**Instructional Innovation Tactic 2.5: Implement instruction practices and learning technology core standards and training for faculty**

In order to provide students with the tools and understanding they need to succeed in their classes and in the workplace, instructors must be able to model understanding and use of those tools. This document delineates core instructional practices for the use of technology, lists specific student performance objectives, and suggests training to help faculty use and model technology appropriately.

 We envision a learning culture that embraces technology, in which faculty and students:

* Are not afraid to take risks or challenge ideas, and extend themselves beyond what is comfortable and easy;
* Are capable of utilizing software and applications specific to their content areas or applicable to their professions;
* Appreciate new technology they encounter as a way to add to their personal and professional growth.

***Five Core Technology Standards***

*Students will...*

1. Be able to understand and decipher problems using technology tools for thinking, planning, and processing information;
2. Be able to locate, evaluate, and use information using online resources (digital literacy;)
3. Be able to communicate effectively within communities, both locally and globally, using technology;
4. Model digital citizenship and responsibility by using digital information ethically;
5. Be able to collaborate with coworkers in a team-based environment.

**Standard 1. Students will be able to understand and decipher problems using technology tools for thinking, planning, and processing information.**

Students will be able to:

1. Use a spreadsheet for a variety of uses
2. Share online resources
3. Manage agendas with online calendars and mobile devices
4. Manipulate data
5. Brainstorm ideas, concepts and solutions
6. Keep records and data
7. Organize data
8. Use survey tools to collect opinions and data
9. Use visuals to promote understanding
10. Map a process using flowcharts and similar tools
11. Select an appropriate technology for the task

**FACULTY TRAINING**

**Using Technology to Develop Thinking, Planning and Processing** : Workshops in which tools for thinking, planning and processing information are demonstrated, used and adopted for use in a learning environment. Some possible examples of tools to be investigated are:

* **Thinking:** Prezi, Google Docs, Bubbl.us, SimpleMind, Mindjet
* **Planning:** LMS’s (such as Angel, Blackboard, Canvas, etc.,) Twitter, Facebook, Excel, Outlook, Google Calendar, Chat (Google, Microsoft Messenger, etc.,) Storify
* **Processing:** Wikis, Blog sites, Slideshare, Image Editing, Flowchart software, Analytics, Phatpad, QuickOffice, iAnnotate

**Love Your Smartphone:** (Currently available at KCELT):  With their increasing power and flexibility, there may be a point where you start to use the word love in describing your smartphone. With apps to read and pdfs to highlight, reading electronic books, following multiple blogs, coordinating bookmarks between computer browsers and the phone, keeping up with TED, subscribing to iTunesU content, texting or calling students from a unique mobile phone number using Google Voice, or just looking at the stars, the Droid phone lets you coordinate many streams of information. This class will be an opportunity to share best practices. Additional discussion can center on those who have graduated to a bigger screen with the iPad, Xoom, or other pad devices.

**Cloud Storage - Solutions for Students:** Your students could be storing their files online. Learn about the features of your students' Kirkwood e-mail accounts. Instead of losing/damaging flash drives and the assignments they prepared for you, have students use "cloud" storage--storage on the Internet. The students' e-mail accounts, sponsored by Microsoft's Live@edu, allows for 25 gigabyte online storage space with the "SkyDrive" service. Students can also work in groups and share files using the "Groups" feature. Additional online storage solutions will be addressed.

**Standard 2. Students will be able to locate, evaluate, and use information using online resources (digital literacy.)**

Students will be able to:

1. Detect legitimate source materials
2. Know when a work is best avoided because it is incorrect or inappropriate
3. Access a variety of relevant and credible online indexes
4. Select appropriate data from available resources
5. Digest materials and synthesize content (without simply copying and pasting)
6. Manage RSS feeds to track news/topics
7. Carry out efficient and effective online searches
8. Attain works needed via appropriate institutions such as: ebrary, inter-library loans, EBSCOhost and other databases, YouTube, Vimeo, TED Talks, iTunes U
9. Interface with digital library resources
10. Locate, organize and use digital data in folders, spreadsheets, and shared drives, and by using appropriate tags
11. Implement (integrate) multimedia resources

**FACULTY TRAINING**

**Digital Literacy for Students:** A workshop in which instructors learn to model and demonstrate technological tools that students can use to locate, evaluate, and utilize  information using online resources. Some examples of tools to be investigated are:
Internet Search Tools, Kirkwood Library Resources, Wikis, Blogs, Turn It In, Safe Assign, Bundlr, Evernote

**Staying Abreast of Developing Technology Trends:** A series or online resource in which faculty and staff share experiences using web tools. Investigate living wikis such as Wikipedia. Blogs to Follow: Instructional Sheji, T4LT, Langwitches, TED, The Chronicle of Higher Education, Educause, Ruben Puentedura, Cool Cat Teacher Blog, New Media Consortium, Profhacker, Pulse for blogs

**Using Library Digital Resources:** Partnering with librarians to create online course projects that step students through the available resources.

