

8:30 – 9:00 **Registration** (Hallway outside of Jewett Hall Auditorium)

9:00 – 9:15 **Welcome and Opening Remarks** (Jewett Hall Auditorium)

9:15 - 10:30 **Keynote Session: Best Practices in eLearning** (Jewett Hall Auditorium)
 Shirley Waterhouse

CONCURRENT SESSIONS 1 10:45–11:45	A SHOWCASE Engaging Students in a Large Enrollment Online Course Wayne Cowart, USM Katz 15	B SHOWCASE Creating a Rich Online Environment: Dental Hygiene Nancy Foster, UMA Katz Studio	C ROUNDTABLE Blackboard for the ITV and On-Campus Classroom Jon Reisman, UMM Alice Sheppard, UMPI Katz 40	D ROUNDTABLE Managing Small Groups Online Diane Boone, Brenda McAleer, Claire Theriault-Perkins, UMA Katz 14	E TECH INTRO A Preview of Blackboard 8.0 Jing Qi, UMPI Glenn LeBlanc, UC Katz 16	F WORKSHOP Blackboard Assignment Tool Leslie Kelly, UMFK STC 253	G TECH INTRO Blackboard Overview Linda Schofield, UMM STC 255
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Lunch 11:45-12:45 (Student Technology Center Gallery)

CONCURRENT SESSIONS 2 1:00-2:00	A ROUNDTABLE Managing Online Discussion Shirley Waterhouse Katz 15	B TECH INTRO Audio and Video UC Production Staff Katz Studio	C TECH INTRO “Screencasting” Using Camtasia Studio Scott Kimball, UC Jeff Beaudry, USM Katz 40	D ROUNDTABLE Making the Transition to Teaching Online Judy Hakola & Susan Pinette, UM Katz 14	E SHOWCASE Creating a Rich Online Environment: GIS Dave Hobbins, UMFK Katz 16	F WORKSHOP Respondus Ashley Montgomery, UMF STC 253	G WORKSHOP Blackboard Documents Linda Schofield, UMM STC 255
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CONCURRENT SESSIONS 3 2:15-3:15	A ROUNDTABLE Teaching, Not Housekeeping: Online Course Policies Shirley Waterhouse Katz 15	B TECH INTRO Audio and Video UC Production Staff Katz Studio	C TECH INTRO “Screencasting” Using Camtasia Studio Scott Kimball, UC Jeff Beaudry, USM Katz 40	D ROUNDTABLE What Your Online Students Won’t Tell You Tom Giordano, Jodi Williams, Claire Theriault-Perkins, UMA Katz 14	E ROUNDTABLE Staying Out of Trouble: Copyright and the Fair Use Act Donna Bancroft, UC Katz 16	F WORKSHOP Respondus Ashley Montgomery, UMF STC 253	G WORKSHOP Blackboard Small Groups Rich Frino, UC STC 255
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3:20 -4:00

Wrap-Up / Evaluation / Peer Mentoring Feedback (Katz Studio)

9:00 / Welcome and Opening Remarks.

9:15 – 10:30 / KEYNOTE. Best Practices in eLearning. Whether used as the primary course delivery medium or as a component of ITV, videoconferencing and on-campus courses, the application of elearning requires thinking differently about designing, teaching, and supporting our courses. In this interactive session we will identify specific strategies for addressing some of the challenges posed by elearning, and we will explore maximizing the potential of elearning. *Shirley Waterhouse, Office of the Provost, Embry-Riddle Aeronautical University.*

10:45 – 11:45 / Concurrent Sessions 1.

A. SHOWCASE. Engaging Students in a Large Enrollment Online Course: Language, Mind and Society. With an enrollment of over 80 in *Language, Mind and Society*, a course he co-developed with his colleague Dana McDaniel, Wayne Cowart faced the challenge of keeping students actively engaged and preventing them from "hiding" in cyberspace. He uses a variety of approaches – a demanding schedule of weekly assignments, weekly quizzes, small groups, video segments produced using screencasting software, and audio lab exercises. *Wayne Cowart, Professor of Linguistics and Department Chair, USM.*

B. SHOWCASE. Creating a Rich Online Environment: Topics in Dental Hygiene. Nancy Foster reflects on her experiences with group discussion, project collaboration, debate, student online presentations, problem-based learning, phone conferences, and video segments in her online *Topics in Dental Hygiene* course. *Nancy Foster, Assistant Professor Dental Health Programs, UCB/UMA.*

C. ROUNDTABLE. Blackboard for the ITV and On-Campus Classroom. Learn about how two faculty have made use of online resources and Blackboard to enrich their on-campus and ITV courses. *Jon Reisman, Associate Professor of Economics, UMM and Alice Sheppard, Professor of Psychology, UMPI.*

D. ROUNDTABLE. Managing Small Groups Online. Are you thinking about using small group work in your online course? You will hear about the experiences of three faculty who will share tips, insights, suggestions, and potential struggles. *Facilitators: Diane Boone, Assistant Professor of Business Administration, Brenda McAleer, Assistant Professor of Business Administration, and Claire Theriault-Perkins, Professor of Business Administration, UMA.*

E. TECH INTRO. A Preview of Blackboard 8.0. The University of Maine System will be upgrading to Blackboard 8.0 during the summer. We'll preview the major new features, focusing especially on the new version of the Online Gradebook and its enhanced capabilities. *Jing Qi, Director of Instructional Technology and Support Services, UMPI, and Glenn LeBlanc, Instructional Designer, University College.*

F. WORKSHOP. Using Blackboard's Assignment Tool. Because of its link to the Online Gradebook, Blackboard's Assignment tool is the preferred method for receiving students' assignments. You will learn how to set up, receive, and grade assignments and give feedback to students using this tool. *Leslie Kelly, Associate Director of the Library and Distance Education, UMFK.*

G. TECHNOLOGY INTRO. Blackboard for Beginners. Whether you're just getting started with Blackboard or think you might want to use this web-based course management software, this guided tour will give you the overview you'll need. *Linda Schofield, Distance Education Technician, UMM.*

1:00 – 2:00 / Concurrent Sessions 2.

