Clarke University – CareerPLUS BAS Course Design Decisions

Decisions: Course Structure and Consistency

ITEM	DECISION
Course Length	All courses will be designed as 7 units (to flex for 7 or 8 week term)
Student Access Prior to Term	1 week (does not apply for Fall I 2021)
Week Definition	Begins on Monday, ends on Sunday
Special Dates for Last Week of Term	Ends on a Thursday for Fall I and II and Spring I and II sessions (Week 8) Ends on Sunday in the Summer I and II sessions (Week 7)
When does a course close?	TBD - 2 weeks after the course ends? For CareerPLUS, we will provide a consistent experience. This will be handled in a centralized manner globally across all courses for a session.
Census Certification	A standard discussion, to be completed during the first week of the session, will be used as a census certification activity. This discussion is not graded by default. However, SMEs may choose to assign a small number of points for completing it. This discussion is located in Unit 1 **Discussion: Introduce Yourself** Let's begin by introducing ourselves to each other! In the discussion below, tell us about yourself: • What would you like us to know about how to address and refer to you? For example, do you have a nickname? What are your preferred gender pronouns? How is your name pronounced? • Where are you from? What brought you to this program at Clarke University? • What experiences (personal or professional) do you have that are related to this course? • What do you hope to learn in this course? • Add a photo or quick video of yourself (optional). This discussion is used for census certification and therefore must be completed no later than 11:59 PM CT on Thursday, during the first week of the session. Failure to post could result in your removal from the course.
Course References and Citation Style	When citing course materials within the course, we will use APA. This is consistent with approach used in the micro courses. Where do the citations live? Citations live in a content page in the final course wrap up module. This differs from micro courses (uses a PDF rather than a content page).

	For assignments, the default requirements will be APA, as that is most commonly used across the widest variety of disciplines and professions relevant to the BAS. However, we recognize that SMEs/instructors may choose to require students to use a different citation style that is more appropriate for their course subject matter (MLA, Chicago, etc.). When a non-APA style is required, we recommend linking toe resources that will guide students in this citation style.

Standard Templates

ITEM	TEMPLATE
Moodle Template	Currently in development with Liz, Pat, Deann, and Emily
Syllabus Template	In progress! • We will use the Graduate Online Syllabus template as a starting point and adjust to fit CareerPLUS • RNL is reviewing and will provide suggestions. We're also going to mock up a version of the template that more accessible and consistent from a formatting perspective and will share with you for review and comment.
PowerPoint Template	Liz and Emily have this and can share with SMEs upon request.
Teams Background Template	Liz has this and can share with SMEs upon request.

Decisions: Discussions

ITEM	DECISION
Frequency of Discussions	Weekly discussions are recommended as a way to maintain engagement throughout the term and promote rich student-instructor and student-student interaction.
Standard Discussion Due Date	Initial post due Thursday at 11:59 PM CT; response posts due Sunday at 11:59 PM CT Instructors can make adjustments based on student needs and individual circumstances.
Consistency in Posting Requirements	We will not attempt to have a "one size fits all" standard across all courses because discussions can and should be used in different ways across disciplines and courses. RNL instructional designers can offer some default language to SMEs as a starting point, but give them flexibility to adapt posting requirements to meet the goals of the discussions. May want to include examples of what makes an excellent, fair, or weak response.
Discussion Rubric	Graded discussions should have a rubric for grading that is available for students so the expectations are clear. There is no standard discussion rubric that is used across courses.

	We want to promote a bank of discussion rubrics for SMEs to choose from, so that there's some consistency, but even with that there would be some flexibility for the SME.
Moodle Discussion Settings	• Standard forum for general use

Decisions: Assignments

ITEM	DECISION
Standard Assignment Due Date	Sunday at 11:59 PM CT
Rubrics	Rubrics are strongly encouraged for graded assignments. Rubrics should be available to students so they know what the expectations are and how they will be evaluated for a particular assignment. We will develop rubrics for most graded assignments and discussions for courses during the development process. There are options in Moodle to use global rubrics across courses. Compass rubrics are in Moodle.
Turnitin	We will build **all** submitted, graded assignments with Turnitin. This will allow instructors to provide feedback in a consistent way, in a consistent location. Allows for consistency in how things are submitted.

Decisions: Quizzes/Exams (if appropriate for the course)

ITEM	DECISION
Standard Quiz/Exam Due Date	Sunday at 11:59 PM CT
Pedagogical Position	Across the CareerPLUS BAS program, quizzes and exams can be used as assessments when they are appropriate for assessing the course learning outcomes, as determined by the SMEs. IDs will encourage authentic forms of assessment where possible, and discourage high stakes exams as a course's primary assessment tool. The ultimate decision around assessments is up to the SME. The ID may raise questions or concerns to Liz, Deann, or Paula regarding assessment strategies that do not align to course learning outcomes or that do not represent the goals of this program.
Behavior of quizzes in Moodle	Keep things open for SME and ID to make those decisions about quiz settings and behavior, based on the specific outcomes of the course and how quizzes are used in the course.