**Standard 3. Students will be able to communicate effectively, both locally and within global communities, using technology.**

Students will be able to:

1. Craft professional emails and other electronic correspondences
2. Edit a Wiki page (such as Wikipedia)
3. Discuss and elicit conversations asynchronously among peers
4. Engage with ad-hoc groups and committees using such tools as Twitter and Facebook
5. Connect with remote locations and other cultures
6. Chat live to receive or give support (Skype, Instant Messenger)
7. Build a community of peers (Facebook groups)
8. Manage projects effectively, using technological tools
9. Communicate using professional abilities, skills and knowledge for employment purposes or networking

**FACULTY TRAINING**

**Digital Communication Strategies and Tools:** A workshop exploring digital tools for effective communication. Examples of tools to be investigated:

* **Web Conferencing tools**: Skype, Google+, Adobe Connect, iLinc, Facetime
* **Presentation Tools:** PowerPoint, Prezi, VOD, Camtasia, Jing, Voice Thread, YouTube, Slideshare [Avid, iMovie, Pinnacle, Final Cut]
* **Discussions/Forums:** such as in Angel, Blogs, YouTube
* **Classroom tools:** Smartboards, Clickers, AB Tutor [iPrompter Pro/Prompter]
* **Social Networking Tools:** Facebook, Google+, Google Voice, Google Chat, Microsoft Messenger Live, Twitter

**Student ePortfolio Projects:**  Integrate an online portfolio project into your curriculum for assessment, development, or to showcase best work for career opportunities. Some tools for developing eportfolios include: Google Sites, ePortfolios and LinkedIn.

**Standard 4. Students will model digital citizenship and responsibility by using digital information ethically.**

Students will be able to:

1. Publish materials responsibly
2. Protect their privacy and the privacy of others
3. Avoid the spread of malware and computer viruses
4. Cite source material accurately using online tools such as BibMe, Easybib, Noodletools or Citation machine
5. Report errors, bugs and exploits
6. Give credit to others where and when credit is due (avoid plagiarism)
7. Understand electronic commerce and engage in it appropriately and legally
8. Use electronic messaging appropriately
9. Use appropriate email etiquette

**FACULTY TRAINING**

**Citizenship in the Digital Age:** A workshop that explores ethical standards for online behavior. What are the consequences of digital bullying, inappropriate publication and sharing, outing and other digital-age ethical issues? Also includes MLA/APA documentation training.

**Standard 5. Students will be able to collaborate with co-workers in a team-based environment.**

Students will be able to...

1. Build a community of peers
2. Manage projects efficiently and effectively
3. Use good time management skills, task tools, and timelines
4. Communicate orally and in writing in a professional manner in emails and text messaging or using conferencing software
5. Collaborate at a distance to accomplish a task or goal
6. Collaboratively create and edit a document or presentation
7. Display problem-solving skills through use of software tools

**FACULTY TRAINING**

 **Facilitating Group Projects** Faculty will learn how to create and foster a team-based learning environment by utilizing and modeling appropriate group dynamics and tools for communication. Some tools to be investigated include: Ning, Wiggio, Google Docs, Facebook, LinkedIn, Twitter, Diigo, YouTube, Second Life, Vimeo, Voice Thread. MyWebspiration, and BlipTV.

**Appendix:**It has been suggested that professional development procedures need to be revamped to provide rewards for faculty who use technologies and techniques demonstrated in training events in classes, as opposed to the current system that allows professional development credit for attending training without proving it has been used for instruction.

Additional suggestions include:

* The development of Tech Fairs to show what is out there, including vendors and hands-on demonstrations.
* Tempo items such as a *Technology of the Week* post.
* Having instructors use the KCELT website to share information on the use of technologies and tools, posting information and experiences relating to the use of these tools in the classroom, commenting, and adding additional information.