The Center for Faculty Excellence will welcome back faculty and staff with a reception and poster session on Wednesday, August 24 at 5pm in Legacy Hall, in the University Center (UC).

Faculty members who completed course (re)design work during the 2015-2016 academic year in a Communities of Practice will present posters of their work. The following faculty members will be presenting:

**College of Liberal Arts**
- Brooke Friley
- Jennifer Epley
- Anthony Zoccolillo
- Susan Murphy
- Beth Robinson
- Jennifer Bray
- Kathryn Santos
- Yndalecio Hinojosa
- Gabriel Ferreyra

**First Year Learning Community Program**
- Rita Sperry
- Amanda Marquez

**College of Nursing and Health Sciences**
- Cathy Miller

**Honors**
- Elizabeth Shope

**College of Science and Engineering**
- Cherie McColough
- Tony Nettleman
- Ruby Mehrubeoglu

**College of Education and Human Development**
- Mikela Boham
- Lon Seiger
- Curtis Johnson

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**Pre-Semester Faculty Checklist**

**Check to see all your courses are listed in Blackboard.** If they aren’t, make sure you are listed as the instructor on record in S.A.I.L. If you are not listed in S.A.I.L., check with your college to make sure the Registrar’s office has processed all the paper work in Banner because until the paperwork is processed you will not be able to access your blackboard class.

**To copy a Bb course** to another Bb course shell, use the Course Copy tutorial at [https://iol.tamucc.edu/assets/documents/Copy%20an%20Existing%20Bb%20Course.pdf](https://iol.tamucc.edu/assets/documents/Copy%20an%20Existing%20Bb%20Course.pdf).

**Familiarize yourself with the audio/visual equipment in the classrooms.** Media Services is available for tutorials and training on the use of classroom audio/visual technology. To schedule a training session, submit a request to itrequests@tamucc.edu. It is important to note that audio visual equipment has been updated in the Center for Instruction, Bay Hall, and Island Hall.

**Make sure you can log in** to all systems such as Bb and email.

**Use Student Preview** to view your course as a student. The link is an icon with 2 curved arrows located at the upper right corner of the Bb screen.

**Use SAIL** to find your student’s email addresses and send them your syllabus so that they can prepare for the semester. Let them know when they can access your online courses.

**Additional Resources** Visit the IT website ([it.tamucc.edu](http://it.tamucc.edu)) for help desk hours of operation, telephone numbers, and email addresses to facilitate IT requests or issues. For Ad Hoc computer lab reservations or to see what software is installed in the labs, etc., visit [http://it.tamucc.edu/computerlabs/index.html](http://it.tamucc.edu/computerlabs/index.html).

**Adding users to Courses and Merging Bb Course Sections.** For instructors’ convenience and to make semester preparation easier, two forms are available. Faculty may use the [Blackboard Add Role Request Form](http://it.tamucc.edu/gethelp/pdf/Add%20Role%20Request%20Form.pdf) to request a user.
with a specific role, such as TA or SI instructor to be added to their Blackboard course. They use the Blackboard Section Merge Request Form at http://it.tamucc.edu/gethelp/pdf/Section%20Merge%20Request%20Form.pdf to request that multiple Blackboard course shells be merged into one master course. Both forms can be found in the Forms section of it.tamucc.edu. Once completed, send the forms to ITRequests@tamucc.edu at least two weeks before the semester starts.

Learn About A/V Classroom Upgrades

This summer the university’s IT staff upgraded the audio/visual infrastructure in the Center for Instruction, Bay Hall, and Island Hall general purpose classrooms. These upgrades provide end-to-end support for modern, digital, high definition video from the presenter’s desk to the classroom display. Faculty will notice that the room controls will be changing from a dated, physical button panel to a modern interactive touch screen interface. Users should familiarize themselves with these new classroom audio visual systems before the start of their fall semester classes. To schedule a walkthrough with staff, contact the IT Help Desk at x2692 or submit a service request at ITRequests@tamucc.edu.

Teach_Online Resources Include Syllabus Boiler Plates

ODELT strives to provide the resources you need to address policies and practices that help you support the students you teach. With that in mind, we have prepared short narratives to include in your syllabus. Go to your Bb course, iTeach_Online, in which you are a student. Open and use the course menu to find these boiler plates and many other resources.

Workshop Schedule for Certificate of Professional Development in Best Practices for Online Course Design

Workshops for the Certificate of Professional Development in Best Practices for Online Course Design is being held August 16-23, a week in December, and a week in January. The detailed schedule of workshops is located at https://iol.tamucc.edu/assets/SchedulesFlyers/Aug%202020%20ODELT%20Workshops%20Schedule.pdf. The sessions are designed to support instructors as they integrate technologies in their courses to improve instruction and provide students with highly engaging learning experiences as well as flexible scheduling. Seating is limited so registration is encouraged. Instructors have three options for attendance, 1) attend all sessions offered that week, 2) attend the first 2 half-days and work within a cohort to schedule subsequent sessions to complete throughout the semester, or 3) attend workshops a la carte at their convenience.

Adjusting Blackboard Course Shells Availability: Course shells are set to open the first day of a term and close 17 days after the last day of the term to give students ample time to finish course work and allow instructors to complete grading. You may want to make your course available to students early or late to those who need to finish an incomplete. While instructors can adjust availability dates, understand that doing so opens the entire course to all students in the course. To control course availability, use the tutorial at https://iol.tamucc.edu/assets/Set%20Course%20Availability%20Dates.pdf.

