TOPKIT: ADOPTABLE, ADAPTABLE, INTERACTIVE COMMUNITY FOR THOSE WHO PROVIDE ONLINE FACULTY DEVELOPMENT

Amanda Major, Ashley Salter, Wendy Howard
Attendees will leave the session being able to:

- Share about the comprehensive online faculty development initiative
- Identify the informative and interactive components of TOPkit
- Adopt and adapt faculty development resources provided for your own institution
- Interact in TOPkit.org to shape the evolving community
If you work at a higher education institution in Florida, consider attending the TOPkit Workshop on March 5-6, 2019, and the Innovation Summit on March 7, 2019.

The Teaching Online Preparation Toolkit (TOPkit) website is a comprehensive resource that provides the postsecondary community with the essential elements required to ensure a very high quality online faculty development program, including a sample course that may be imported into any learning management system and then customized. The links below walk you through a three-step process for planning, developing, and evaluating your program along with supporting resources.

While this initiative is Florida funded and Florida focused, it is not Florida exclusive and we invite you, our colleagues around the world, to explore the TOPkit website and actively participate in its accompanying community of practice.

To learn more about this site and its contributors, please read About Us.
“As UF’s Office of Faculty Development & Teaching Excellence creates workshops and materials to support faculty and graduate assistants with teaching, TOPkit is our first stop. We check in to see the strategies that have worked for others as well as resources folks have shared. **TOPkit is a great resource!**”

**Jennifer Smith**  
Director of the Office of Faculty Development & Teaching Excellence  
University of Florida

“Instructional designers at UNF reference TOPkit for content and strategies to share with faculty. It’s a great place to get ideas when considering which topics to include in our faculty training and provides in-depth information on effective faculty development for online learning.”

**Deb Miller**  
Director of the Center for Instruction & Research Technology  
University of North Florida
State University System of Florida Board of Governors 2025 Strategic Plan for Online Education

**Tactic 1.2.3**

“Provide an online toolkit and annual workshops for institutional staff who are responsible for professional development activities for faculty who teach online courses.”
Background

Funded by:
- Florida Virtual Campus (FLVC)
- Council of Academic Vice Presidents (CAVP)

Developed by:
- UCF’s Center for Distributed Learning
- Creative Commons License
- Florida funded and Florida focused, TOPkit has an international reach
What’s Available?

Annual Workshop
Currently reserved for Florida public institutions

Community of Practice
Share a practice. Seek advice. Discuss issues.

TOPkit
Build or revise your online faculty development program.
<table>
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<th>What do YOU do for faculty development to prepare faculty for online teaching?</th>
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Let’s Discuss

What programs and strategies do you offer at your institution?
Site Tour of Teaching Online Preparation Toolkit

https://TOPkit.org
How can you participate?

- Upcoming Events
  - TOPkit Workshop – March 5-6, 2019
  - Innovation Summit – March 7, 2019
  - Online CoLAB – Summer 2019
- Register at TOPkit.org
- Ask ADDIE to solve a faculty development dilemma
- Sign up for the TOPkit Digest
- Share an effective practice in the community (Post-and-win event!!)
- Connect to TOPkit on social media
TOPkit Workshop

3RD ANNUAL WORKSHOP
MARCH 5-6, 2019
ORLANDO FLORIDA

REGISTER TODAY  SUBMIT A PROPOSAL  REVIEW PROPOSALS
Florida Online
INNOVATION SUMMIT

JOIN US
THURSDAY
MARCH 7, 2019
9:00am - 4:00pm

UCF | Pegasus Innovation Lab

Join Us!
Join Us!

Online CoLAB is a speed networking event to occur in the summer 2019. You’ll walk away with more resources, solutions and creative ideas than you every imagined!

Sponsored by:
- CoLAB Planning Series®
- TOPkit
- University of Florida
How do I register?

Follow the registration instructions on [https://topkit.org/registration-instructions/](https://topkit.org/registration-instructions/) to register to participate in the TOPkit community.
Ask ADDIE for advice.
Right to Your Inbox!

- Featured video tip
- Top tips
- Featured quotation from the community
Share then propose!

- Share in the Community of Practice

- Propose to present at the TOPkit Workshop CFP closes on Nov 28
Connect.

