

LERN Faculty Club

**The Faculty Club is always OPEN!
San Juan College belongs to LERN's Faculty Club!**

The login information for faculty and professional staff is listed below:

Go to <http://www.teachingonthenet.org/>

For username, type: sanjuancollege.edu

For password, type: facultyclub

Please note that the username is the suffix for your email address. It is important to use the [.] (no brackets) when logging in.

What is the LERN Faculty Club?

LERN Faculty Club is an online website for faculty that provides information about Teaching Tips, Discussion Topics, Best Web Links, Audio Presentations, References, and Virtual Tours. New information for beginning the semester, generational issues, and teaching on the web are included for faculty learning.

Discussion boards to discuss teaching/learning issues such as sharing tips for starting the semester or online tutorials to bring you up to date knowledge on copyright rules and regulations are available to San Juan College faculty.

Check out **this month's** offerings:

Welcome to [Faculty Club eLERN for August 2007](#), your free and exclusive email newsletter for members of the LERN Faculty Club.

[Faculty Club Chat —Thursday, August 16](#)

Mark your calendar for the **third Thursday** of every month for the **Faculty Club chat**.

Next Chat: **Thursday, August 16**

Topic: **Getting Ready for Fall**

The fall semester is almost upon us! What are you doing to get ready for your fall online courses? Please share your tips and strategies for success. The chat is completely asynchronous. You can log in anytime, day or night, to see what others are saying and post your own thoughts.

To participate, simply [click here](#) and enter your username and password at the top left. If you are unsure of your log-in information, email TammyP@lern.org.

See you there!

Mark your calendar — FREE online conference!

Don't forget about the free online conference for Faculty Club members coming up this fall.

[Saving Faculty Time](#)

October 30 - November 1, 2007

Learn successful techniques for more efficient use of time in class, administrative and other work outside of class, office work and your personal time. To register your faculty, simply send email to TammyP@lern.org.



Successful Start Ups!

by Dr. Mary Dereshiwsy, Faculty Club Board Chair

The fall semester will soon be upon us. Many of us are getting our fall online classes ready.

A welcome message to your students is part of a successful start-up. You might also want to consider creating a FAQ (frequently asked questions) to share with your students. You can either post it as an announcement in your online classroom, or send it out to students via email. You can base it on past questions that have repeatedly come up from your students, as I do. Or you can try to anticipate possible sticky points to try to prevent confusion.

Here are some things you may want to include in your welcome message or FAQ:

- Contact information for how to reach tech support. Most institutions will have a toll-free number for this purpose. It might be 24/7 support, or there might be certain days/hours of operation, which you should also share with students.
- Locations and hours of any live-and-in-person computer labs. Many first-time online students, in particular, will appreciate the chance to practice navigating their online classroom under the watchful eye of a lab aide. Most campuses will have at least one computer lab available for student use. In addition, if your campus has a distance education component, there could be 'satellite' computer labs available in various locations. I'd also provide students with the address(es) of these computer labs.
- Your alternative contact information. You will likely have an email address inside your online classroom. However, in the event of a server outage, you will want to have an alternative way for your students to reach you. It's a good idea to share a back-up email address where they can reach you. You may also share your telephone number(s), days and times of

any in-person or telephone office hours, and/or instant message contact information.

- Other campus contact information that they may find useful. Many students will want to contact the registrar's office, particularly if they are unsure of their enrollment status early in the term. Distance-based students will also appreciate having a toll-free number to the main continuing education office. The campus library is another resource that students may need to access as part of their course assignments. You can provide the URL for the library as well as a toll-free general information telephone number for your campus library.
- What's due during the first week or so of your course. You will already have your course assignments, discussions and due dates listed in your syllabus. Still, the first week or so of your course can be a bit overwhelming for students as they figure out your course expectations. For this reason, I like to explicitly outline the first week's expectations for our course in such a FAQ or welcome message. It gives students a convenient checklist to make sure that they have completed all that's due during that first all-important week.

You will have lots of other ideas for what to include for your students in your welcome message or FAQ to get them started out on the right foot in your online course. Please also come and share them with us in our **August LERN Faculty Club chat!** Wishing you a successful start to your fall semester!

Ask About Free Reports from LERN!

LERN has so much great information for your faculty. Send email to TammyP@lern.org to request a copy of any or all of these reports.

- Faculty Development Institute Report
- Top 8 Free and Legal Musical Downloads
- Advanced Tips for Building Online Content



Upcoming Online Events

Advanced Teaching Online

August 20-24, 2007 and **October 22-26, 2007**

— The course is oriented toward both distance learning, where all your students are at a distance, and campus or classroom classes in which students and teacher also meet in person. If part of your course takes place in the classroom, we will be discussing how teaching online can be integrated into the classroom setting.

[How to Teach Adults](#)

August 20-24, 2007

— With the magic of the Internet, now you can learn from the foremost authority on adult learning, William A. Draves, author of the best-selling book *How to Teach Adults*.

The course is relevant for anyone teaching a class, seminar or course in-person.

[Engaging the Online Learner](#)

September 10-14, 2007

— Energize your learning environment and help your students become more self-directed. Empower you learners to engage in collaborative while acquiring tips and techniques to engage your students, then share your own experiences and ideas. Join Dr. Rita Marie Conrad from Florida State University for this informative online course for all faculty.

[Generational Learning Styles](#)

October 22-26, 2007

— For the first time in history, there are now four generations of adults living, working and learning within the same society. It sets a tone for the explosion of change that society faces in the 21st century. For trainers, teachers at all levels, faculty, human resource professionals and anyone interested in generations and in learning styles. After reading *Generational Learning Styles*, you will be more creative and successful in your own teaching and work.

[Designing Online Instruction](#)

November 5-9, 2007 and May 2008

— An in-depth one week online course with Dr. Rita-Marie Conrad, online instructor at Florida State University and co-author of *Faculty Guidefor Moving Teaching and Learning to the Web* and *Engaging the Online Learner*.

Topics include: models of web courses, phases of design and development, team vs. individual approach to development, creating an interactive environment, managing interaction, motivating student interaction, and much more.
