

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: January 5, 2016

SUBJECT: Online Course Development Requests and D2L Course Site Activation

On December 1, 2015, a memo (attached) directing the Deans, Associate Deans, Department Heads and AVP (Grenfell) Academic to 'encourage and remind' Academic Staff Members (ASMs) to activate Desire2Learn (D2L) course sites to assist in the teaching of on-campus courses was sent by Ms. Susan Cleyle, Director, Distance Education, Learning and Teaching Support (DELTS).

MUNFA wishes to advise its members of outstanding grievances filed with the University related to insufficient academic freedom, copyright and intellectual property protections for ASMs when adding content and responding to student's comments and queries on the D2L infrastructure.

While the activation of a D2L course site for an on-campus course remains an option for ASMs, MUNFA recommends that its members do so with caution until such time that the grievances are resolved.



Distance Education, Learning and Teaching Support

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TO: Deans, Associate Deans, Department Heads and Associate Vice-President
(Grenfell Campus) Academic

FROM: Ms. Susan Cleyle, Director, DELTS

DATE: December 1, 2015

**SUBJECT: ONLINE COURSE DEVELOPMENT REQUESTS AND
D2L COURSE SITE ACTIVATION**

Please distribute widely to your faculty ...

Changes to Requests for Online Course Developments

In an effort to be more responsive to development requests, DELTS will now be accepting requests to develop/redevelop online courses on an ongoing basis. At any time, interested faculty or departments can complete the request form and submit it to Ruth Hickey, Manager of Course Design and Maintenance (rbhickey@mun.ca), for consideration. Requests will be reviewed immediately and a development team assigned based on available resources and the desired "first offer" semester identified by the department. As the request to develop fully online programs is increasing, we feel this slight change in process will allow us to meet the needs of faculty, while still maintaining the highest standard in the development of credit courses.

D2L Course Site Activation

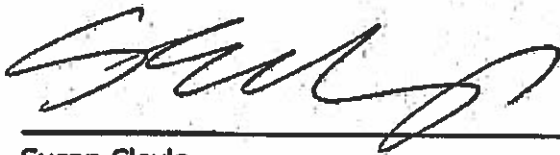
In Fall 2015, 63% of undergraduate face-to-face courses on the St. John's Campus activated their course sites (shells), leaving almost 40% of sections not availing of this tool. A Desire2Learn (D2L) course site is automatically created each semester for every on-campus course section that is scheduled in Banner. As the winter semester approaches, DELTS would like to request that faculties and schools encourage and remind faculty members, teaching on-campus courses, to activate their D2L course sites which can be easily activated by the assigned faculty member, or with the support of DELTS' Client Support Team through the DELTS Support Centre at <http://delts.mun.ca/support/>.

Once activated, the D2L course site can be used to engage students in dialogue outside the classroom; post announcements, load reading lists, lectures or learning objects; and to utilize the Grades to Banner function to easily record assessments.

To encourage increased activation of D2L course sites, DELTS will be hosting drop-in Clinics in ED1001 from December 10-18, 2015. Instructional Designers will be there to assist you in activating your course site, uploading content, and to provide advice and assistance to help you prepare for the start of the Winter Semester. Please see the DELTS events page for specific details (<http://www.delts.mun.ca/events.php>). If you are unable to attend any of these sessions, feel free to contact our Client Services Support Team at <http://delts.mun.ca/support/>.

Additional resources are also available online through the Technology Resources website: <http://blog.delts.mun.ca/technologyresources>. If you would like to arrange a specific session for your department, please contact Justin Ible at 864-8498 or by email at jible@mun.ca.

Thank you for your continued support as DELTS continues to work to provide faculty, staff and students with services that contribute to a positive learning experience.



Susan Cleyle

cc Dr. N. Golfman, Provost and Vice-President (Academic)
Dr. D. Neville, Associate Vice-President (Academic)