Decisions: SME or Instructor Created Videos

ITEM	DECISION

Accessibility	Any Clarke created videos require closed captions or a transcript. Closed captions is preferred.
Brief Course Welcome Video	Course Welcome Videos are to be created by the instructor who teaching the course.
Video Lectures (Lecturettes)	RNL can share the following resource with SMEs: "BEST PRACTICES for Recording Lecture Videos"

Decisions: Synchronous Meeting Sessions

ITEM	DECISION
Synch vs. Asynch Discussion	- Sync meetings are an option for instructors to consider and encouraged to promote the close student-to-instructor engagement that Clarke prides itself on. - Instructors should take the students schedules into account when determining times to meet to accommodate working adults with family obligations. - Because these sessions are optional for students, these should be planned as supplemental to the materials and activities students engage with in the course structure. - Any synchronous sessions should be recorded for students who cannot attend or for students who may need to review the session.
Impact on Grading	- Synchronous meetings are optional only, and attendance cannot be required. - Synchronous meetings cannot replace any other graded items or other forms of graded participation (i.e. discussions) - There should be no negative impact on a student's grade if they do not attend the synchronous meetings. For example, introducing new materials for an exam/graded assignment that students would not have been exposed to elsewhere in the course.
Meeting Platform	Teams is the only supported tool for sync meetings.

Clarke's Institutionally Supported Tools

TOOL PURPOSE	TOOL NAME
LMS	Moodle
Productivity Suite	Office 365
Video Conferencing	Teams
Video Recording	Screencast-o-Matic. Clarke now has an institutional license. Contact Liz Kruse to be set up with Screencast-o-Matic.
Lecture Sharing and Collaboration	No VoiceThread in CareerPLUS BAS courses. We run into a lot of student issues because there are captioning issues.
Academic Integrity Software	Turnitin
Where do videos live to be embedded in courses?	Screencast-o-Matic

| Chatting/File Sharing | No, we will not use Teams for chatting or filesharing. Moodle should be used for official course communications and file sharing, and Teams should only be used for optional synchronous components of the course. |

Moodle-Specific Feature and Navigation Decisions

MOODLE FEATURE	DECISION
Unit access and restrictions	- No restrictions on access. - Give access to everything from the start of the term (topic content, assignments, discussions, etc.) - Makes the most sense for adult students, based on best practices, feedback, and research.
Book Feature	The "Book feature" is the primary way present topic content in each unit. We will not use the "Lesson feature" Each unit will contain a single Lesson (book) that contains all topics and subtopics for the. module. We will not use multiple books per unit. Books can have quick self-check/comprehension check activities in them, via H5P
H5P in Moodle (via Content Bank)	H5P will be the recommended tool for interactive content creation. Within books, we can use H5P. H5P should be used for optional practice opportunities - will allow for embedded learning checks or practice activities. Should **not** be used for graded activities. Use the native tools that are in Moodle like the quiz tool Faculty will be responsible for creating any interactives. We can point to resources and Clarke can offer support as needed. Will not require a deep level of support from RNL or from Clarke. We will need to figure out how to get the instructor created H5P elements into the master shell for build.
Gradebook	We will use a Weighted gradebook – aligns with syllabus which should be weighted.
Peer Review	For assignments/projects that involve peer review, we recommend: PeerMark, a function within Turnitin.

Academic Process and Course Instruction Questions and Considerations

ITEM	INFORMATION
Changes to Course Outcomes allowed?	No

Changes to Course Description allowed?	No
How will BAS instructors be evaluated?	IDEA survey will be used for consistency. • Carrie sends automated email to faculty when it is open • Faculty inform students of link and the timeframe to be completed. Post link in Moodle and tell students to take it. • Students will see all of the courses that they are enrolled in listed, can complete for all courses they are taking currently at the same time.
Extensions of due dates for students?	Working with adult learners, there should be some flexibility allowed. Student should work with the instructor on any absences or due date extensions. Moodle has an allowance feature for assignments and due dates. Medical leave, incomplete, would need to follow the university procedures/policies.
What do instructors do for Week 8 in Fall and Spring terms?	TBD - May want to set expectations or recommendation for faculty. Wrap up discussion synch or asynch? Up to the faculty member? Avoiding bigger assignments added. Extending due dates into the 8th week? Discouraging adding additional assignments in order to make things equitable across all of the sessions. Can extend the due dates into the 8th week? We discourage adding additional assignments to that last week, in an effort to make things equitable across sessions.
Office Hours	Instructors should have office hours, outlined on syllabus (Current Clarke faculty can list their regular office hours if they'd like.) Adjunct instructors can be via appointment only. "If possible, please let me know you when you plan to call so I can be prepared to take your call. If needed, we can set up a time outside of office hours for a phone call or virtual meetings."
Announcements	Post a message or announcement to your class at least once a week, to tell students what you will be covering in the coming week and to remind them of any due dates.
Gradebook	Instructors need to use the gradebook in Moodle. Should be frequently maintained.
Can instructors edit/change/modify content/quizzes/assignments/etc. in Moodle?	If you notice any revisions that need to be made to the course, notify careerplus@clarke.edu to make the update in Moodle and other course materials. If there is an urgent change that needs to be made in the course, the instructor can make it directly in Moodle, but be sure to let careerplus@clarke.edu know what change has been made so that the Master course shell can be updated as well.