



Fall 2006

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Message from the Dean's Office

Dean McCaughan Retires

Dr. William McCaughan, Dean of Extended Campus, or "Bill" as we all know him, will be retiring at the end of December, 2006.



Fortunately for the campus and for those who enjoy working with Bill, he will work part-time with the Provost's Office, continuing his leadership of the Oregon Tribal College project and his participation in the OSU Portland Initiative. He has also been asked to chair a new committee, the University Information Technology Committee, to develop a strategic plan for information technology on the OSU campus.

Bill was recently recognized by his peers at the University Continuing Education Association regional conference in Salt Lake City, Utah, where he was presented with the 2006 UCEA West Award for Professional Contribution to Continuing Education. Dr. Mark Merickel, Associate Dean of Ecampus, presented the award to Bill, highlighting the qualities that have been a feature of Bill's leadership with these words:

"Dean McCaughan's leadership creates a work environment that has everyone in his employ thinking that they themselves possess those same qualities. He has succeeded in guiding Ecampus, and all of the campus discussions about the pros and cons of distance education, in such a way that the most intransigent feel that they have been acknowledged and respected, even while their stance has shifted. His work with the UCEA Distance Education Community of Practice resulted in a discussion forum that has provided sharing of information among distance education units across the country. Administrators, colleagues, and staff find themselves relaxing in his presence, knowing that Bill does not need to be impressed and that he accepts humanity with all of its flaws, and, in fact, enjoys and appreciates the flaws as much as the fine qualities. It is fair to say that Ecampus is one

of the most stable and enjoyable units to work in on the Oregon State University campus: the staff work hard, willingly share challenges, laugh easily, and love nothing more than to field a suggestion from the Dean, something no one else would have thought of or even considered. Bill's freshness of ideas and his ability to see to the heart of a problem leave everyone with a feeling of security and promise, even during the most difficult times."

Bill's tenure as Dean has been particularly notable for the successful implementation of the Ecampus Revenue Allocation Model (ERAM financial model), which provided incentives for campus departments to work with Ecampus on building distance education courses and programs. This initiative has resulted in a steady increase in online enrollment growth annually, including a 52% increase during Fall 05 enrollment and an increase in Summer Session enrollment.

Bill will be honored with a Retirement Party on Wednesday, November 29, at the CH2M HILL Alumni Center on campus.

Ecampus Proctoring Policy and Procedures 2006

**Cindy Lehto, Administrative Program Assistant
Student Services Specialist**



Beginning winter term, 2007, we must ask that ALL testing information be sent to us by Noon on Monday of the second week of the term (for winter term - January 15, 2007). Ecampus will not facilitate proctoring for requests received after the deadline. It will then become the instructors' responsibility to facilitate testing arrangements.

If you are utilizing our proctoring services, please consider the following suggestions and upcoming policy change:

- Consider making your students' first assignment of the term submission of the proctor request form. They will receive an automated reply that the request has been received, and can then forward it to you. It is important to remember that the automated reply does not constitute processing of their proctoring request, only proof that it has been received in our office.
- We file the requests by subject and course on the day they are received and scan them for problems. Our goal is to send paper tests 7-10 days prior to the first day the test is open and Blackboard exams 5-7 days, so we must triage according to testing date. As we begin processing, we sometimes find proctor requests that do not meet our guidelines and will contact the student for clarification. Our list of acceptable proctors is as follows: http://ecampus.oregonstate.edu/services/proctoring/finding_proctor.htm
- Corvallis campus students enrolled in Ecampus courses should be given the same testing window opportunities afforded to students who are at a distance. Limiting Corvallis campus students to one testing time or day defeats the flexibility that is the hallmark of Ecampus courses.

Ecampus 2006 Faculty Survey Results

**Administrative Program Specialist
Department Services**

We have compiled the results to the 2006 Faculty Questionnaire. I would like to thank each one of you who completed the questionnaire. We appreciate your taking the time to give us your thoughts; Ecampus found your answers and feedback very valuable. The survey helps Ecampus better understand your experiences with online teaching. We work throughout the year to better our services to you and the department.

For your convenience we have added the [direct link to the 2006 Faculty Questionnaire](http://ecampus.oregonstate.edu/faculty/surveys/default.htm): <http://ecampus.oregonstate.edu/faculty/surveys/default.htm>. For comparison, I have also [included a link to the results from the survey from Ecampus distance students](#). I think you may find the results useful and interesting.

Generic vs. Blackboard Syllabus & DVD Conversion

**Vickie Bailey, Course Coordinator
Department Services**

As a reminder: the syllabus Ecampus posts to the Schedule of Classes is a "generic" syllabus, distinct from the syllabus posted in Blackboard, which is term specific. The minimum requirements for the generic syllabus are as follows:

- Course Name
- Course Number
- Course Credits
- Instructor contact information (email & phone)
- Prerequisites/Co-requisites and Enforced Prerequisites
- Course content
- Measurable student learning outcome
- Evaluation of student performance
- Learning resources (textbooks, packets, etc.)

Link to Extended Campus website for detailed instruction:

<http://ecampus.oregonstate.edu/faculty/manual/syllabus.htm>

Please contact [Vickie Bailey](#), Ecampus Course Coordinator, to update your course generic syllabus.

DVD Conversion

Changes in how Ecampus delivers course media:

Instructors and departments offering videos with their courses will soon be contacted regarding upcoming changes! Extended Campus is working towards having streaming media available to students to lessen the cost of materials needed for their course(s), and will be moving away from the use of VHS videos. For these courses, we will also have a DVD available to students who do not have access to streaming media, for a minimal fee.

