



Interactive Distance Learning (IDL) for AC CET IEP Institutions – *in case of emergency...*

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March 20, 2020

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Today we will cover:

<p>Parameters</p> <ul style="list-style-type: none"> • Questions to ask yourself • Regulatory requirements <p>Guidelines</p> <ul style="list-style-type: none"> • Technology • Communications • Content • Assessments 	<p>Resources</p> <ul style="list-style-type: none"> • Federal Guidelines • General • IEP-Specific • For instructors <p>Please save Q&A for the end – <i>questions limited to text-only, please add your questions to the chat</i></p>
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Parameters for going IDL

- Is distance learning the right choice?
 - Is distance learning appropriate for students and subject matter?
 - Will the students and faculty be better off with a distance learning experience?
 - Would it be better to temporarily close the school?
 - Will all students, currently enrolled, be able to participate, access content, complete assignments?

Parameters for going IDL

- SEVP
 - Flexible guidelines apply to students who are **currently enrolled** in a program of study and is not intended for new or initial students who are outside the United States.
 - Are intended to ensure that nonimmigrant students are able to continue to make normal progress in a full course of study as required by federal regulations
 - In some instances, students enrolled in ground-based programs at campuses that temporarily close could participate in interactive distance learning until the campus reopens – this is on a temporary basis during the coronavirus threat.

Parameters for going IDL

- SEVP intends to be flexible with temporary adaptations. In all cases, schools and students should document any decisions made and be able to provide this information to SEVP upon request.
- SEVP and ACCET must be notified of procedural adaptations within 10 business days of the change.

Parameters for going IDL

- SEVP** requirements include:
- Notification must include school name and all physical locations affected by the change and school code
 - If planning to provide online instruction:
 - Mode and classroom setting
 - How the school will seek to provide oversight of students
 - Name of programs of study and classes to be taught online
 - Projected length of time for online instruction
 - If planning to provide instruction at alternate physical location
 - How the school will:
 - Offer instruction
 - Provide student oversight
 - Adequately offer DSO services to students
 - Seek to ensure students maintain a full course of study
 - Projected length of time for alternate instruction

Parameters for going IDL

- SEVP maintains right to conduct out-of-cycle reviews to ensure compliance with all recordkeeping and reporting requirements consistent with implementation of approved plan.
- This guidance applies to students currently enrolled in a program of study.
- Communicate with ACCET! Please have the primary contact for the institution submit the form that was sent out to all schools.

Next, Cristina will review **technology requirements, communication, and best practices.**

Technology

Need to have - *instructors:*

- Computers
- Reliable internet connection
- Speakers, microphone
- Online delivery platform
- Visual support
- Attendance-tracking tools
- Grade-recording tools
- Communication tools (more on these last three this later)

Nice to have - *instructors:*

- High quality headset
- Student portal
- Learning Management System

Technology

Need to have - *instructors*:

- Online delivery platform
 - Google classroom
 - Zoom
 - Adobe Connect
 - Skype
 - YouTube with chat enabled
- Visual support
 - PowerPoints
 - Videos/Ted Talks

Nice to have - *instructors*:

- Student portal
 - Some institutions already have this
 - Tracks attendance, grades automatically
- Learning Management System
 - More of an investment
 - Manage content, assignments, discussion boards attendance, grades,
 - CourseSites (by BlackBoard)
 - Canvas

Technology

Need to have - *students*:

- Computers
- Reliable internet connection
- Speakers, microphone
- Tools for communicating with other students AND with the instructor!

Nice to have - *students*:

- High quality headset
- Student portal
- Learning Management System

Communication

Need to have - *instructors*

- Institution to instructors
- Instructors to students
- Student to student

Remember the ACCET standard requires **instructor – student** and **student – student** interaction

Institution to instructors

- Instructor training
 - Synchronous vs. asynchronous
 - IDL teaching methods
 - Interactions with students
 - Assigning classwork and homework virtually
- Technology requirements (as discussed)
- Content and online resources
- Assessments (the last two will be discussed later)

It takes self-discipline and time management!

Communication

Need to have – *instructors*

- Institution to instructors
- Instructors to students
- Student to student

Remember the ACCET standard requires **instructor – student** and **student – student** interaction

Institution to instructors *cont'd*

- Set expectations
- Communicating with superiors
- Communicating with students – *Virtual office hours?*
- When and where to post course syllabi, handouts etc
- Recording attendance in a live session vs. a pre-recorded (synchronous vs. asynchronous)
- Reporting grades and attendance
- IT support resources – staff, faculty and students

It takes self-discipline and time management!

Communication

Need to have – *instructors*

- Institution to instructors
- Instructors to students
- Student to student

Remember the ACCET standard requires **instructor – student** and **student – student** interaction

Instructors to students

- Set expectations
- Technology requirements – computer and internet access, headset whenever possible
- Attendance – live sessions and pre-recorded
- Participation – discussion forums asking questions, submitting assignments on-time
- Frequency of communication with instructors
- Online office hours

It takes self-discipline and time management!

Communication

Need to have – *instructors*

- Institution to instructors
- Instructors to students
- Student to student

Remember the ACCET standard requires **instructor – student** and **student – student** interaction

Instructors to students

- Participation – live sessions
- Chat boards during lectures
- Cold calling students
- Class discussions
- Class/group emails, text/WhatsApp groups
- Online office hours with students
- Posting assignments to an LMS portal (or emailing)
- Posting topics to discussion boards
- How to submit assignments and when!

It takes self-discipline and time management!

Communication

Need to have – *instructors*

- Institution to instructors
- Instructors to students
- Student to student

Remember the ACCET standard requires **instructor – student** and **student – student** interaction

Student to student

- Attendance at a live session with chat boards (synchronous)
- Participation in chat rooms, discussion boards – especially for pre-recorded (asynchronous)
- Group work – in-class and homework
- Group chats/texts, student-student emails, phone calls etc...

