

Mechanisms for Consistency

Goal: Provide high-quality teaching and practices that are consistent across courses.

Several standard practices were established and documented for new instructors and TAs. Documents are updated as new techniques evolve.

1. Developed video process standards for lectures to make it easier to replace and update content.
2. Developed an instructor protocol to help new instructors get started and promote consistency in course management, availability to students (consideration of time zones), collaboration and communication and student evaluation.
3. Created a centralized location for storing files to make it easier for instructors to share knowledge and materials.
4. Required an introductory video of instructors and TAs.

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5. Developed a conversation rubric for evaluating online conversation.
6. Established weekly instructor meetings
 - Cross-communication between instructors and advisors on classes and students
 - Sharing of best practices at program at the instructor and TA level
7. Established a lead TA to be a designated resource for all TAs to help them with teaching in the online environment.