Our community extends beyond all this.
Feel free to follow us on . . .

- Facebook www.facebook.com/TOPkit.org/
- LinkedIn www.linkedin.com/in/topkit
- Twitter @TOPkitlive and use #topkit
Questions? Contact TOPkit@ucf.edu.

https://TOPkit.org
• Download and open OLC Conferences mobile app
• Navigate to specific session to evaluate
• Select “Evaluate Session” on session details screen (located under session type and track)
• Complete session evaluation*

*Each session evaluation completed (limited to one per session) = one contest entry

Five (5) $25 gift cards will be awarded to five (5) individuals
Must submit evals using the OLC Conferences mobile app or website
Site Tour Screenshots

Additional Slides
Faculty Development Decision Guide

Quality Transformation Model for Faculty Development

(Jowallah, Futch, Barrett-Greenly, and Bennett, 2016)
Development

Checklists & Rubrics
This section covers checklists, rubrics, and guidelines for evaluating online programs and course quality. The Selection/Application/Implementation Guide and the Resources/Examples sections may be used to create a customized program and course evaluation process for an institution’s specific needs.

Sample Course
A sample online faculty development course based on UCF’s IDL6543 has been provided in this section for downloading and importing into a learning management system. This course is a distillation of the key elements of IDL6543 that institutions may use—as is, or modified—to train their own faculty. The content is of the same high quality that UCF has used to train its own faculty.

Tools, Techniques & Strategies
This section explores the tools, techniques, and strategies that have been shown to promote effective development regardless of the modality in which it will ultimately take place. These options will relate to the overall faculty development model, along with logistical factors.

UDL & Legal Considerations
This section explores the legal considerations: Family Educational Rights and Privacy Act (FERPA), Copyright, Accessibility. It also discusses Universal Design for Learning (UDL) strategies that can be applied to the design and development of online course materials to help meet the needs of all learners.
Evaluating

Sources of Data
Evaluation is critical to determine the impact of educational technologies on students, faculty, and the institution.

There is a variety of data that is collected by many campuses. Here we discuss several possible sources of data for researchers. We also include sample surveys to use as a starting point for your own survey work.

Tips and Guidance
Well-designed research can provide continuous quality improvement that informs stakeholders, allowing better allocation of support and resources based on evidence. Determining what works and what is needed is critical toward improving the success of both students and faculty, and ultimately the institution.

This section contains information, tips and guidance to help you consider conducting educational research in your classroom or evaluating the impact of technology on your campus.
# Community of Practice

## Forums

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<td>Share an Effective Practice</td>
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<td>Archived Forums (Hidden)</td>
<td>67</td>
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<td>No Topics</td>
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- Ask ADDIE: Ask your most pressing questions related to faculty development for online education for feedback from the community.
- Share an Effective Practice: Share your success stories and materials related to effective practices for faculty development for online education.
- TOPkit Workshop 2018: The TOPkit Workshop invites attendees to revisit breakout sessions and join in fundamental dialogue related to their experiences and takeaways from the 2018 workshop.
Resources

This section of the Toolkit is intended to provide resources that facilitate discussion and dissemination of research and best practices in online and technology-enhanced learning. These resources can help those investigating and disseminating to design, develop, and improve their professional development programs.

TOPkit Digest

Each month we will highlight a different area of the toolkit and a related discussion thread in the community of practice. We call these two sections of TOPkit Digest “From the Kit” and “From the Community.” You may choose to peruse the archive on this site, but we also encourage you to sign up for the monthly mailing.

Organizations and Conferences

This section is devoted to organizations and conferences that are known to promote and disseminate topics related to the use of technology-enhanced education.

Journals

This list of journals provides many that are devoted to online and technology-enhanced learning and instruction. These are valuable for those who want to publish their research or examine the works of others in the field.

Publisher websites are provided for some subscription-only journals, although many are accessible through university library websites. Many online journals are also now available through open-access. If you search for a publication outlet, be aware of the audience and distribution of the journal.

Other Resources

This list includes pedagogical resources, non-peer reviewed newsletters, magazines that contain articles related to online learning. The pedagogical resources focus on instructional practices and strategies for online and blended learning. Instructional designers and teaching faculty members can apply these published strategies in their own course design and teaching. They are also valuable resources to be integrated in faculty professional development programs.