Online Preparedness Task Force

June 11, 2020

Implementation Plan: Resource Hub

For a number of instructors, online delivery is relatively new. Online delivery takes time and, given the pandemic and the need to prepare for remote teaching in the Fall, time is limited. Having material available and easily accessible can help ease some of the stress around online course creation. Having a resource hub that includes best practices guidelines for remote teaching will ensure delivery of high-quality material and the continuation of the StFX experience students have come to know and expect.

Currently, announcements about possible PD opportunities mostly come via email. It can be difficult to find these announcements at a later time since they originate from many different sources. Similarly, teaching related-resources are shared in various ways and are housed in a variety of locations, so can be difficult to find when needed. Since faculty and teaching staff will have to prepare for online teaching in a compressed timeframe, it will be especially important to ensure that PD opportunities and teaching resources are centralized and organized in a way that it is easy to find what one needs. The resource hub that has been developed on the Teaching and Learning Centre website will serve as that centralized location. Ensuring that there is a two-way connection between the resources on the TLC website and IT Services website, will also ease access to resources.

To maintain the resource hub, the following factors will be important:

- **Organization of the Hub:** The resource hub will serve as one-stop shopping for online teaching resource needs. An effort will be made to keep the hub up-to-date so that it is a reliable source of information. It will be organized in such a way that faculty and teaching staff can easily access the resources that they need. Resources will be curated and organized into 'must reads or essentials' and 'resources of potential interest or good-to-know resources'. An effort will be made to organize the material by topic and, where it makes sense to do so, by discipline, and/or by skill level (beginner/intermediate, advanced).

- **Contents of the Hub:** The hub will include curated resources, a schedule of upcoming teaching-related events and PD opportunities, recordings of past PD sessions, an organizational chart of available supports, and access to an evolving FAQ.

What's Next	Who's Doing This	Completed
Contents of Resource Hub		
⇒ samples/templates for well-designed courses (and individual classes) on the resource hub	FoE, C&DE, Undergrad instructors with experience in teaching online	
⇒ sample syllabi	FoE, C&DE	
⇒ samples of how a class might be structured	FoE, C&DE	
⇒ StFX infographics, tip sheets, articles/blogs	TLC	
⇒ links to credible resources (e.g., Guide to Writing Effective Rubrics, University of Florida), and webpages (e.g., Virtual Maple League Teaching & Learning Centre).	TLC	
⇒ Update the IT Services website to link to the TLC material and vice versa, where applicable	IT Services and TLC	
⇒ IT Services, TLC and C&DE to gather and post resources and determine where there are gaps	IT Services (tech) TLC C&DE	
⇒ Update Moodle and other material as required	IT Services	
⇒ Establish a process for adding resources to the hub.	TLC coordinator, FDC	
⇒ Get assistance with the web design of the Resource Hub	IT Services (training)	
⇒ Create and Post schedule of PD events	ALL	
⇒ Organize resources into essentials vs. good to know info ⇒ Sort resources by Topic and/or Discipline (where relevant) ⇒ Make a note as to whether resource is beginner, intermediate, advanced	ALL	
⇒ FAQ	ALL	
⇒ Organizational chart of available resources	ALL	