A. ROUNDTABLE. Managing Online Discussion. How do you maximize the potential of online discussions and use them to enhance learning? How can you keep a discussion on track -- and bring it to a productive end? How can you avoid information overload? How can you most effectively evaluate student participation? Come and share your ideas. *Shirley Waterhouse, Office of the Provost, Embry-Riddle Aeronautical University.*

B. TECHNOLOGY INTRO. Using Audio and Video in Your Course. Course introductions, short lectures, case scenarios, demonstrations, field trips, interviews, and panel discussions have great potential for creating a positive online learning environment and adding a new dimension to your content. You will learn about the technology options and support available for producing and using audio and video. *Paige Ricciardo, Greg Keneborus, and Dianne Ballon, Production Specialists, University College.*

C. TECHNOLOGY INTRO. Producing "Screencast" Segments with Camtasia Studio. "Screencasting" involves producing video segments by capturing what's on a computer screen and adding other multimedia components. This session focuses on using Camtasia Studio to: (1) add voice-overs to PowerPoint presentations, and (2) produce short videos to demonstrate parts of Blackboard or other software tools in your course. *Scott Kimball, Instructional Media and Support Specialist, University College and Center for Technology-Enhanced Learning, USM and Jeff Beaudry, Associate Professor of Education, USM.*

D. ROUNDTABLE. Making the Transition to Teaching Online. Two faculty who have recently converted regular classroom courses to online courses reflect on their experience. In her *Introduction to Franco American Studies* course, Susan Pinette requires a research project, regular participation in discussion, responses to readings, and an oral history project. Judy Hakola's *Writers of Maine* course includes extensive listening assignments, readings, videos, and required participation in weekly discussions. *Facilitators: Judy Hakola, Lecturer in English, UM and Susan Pinette, Director, Franco-American Studies and Associate Professor of Modern Languages, UM.*

E. SHOWCASE. Creating a Rich Online Environment: GIS and GPS. In his online *GIS and GPS for Public Safety* course, Dave Hobbins incorporates introductory videos, PowerPoint lectures, online quizzes and exams, and lab exercises. This session showcases the course and provides an opportunity to reflect on lessons learned. *Dave Hobbins, Professor of Forestry and Environmental Studies, UMFK.*

F. TECHNOLOGY. Using Respondus with Blackboard. Do you create online exams/quizzes in Blackboard, but find the Test Manager awkward to use? If so, attend this one hour session on Respondus. It is a very easy-to-use tool which allows you to create and manage exams/quizzes in an offline environment. *Ashley Montgomery, Director, Teaching and Learning Collaborative, UMF.*

G. WORKSHOP. Posting and Managing Documents in Blackboard. An introduction to Blackboard's tools for posting and managing announcements, course syllabi, course materials, and links to online resources. *Linda Schofield, Distance Education Technician, UMM.*

2:15 – 3:15 Concurrent Sessions 3.

A. ROUNDTABLE. Spend Your Time Teaching, Not Housekeeping: How Online Course Policies Can Help. Establishing clear and consistent course policies can help reduce administrative tasks and busywork and allow faculty to focus their energy on teaching. The discussion will focus on how specific policies regarding participation, turn-around time, assignment submission, and discussion can help create a less stressful experience for both faculty and students. *Shirley Waterhouse, Office of the Provost, Embry-Riddle Aeronautical University.*

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D. ROUNDTABLE. What Your Students Won't Tell You About Your Online Course. Our perception of what works and what doesn't work in the online environment is filtered through our lens as faculty. This session will address perceptions of online courses and learning from the "other side of the screen". Students with varying backgrounds of e-learning experience were asked "If you could tell your instructors anything about their online courses what would you want them to know"? Come hear the results of what students had to say about what works and what doesn't work in the e-learning environment. Session will include a presentation on findings as well as a panel of students to discuss their thoughts on those findings. *Facilitators: Tom Giordano, Assistant Professor of Accounting, UMA and Jodi Williams, Assistant Professor of Library Information Services and Coordinator of the Library and Information Technology Program, and Claire Theriault-Perkins, Professor of Business Administration, UMA.*

E. ROUNDTABLE. Staying Out of Trouble: Copyright and the Fair Use Act. This workshop will cover the TEACH Act which amended the federal copyright law for works used in distance education. We will cover the Act's conditions and requirements that faculty, staff, and the institution must adhere to in order to take advantage of the benefits subscribed by the law. *Donna Bancroft, Off Campus Librarian, University College.*

F. WORKSHOP. Using Respondus with Blackboard. Do you create online exams/quizzes in Blackboard, but find the Test Manager awkward to use? If so, attend this one hour session on Respondus. It is a very easy-to-use tool which allows you to create and manage exams/quizzes in an offline environment. *Ashley Montgomery, Director, Teaching and Learning Collaborative, UMF.*

G. WORKSHOP. Blackboard Small Groups. This session explores two tools in Blackboard for setting up small groups: Manage Groups and Advanced Group Management. *Rich Frino, Instructional Media and Support Specialist, University College.*

3:20 – 4:00 / Wrap-Up / Evaluations / Peer Mentoring Feedback

One of our projects this year is the development of a Peer Mentoring initiative. A group of faculty and staff representing UMS campuses are meeting on May 14 to draft a UMS rubric which will serve as a guide for faculty developing online courses. We hope you'll come by before you head home to hear about this project and share your thoughts on the draft rubric and the Faculty Institute.