



WHAT TLT CAN DO FOR YOU



Faculty and staff participating in the Google Academy.

What We Do

- The Office of Teaching and Learning with Technology (TLT) works with all faculty to incorporate technology into courses, and provides pedagogical and technical certification workshops, events, and specialized programs on a variety of topics.
- TLT serves as the point-of-contact to seek approval for off-campus face-to-face courses and educational activities offered outside Texas.
- TLT provides information and administrative services to online programs and future and current distance learners.

What We Can Do For You

□ ADMINISTRATIVE

New Distance Education (DE) Programs and Off-Campus Courses

The Office of Teaching and Learning with Technology (TLT) assists academic units with the procedures to offer new distance education programs (including transitioning an existing degree into DE format) and off-campus courses. An off-campus course is one in which more than 50 percent of the instruction occurs when the students and instructor(s) are in the same physical location and the location is not TWU's main campus. This includes offering non-health-related courses at TWU's Dallas and Houston campuses.

State Authorization

TLT handles TWU's state authorization compliance, which is the process of gaining approval from other states to operate within their borders. "Operate" can refer to online courses; face-to-face courses; internships, practicums or student teaching, etc.; research; proctored exams; and business practices such as employing faculty or staff in another state; having a branch campus; advertising and recruiting. TLT manages TWU's participation in State Authorization Reciprocity Agreements (SARA) and makes sure TWU adheres to other state and federal regulations pertaining to state authorization and programs that prepare students to enter licensed professions.

Canvas Administration

TLT oversees the University's learning management system (LMS) and integrated tools. This includes course creation, user creation, and related processes in Canvas. The LMS Manager provides immediate responses to problems and emergency situations affecting normal operations. System performance is reviewed and proactively managed.

□ PARTNERSHIP

Partnership Opportunities

TLT's instructional designers (IDs) maintain, develop and implement professional development events on pedagogy. They collaborate with academic components and faculty members on issues related to teaching and learning with technology.

Academic Component Partnerships

The instructional design partners work with department leaders to identify goals and objectives in order to develop personalized, unique workshops and training on topics related to teaching and learning with technology.

Instructional Design Partners

Instructional designers partner with instructors and academic components to answer questions about teaching and learning in one-on-one consultations, small group settings, workshops and webinars. They are knowledgeable and continue to assist with:

- Designing or redesigning Canvas courses
- Consulting with instructors moving courses online
- Training instructors to use immersive technology
- Integrating Google applications into Canvas courses
- Teaching and Learning Guides on pedagogical topics
- Using Open Educational Practices (OEP) to innovate learning
- Programs for Graduate Teaching Assistants and Graduate Assistants
- Providing a Guide to Online Learning for instructors to assist students

□ QUALITY ASSURANCE

Faculty members can contact IDs to discuss ways to improve their courses and to have objective reviews of their courses. All reviews and discussions are confidential and can be used for continuous improvement of the design, activities, assessments, and instructional strategies.

Please visit the Information for Faculty page at twu.edu/tlt/information-for-faculty for the latest event details.

Universal Design

The use of Universal Design practices by faculty ensures that courses are usable by all students, without the need for adaptation or accommodation. The goal of Universal Design is for instructors to use a variety of teaching methods to remove barriers to learning and give all students equal opportunities for success.

The Universal Design Toolkit is a set of simple principles to apply to course materials that allows instructors to provide content that works for everyone. There are practices to follow for Documents and Presentations; Audio and Video; and Utilities and Tools.

For more information, visit the TLT Universal Design website at twu.edu/tlt/information-for-faculty/universal-design.

Quality Matters

Quality Matters (QM) is a nationally recognized, faculty-driven, peer-review process used to ensure the quality of online and blended course design. The Quality Matters Higher Education Rubric is a set of standards that can be used in a variety of ways to help instructors develop, redesign, and assess their online and hybrid courses.

Instructors interested in Quality Matters to improve online and hybrid courses should email TLT@twu.edu, or call 940-898-3409, about how to get started with Quality Matters opportunities at TWU.

For more information, visit the TLT Quality Matters website at twu.edu/tlt/information-for-faculty/quality-matters.

□ PROFESSIONAL DEVELOPMENT

Professional Learning Opportunities

The Office of Teaching and Learning with Technology offers advanced, professional, learning opportunities to help instructors improve their knowledge, competence, skill and effectiveness. TLT offers the following professional development events throughout the year:

Annual Events

- Academic Success Lecture
- Teaching and Learning Symposium

Facilitated Online Courses

- Designing Effective Online Courses in Canvas (2 weeks)
- Designing an Accelerated Course for Student Success (1 week)
- Applying the Quality Matters Rubric (2 weeks)
- Designing Your Online Course (Quality Matters, 2 weeks)

Online Courses (Available Anytime)

- Classroom Technology Workshop (30 minutes)
- Canvas for Graduate Assistant (4 hours)

Webinars

- Zoom Into Canvas
- Making Documents and Presentations Usable by All Learners
- Making Audio and Video Content Usable by All Learners

Specialized Programs

- Faculty Academy
- Pioneer Teaching and Learning Academy

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□ Contact Us

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