Good Afternoon,

Your review/recommendations were incredible. <u>Where have you been all of our lives???</u> ....I'm very proud of your observations and recognition of course alignment.

My comments and questions are below in **purple.** Feel free to respond to my remarks using red, or a different color.

Talk to you tomorrow.

DR. SMITH

INITIAL REVIEW OF NU822

1. **Home Page**
   1. The front page and home page images should correctly correspond to the department (DR. SMITH - THIS ISN'T THE NUTR IMAGE IS IT?)

      Dr. Smith Response: NICE CATCH!!! You are absolutely correct. The Homepage should be the NUTR image...

   2. Add Course description to home page

      Dr. Smith Response: YES!

2. **Modules View**
   1. The Instructor Notes, Questions and Virtual Café, and the Welcome and Course Overview should appear in that order.

      Dr. Smith Response: Why?.... (You are correct, but be prepared to offer context)

   2. May want to put Discussions/Assignments/Field Trips in a consistent order

      Dr. Smith Response: YES!!!

3. **Course Overview**
   1. Great start. Perhaps we could expand the introduction with the approved course description and contextualize the course topic.

      Dr. Smith Response: Great recommendation, a thorough "Introduction" informs learners on what to expect and guides support a strong start.

   2. We need to add Course-Level Learning Outcomes.

      Dr. Smith Response: Why?.... (You are correct, but be prepared to offer context/supporting rationale)

   3. We could add a section on Graded Assignments.

Dr. Smith Response: Specifically, where and why?

4. May need to remove the link to Dr. XXXXXXX and reference a separate page about him that will appear in the Modules View (perhaps between Course Overview and Faculty Information). (DR. SMITH WHAT DO YOU THINK - IS THAT LINK NOT APPROPRIATE THERE AND AT RISK FOR GETTING BROKEN?)

   Dr. Smith Response: He and his likeness may or may not be removed from the course. He was the original course developer, and the software is his copyrighted program. HOWEVER, he is not "faculty." The SME can offer guidance on how she would like to recognize his contribution (aside from sharing required copyright information).

5. Remove the link to Course FAQ there and mention that it can be found in Module 1 Resources.

   Dr. Smith Response: Good catch.

6. It is best practices to keep the pdf for the textbook in the Resources area although you can reference it here

   Dr. Smith Response: Why is this the best method?.... (You are correct, but be prepared to offer context/supporting rationale)

7. A link to the Files is not normally made available to the students. Rather, they should find each file in the appropriate Module, usually in the Resources area. If you must leave the Files area accessible to students, you want to reference the "Files" page here, not link to it. (DR. SMITH, WHAT DO YOU THINK?)

   Dr. Smith Response: I agree but Why?....

4. **Module 1 Overview**
   1. We need to add module-level objectives/outcomes, and we could add an alignment grid to show how activities and assessments align with these objectives.

      Dr. Smith Response: ABSOLUTELY and why?

5. **Module 1 Resources**
   1. I would not link to "The Game of Life" there since there is a page dedicated to that (two pages away). (DR. SMITH, DO YOU AGREE?)

      Dr. Smith Response: I agree but Why?....

   2. All resources should be in APA format.

      Dr. Smith Response: YES!

   3. Do we need to seek permission to use any of those pdfs? (DR. SMITH, GUIDANCE?)

Dr. Smith Response: As a non-profit higher education institution, we can re-use articles (as long as we are not modifying, charging students separately for access to them, or if the article explicitly states "not for distribution"). Great insight.

4. We need to add transcripts for the videos for ADA compliance.

   Dr. Smith Response: Yes, we do. This responsibility currently sits with CTL. I will get you the details regarding the company we now use.

5. We need to include a one- or two-sentence description of each required resource (how it aligns with objectives or contributes to successful completion of an assignment)

   Dr. Smith Response: I agree but Why?...

6. I would not link to Discussion from Resources page

   Dr. Smith Response: I agree but Why?...

7. Run time needed on Recommended video

   Dr. Smith Response: I agree but Why?...

6. **Module 1 Discussion**
   1. I would design a discussion topic that aligns with the objectives we create for this Module.

      Dr. Smith Response: YES!

   2. Explain in the discussion how the activity supports the module and course objectives.

      Dr. Smith Response: YES and Why?

   3. I would give specific instructions for the initial post and response post(s). Specify # of words required in initial post and response(s). Specify # of response posts required.

      Dr. Smith Response: YES!

   4. State if authoritative resources should be used to support the content of the post, and if so, how many (remind students to use APA format).

      Dr. Smith Response: YES!

   5. Give due dates for both initial post and responses. "Initial post is due on Wednesday of Week 1 at 11:59 pm ET and response(s) are due Saturday of Week 1 at 11:59 pm ET" rather than using dates **to ensure sustainable** design.

      Dr. Smith Response: YEEESSSSS, I was about to as "Why," until I read, underlined, and bolded a perfect example above demonstrating how you should ALWAYS "qualify" or "validate" your feedback!!!

6. Set the Canvas due date for the date of the response post(s).

   Dr. Smith Response: Get with SME on her instructional strategy here.

7. Create a calendar event for the "Initial Module 1 Discussion Post" for 11:59 pm of the due date. In the description, include a link to the discussion forum.

   Dr. Smith Response: This is a good suggestion, be sure to continue to frame these as "suggestions" and "recommendations." Don't forget your soft words: "It may be helpful if...", "Students may benefit from.....", "Have you considered....", "In my experiences, I've found that.....", etc.

8. We need to design and embed a grading rubric

   Dr. Smith Response: ABSOLUTELY!.....WHY?