It takes self-discipline and time management!

Content

• Big Questions:

- Can we still meet our learning outcomes?
- How are we going to quickly adapt instruction to do so effectively?
- What do instructional delivery and learning activities look like now?

Content

• Daily learning objectives still drive the course, not the modality/technology.

- Don't need to have all the bells and whistles, but do need to think through
 - ✓ What can stay the same?
 - ✓ What needs to be updated?
 - ✓ What needs to be scrapped completely?

Content

- Delivery
 - Synchronous (in real time) vs. asynchronous (not in real time) vs. both
 - Accessible for all students
 - Manage expectations
 - Course structure beyond “in-class time” has an elevated role
- Interaction
 - Student engagement with material, instructor, other students is key in learning activities
 - Real-time polling
 - Discussion boards
 - Chat rooms/apps
 - Collaborative tools
 - Basic questioning techniques become critical
 - Learning to read the room in a new manner

Content: Academic Work

- Clear Expectations: “What are students submitting?”
 - Format
 - Parameters
- Explicit Direction: “How are students submitting?”
 - Procedure
 - Deadlines
 - Consistency
- Extra Support: “What can instructors do to pre-emptively help?”
 - Additional completed examples
 - Prototype/past student work
 - Foresee roadblocks with extra structure

Assessments

- Big Question: How are students showing mastery in a new environment?
- Changes to formative and summative assessments
 - Formative: checking in on students even more important
 - Questioning, hand raises, guided practice
 - Summative: “mixing it up” keeps course from being flat
 - Multiple outputs for students to show they “get it”
 - Tests, group projects, journals, presentations, reading reflections, discussion participation

Assessments

- Align your traditional grading breakdown with assessments (or need to rethink?)
 - Example: "Participation": Grade students on discussion forum participation if this a required element of assessing progress
 - Sample: https://www.umass.edu/oapa/sites/default/files/pdf/handbooks/teaching_and_learning_online_handbook.pdf p. 39
- Communicate expectations and what kind of feedback will be provided (and how) so students know what to expect

Assessments

- Quizzes and exams:
 - Adapt current so that academic integrity is upheld
 - Time limits
 - Open book
 - Ask question in a manner that response is not a simple "copy from the book."
 - Create new quizzes online with Google Forms:
 - <https://support.google.com/docs/answer/7032287?hl=en>
- How to make authentic, meaningful, and relevant in a scenario which may seem anything but.

Next, Mary Clare will discuss **final considerations**.

Final Considerations

- Make sure IDL is the right choice for your students and faculty
- Choose the appropriate technology that best meets your student and curricula needs
- Support your faculty and staff with necessary resources
- Contact SEVP regarding your plans, including the required information as posted by SEVP
- Let ACCET know about your plans – have the institution’s primary contact complete the ACCET form (if you need another copy, please contact us)

Next, Cristina will review **resources**

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Resources

Federal Guidelines

- Department of Ed: <https://www.ed.gov/coronavirus> - see “Additional Resources for Higher Education Institutions” section
- SEVP: <https://www.ice.gov/covid19> - for vocational schools who offer training for M-1 visa holders

Please note, information changes quickly! Visit these websites regularly and adjust as needed.

Resources

General:

- Inside HigherEd – Considerations for online meetings: <https://www.insidehighered.com/blog/learninginnovation/7-best-practices-covid-19-necessitated-online-meetings>
- Chronicle of Higher Ed – Prepping for emergency online training: https://www.chronicle.com/article/Preparing-for-Emergency-Online/248230?utm_source=nl&utm_medium=en&utm_source=iterable&utm_medium=email&utm_campaign=campaign_1080814&utm_source=ins&utm_sourceid=4827946
- From Harvard: <https://teachremotely.harvard.edu/>
- Ideas for synchronous & asynchronous from UC Santa Cruz: <https://its.ucsc.edu/fit/course-dev/alternative-access.html>
- Online teaching in a pinch: <https://rise.articulate.com/share/6kqC8QxnyC81vj8lnZWp5BA1hFNTvm9H#>
- Education Dive: Finding the sweet spot: 4 tips for moving classes online quickly (as mentioned): <https://www.educationdive.com/news/finding-the-sweet-spot-4-tips-for-moving-classes-online-quickly/374124/>

Resources

For instructors:

- The Chronicle of Higher Education: How to Be a Better Online Teacher: <https://www.chronicle.com/interactives/advice-online-teaching>
- eLearning Industry: 7 Tips On How To Prepare For Teaching Online: <https://elearningindustry.com/7-tips-prepare-for-teaching-online>
- Coursera: Free Course – Learning to Teach Online: <https://www.coursera.org/learn/teach-online>
- NEA: Guide to Teaching Online Courses (dated but solid material): <http://www.nea.org/assets/docs/online-teach-guide.pdf>
- TTV by Russell Stannard: <https://www.teachertrainingvideos.com/>
- UMASS Handbook: https://www.umass.edu/oapa/sites/default/files/pdf/handbooks/teaching_and_learning_online_handbook.pdf

Resources

IEP-specific:

- Supplementary resources: <https://www.esolcourses.com/content/reading/advanced/graded-readers/jamaica-reading-comprehension.html>
- From TESOL: <http://blog.tesol.org/coronavirus-resources-for-elt/>

Updates for TOEFL & GRE exams offered overseas:

- TOEFL: www.ets.org/gre/cv-update
- GRE: www.ets.org/toefl/cv-update

Q&A

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Thank you for joining us!

Please contact us with any additional questions:

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