all the help last semester.
Kregg

Thank you! I appreciate your quick response!
Corey

You are so totally wonderful! Thank you very much.
Pat Packer

Anca,
Thanks so much for the quick response on our request. You folks are great at the ITRC!
Don Lopez

June 21, 2004

Randy Stamm
ISU ITRC
Campus Box 8064 Pocatello, ID 83209-8064

Dear Randy:

Thank you so very much for arranging for your student to instruct my class (HCA110-02 "Introduction to the Allied Health Care Professions") last week on how to use WebCT. The students in the class said they got a lot out of it and appreciated Barbara's explanations and patience.

Your team is amazing in that I always receive the help I need when I need it, no matter how it involves teaching and computers! Thank you so much for your department's philosophy of service.

Sincerely,

Shari Tayar
Clinical Assistant Professor, Occupational Therapy Health Care Administration,
Adjunct Faculty