Extended Campus is moving to selling/consigning DVDs and away from renting. Winter term will be the first term to implement this process, beginning with a selected few courses. Please contact [Vickie Bailey](#), Ecampus Course Coordinator, for more information.

New Training for Blackboard Tools

**Paul Tannahill, Ecampus Training Coordinator,
Project Development and Training**

Paul Tannahill, Ecampus Faculty Training Coordinator, will deliver a series of Blackboard training sessions in November and December in the [Barnard Classroom](#) at The Valley Library. You can contact Paul at paul.tannahill@oregonstate.edu or 737-2840 to RSVP (space is limited) and for questions or comments.

Below is the current Training Events calendar. We have scheduled class days and times to accommodate a variety of schedules. Please check our website for revisions or additions to the schedule: <http://ecampus.oregonstate.edu/faculty/manual/resources-training.htm>.

Modifying Course Content in Blackboard

This Ecampus training event will cover the basics of content modification within Blackboard. Bring some of your course content for some real-world practice, and you will be ready to tackle your own Blackboard course updates!

Wed	Fri	Mon	Fri	Wed	Thu
11/1 @ 2pm	11/3 @ 2pm	11/13 @ 0am	11/17 @10am	12/20 @2pm	12/21 @ 2pm

Using the Blackboard Gradebook

This Ecampus training event will cover the basics of the Gradebook feature within Blackboard. Feedback from students has indicated that implementation of the Gradebook is key to their success in online education. Attend and participate in this event, and take your online courses to the next level!

Thu	Fri	Tue	Wed
11/9 @ 2pm	11/10 @ 2pm	12/12 @ 10am	12/13 @ 10am

Using the Blackboard Test Manager

The Test Manager is used to create, modify, and remove Tests. Instructors can create Tests to check the knowledge and skill level of the users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. Student answers are submitted for grading, and the results are recorded in the Gradebook.

Wed	Tue	Wed	Thu
11/22 @ 2pm	11/28 @ 2pm	11/29 @ 10am	11/30 @ 10am

Blackboard Course Rollovers

This Ecampus training event will cover the basics of rolling your courses over from one term to another, and how to modify your course with "ease-of-rollability" in mind. Attend and participate in this event, and say goodbye to hassles & headaches in course rollovers!

Mon	Wed	Thu
12/4 @ 10am	12/6 @ 2pm	12/7 @ 2pm

Ecampus E-News

Linda Wallace, Marketing and Publications Coordinator
Marketing

Ecampus E-News: Help us get the word out!

Ecampus E-News is one of our most important tools for communicating with our distance students. E-News is delivered via email twice each term, and is also posted on our website. We often get feedback from students that the information provided through E-News has been of great value to them.

The first issue of each term is published the week prior to the start of courses and contains important dates and deadlines, new course and program info, tech tips, and highlights on Ecampus students, graduates or faculty. The mid-term issue, called Course Flash, highlights new and interesting courses and programs for the next term. Course Flash is sent near the time of priority registration.

We recently incorporated a new design, with short intros that link to full articles on our website. Sent in HTML, the new format is more graphically pleasing, however, folks who prefer text only can still self-select that preference.

If you aren't already on our listserv, check it out, subscribe yourself, and please encourage your students to do so, as well. Thank you!

<http://ecampus.oregonstate.edu/enews>



Library Services for Distance Students

Maureen Kelly, Ecampus Library Coordinator

Tips for Connecting Students to OSU Libraries Resources via Blackboard

Faculty can put direct links to electronic articles from a class Blackboard site by using article persistent links, which are not the same as the URLs that appear when viewing articles online from a database or e-journal. Unlike providing a pdf article file within Blackboard using

persistent links does not require copying or getting copyright permission, unlike providing a pdf article file within Blackboard. OSU Libraries offers thousands of electronic journals via its website. Go to <http://mw8xt6bj7r.search.serialssolutions.com/> to search available dates. Contact Extended Campus Librarian Maureen Kelly for information on persistent article links.

OSU Librarians are experimenting with interactive course assignment guides that focus specifically on individual class research needs. Blackboard can link directly to a guide for your class. Contact your subject librarian for more information.

Give your students 24/7 access to library help by providing a link in Blackboard to the Ask a Librarian Page <http://osulibrary.oregonstate.edu/reference/>. Students can use OSU Libraries instant messaging service during the day and chat online at anytime to get help

Is your course heavily research based? Make your subject librarian a class TA. This gives the librarian access to the Blackboard site and allows for continuous updating of research information. It provides a discussion board forum for research questions and the professor and librarian can seamlessly integrate class content and research concepts.

List both the Extended Campus Librarian and the Subject Librarian for your students. Contact Extended Campus Librarian Maureen Kelly at maureen.kelly@osucascades.edu, 541-322-3110, on the OSU Cascades Campus in Bend. Find the contact information for your Subject Librarian at <http://osulibrary.oregonstate.edu/staff/sublist.html>

Tutoring Services for Distance Students

New Subjects! Organic Chemistry and Introductory Finance

The tutoring service selected by OSU Extended Campus is [SMARTHINKING](#), which is the leading provider of online tutoring and learner support services fully staffed by experienced, trained and monitored e-structors (tutors). Free to enrolled Ecampus students, SMARTHINKING is a virtual learning assistance center and provides online tutoring 24 hours a day, 7 days a week. They also have an online writing lab where e-structors (tutors) critique and return essays within 24 hours.

Parting Notes

Thank you for taking the time to read this issue of Ecampus eFaculty News. We hope you found the articles informative. If there is a topic you would like addressed in future issues, feel free to let us know. [We would like this newsletter](#) to be helpful and informative for you.

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