7. Module 1 "Field Trip"- The Game of Life
1. If this is an important concept you might want to include it in the objectives/outcomes and may want to assess the attainment of the outcome.

   Dr. Smith Response: Great use of soft terminology "may," HOWEVER, This is really not a suggestion (LOL), this is necessary/mandatory. If she has students performing a course function, they must ALWAYS align with the outcomes. Otherwise, you're wasting their time and your course is misaligned. When it comes to "alignment," we are enforcing best practices, not offering suggestions. Still, great use of your soft words. 😊

2. Image needs more descriptive alt text.

   Dr. Smith Response: An excellent opportunity to educate SME on "appropriate" alt text usage. Nice observation.

8. Module 2 Overview
1. We might want to expand upon the description of the topic of the module to provide context for the topic within the field of study as well as connect it to the course outcomes.

   Dr. Smith Response: YEEESSSSSS!!! Way to go on how you "qualified" your feedback.

2. We can include an image.

   Dr. Smith Response: I agree but Why?...

3. We need to add module-level objectives/outcomes, and we could add an alignment grid to show how activities and assessments align with these objectives.

   Dr. Smith Response: YOU GOT THIS!!

9. Module 2 Resources
1. Handout should be a pdf instead of a document unless it is to be used as a template or edited.

Dr. Smith Response: Great suggestion.

2. All resources should be in APA format.

   Dr. Smith Response: YES!

3. We need to add transcripts for the video for ADA compliance.

   Dr. Smith Response: We'll get with Rob on who he's used.

4. We need to include a one- or two-sentence description of each required resource (how it aligns with objectives or contributes to successful completion of an assignment)

   Dr. Smith Response: YES! Excellent qualification, also informs the SME that adult learners need verification that learning activities are meaningful and purposeful. Otherwise, they may view it as "busy work," or describe the course as being "all over the place." Our student's average age is 35; they have better things to do. Let them know that every aspect of the course is to assist them in achieving the "stated" learning objectives/outcomes...:-D

5. I would not link to Discussion from Resources page

   Dr. Smith Response: I agree but Why?...

6. I would not link to Module 2 "Field Trip" there since there is a page for that next (DR. SMITH DO YOU AGREE?)

   Dr. Smith Response: I agree, as redundancy has the potential to confuse some. We want learners to focus on the content, not how to operate poor navigation

10. Module 2 "Field Trip": QUODLIBET
   1. Might want to remove QUODLIBET links from Resources page and include them here since this page is dedicated to this resource (DR. SMITH – IS THAT ACCEPTABLE OR SHOULD ALL LINKS BE JUST ON RESOURCE PAGE?)

      Dr. Smith Response: The only time I would say "no" to a course element in "Resources" is let's say, for example In Module 1, I would not include the link as they have not yet been introduced to the activity. In module 2, or any time AFTER they've been introduced to the course element, I would include the link in "Resources." The rationale is that there is no use in including a link to an element that they have no experience or background information. Outside of that, it's okay to add the QUODLIBET Guide links in Resources.

   2. We need to create descriptive links rather than post URLs for last two resources here

      Dr. Smith Response: YEEESSS....aannnddd Why? LOL

11. Module 2 Assignment
   1. We should not link to any resources here. Rather, reference the resource and include it on the Module 2 Resources page.

> **Dr. Smith Response: I disagree. The reason why it should remain is that learners need the resource to complete the assignment.**

2. Needs specific name.

   > **Dr. Smith Response: I'm okay with "Module 2 Assignment", as that's specific to the course. If you disagree, Why?**

3. Needs a brief introduction to the activity, including how the activity or assignment contributes to attaining the learning outcomes

   > **Dr. Smith Response: YES! Nice validation.**

4. Needs specific instructions on how to complete the assignment and what should be submitted.

   > **Dr. Smith Response: I agree, but Why?**

5. Needs a due date "due Saturday of Week 2 at 11:59 pm ET".

   > **Dr. Smith Response: YES!**

6. We need to design and embed a grading rubric.
7. **Dr. Smith Response: YES! aaannnnddd WHY?**

12. Module 2 Discussion: Genetics Review, Genomics, Proteomics

1. I would design a specific discussion topic that aligns with the objectives we create for this Module.

   > **Dr. Smith Response: You are absolutely correct, can you explain how it's misaligned?**

2. Explain in the discussion how the activity supports the module and course objectives.

   > **Dr. Smith Response: YES!**

3. I would give specific instructions for the initial post and response post(s). Specify # of words required in initial post and response(s). Specify # of response posts required.

   > **Dr. Smith Response: YES!**

4. State if authoritative resources should be used to support the content of the post, and if so, how many (remind students to use APA format).

   > **Dr. Smith Response: YES!**

5. Give due dates for both initial post and responses. "Initial post is due on Wednesday of Week 2 at 11:59 pm ET and response(s) are due Saturday of Week 2 at 11:59 pm ET" rather than using dates to ensure sustainable design.

   > **Dr. Smith Response: YES, nice validation!**

6. Set the Canvas due date for the date of the response post(s).

   Dr. Smith Response: Get with SME on her instructional strategy here.

7. Create a calendar event for the "Initial Module 2 Discussion Post" for 11:59 pm of the due date. In the description, include a link to the discussion forum.

   Dr. Smith Response: This is a good suggestion, be sure to continue to frame these as "suggestions" and "recommendations." Don't forget your soft words: "It may be helpful if...", "Students may benefit from.....", "Have you considered....", "In my experiences, I've found that.....", etc.

8. We need to design and embed a grading rubric.

   Dr. Smith Response: ABSOLUTELY!.....WHY?