Electronic version of this newsletter is available at iol.tamucc.edu
Starfish: Early Alert System in Blackboard that Tells You When Your Students Need Help

Starfish Early Alert and Connect allows instructors, advisors, and other support personnel to provide feedback to students regarding their progress. In addition, faculty members can create a digital record of attendance and provide automatic course feedback for students who are absent three or more times during the semester. The “zoom in” feature uses the grade information entered into Blackboard to automatically group students into four categories (missed, poor, ok, or good), depending on each student’s grade.

The parameters for each of these groups can be customized by the instructor. Starfish resources are located at http://casa.tamucc.edu/starfish.php. For more information on how to use Starfish, click on the “help” link in the top right corner of your Starfish interface. For individual assistance with Starfish, please contact Nick Gentry, nicholas.gentry@tamucc.edu or John Fortiscue, john.fortiscue@tamucc.edu.

Track Your Professional Development and Receive Transcripts

Faculty can request transcripts regarding professional development and other services completed with ODELT. This includes workshops completed, certificate progress, certificates earned, and monetary awards received. Please email odelt@tamucc.edu or call x2122 to request a transcript.

Faculty may continue to track their certificate progress and completion by accessing ODELT’s Blackboard course, iTeach_Online, and clicking on the menu item “My Certificate Progress.” If you are not enrolled in iTeach_Online, use this tutorial: https://iol.tamucc.edu/assets/documents/Self_enroll_in_iTeach_Bbcourse.pdf.

Blackboard and IT Resources Workshops for Students

A Blackboard and IT Resources workshop is held at the beginning of each semester. This semester the workshop will be offered 5 to 7 times.

The 90-minute workshop provides an overview of IT resources, Blackboard navigation and hands-on activities using tools such as the discussion forum, wikis, blogs, journals, and quizzes.

Workshops are also available online using WebEx. For a complete schedule go to https://iol.tamucc.edu/student_workshops.html.

Grant Provides Funds for Online Program Development

Instructors in the BS in Psychology, BA in Graphic Arts, UG Minor in Technical Writing, and BBA in Business programs received the eLearning Program Development Award. The award was offered through the SOAR and Project GRAD Office in collaboration with ODELT to honor faculty-teams with $14,000. Congratulations!

Office of Distance Education and Learning Technologies (ODELT) is offering quick, 20-minute or less sessions to prepare students for using the Bb Learn tools in your course. Our staff will come to the class and provide students with either a generic overview of Bb tools, or a presentation of features tailored to each instructor’s course. Please contact our office at ext. 2122 or odelt@tamucc.edu to schedule a session.

Upcoming Online Programs

The following degree programs are moving toward fully online delivery beginning in Fall 2017:

- BS in Psychology
- BA in Graphic Arts
- UG Minor in Technical Writing
- BAA in Business
- BS Mechanical Engineering Technology
- MS in Accounting
Scholarship of Teaching and Learning Community of Practice

The Center for Faculty Excellence will be hosting an opportunity for faculty to enhance their scholarship. The Communities of Practice (CoP) offered during the 2016-2017 academic year will focus on the scholarship of teaching and learning (SoTL). Faculty will meet throughout the year to produce a conference presentation or a manuscript of their results for a publication to a SoTL journal. Upon completion of the CoP, faculty members will receive a $1000 stipend. Faculty will work with Engaging in the Scholarship of Teaching and Learning by Cathy Bishop-Clark and Beth Dietz-Uhler to walk through the SoTL process. Call for proposals will go out in late August and will be due back to the CFE on September 16. For more information contact Leslie Mills at leslie.mills@tamucc.edu.

Qualtrics for Survey Development and Delivery

Qualtrics, a survey tool licensed to TAMU-CC, enables faculty, staff, and students to develop surveys and collect and analyze data online. The tool is easy to use, is flexible, and offers state of the art security and control features with online and telephone support. Recently Qualtrics debuted the new “Insight Platform.” Insight replaces the old Qualtrics layout and design with a new modern and intuitive interface. Coupled with numerous survey management features, the interface simplifies and streamlines survey workflow. To sign up for an account, visit https://iol.tamucc.edu/qualtrics.html. To learn more about the changes to Qualtrics please visit https://www.qualtrics.com/support-explore-the-new-qualtrics/

Announcing Goals, Alignment, and Performance Bb Tool

The Department of Counseling and Educational Psychology is piloting a new Blackboard tool! The tool allows instructors and administrators to run course reports to examine how course content matches up with the institution’s goals and how individual students are performing toward goals.

Academic programs can use the Blackboard Goals, Alignment, and Performance tool to align course content and activities with their program's goals. Goals can be aligned to many types of activities including discussion board threads, learning modules, lesson plans, folders, blogs, journals, tests, assignments, and grade center columns. Interested program coordinators should talk to ODELT about creating a plan to establish goal alignments.

IT Offers Software Licensing/Purchase Assistance

Instructors and staff who plan to purchase software for campus purposes can receive assistance from the IT Help Desk or from an online Software Request Form at the TAMU-CC Information Technology webpage http://it.tamucc.edu/gethelp/Forms.html. IT provides quotes, facilitates purchases, and tracks licenses for common desktop software including Adobe products, SPSS, Microsoft Products (Visio, Project, Visual Studio), Camtasia/Snag-It, Parallels. As IT identifies and tracks existing software licenses and agreements, we determine if discounts are available, manage the software lifecycle, and redeploy underused licenses. Records will allow us to find, terminate, and remove unlicensed applications and software to avoid non-compliance fines.

The Software Center Simplifies Workstation Software Installation

The Software Center is an application installed on every University windows workstation that allows a user to install approved software at their convenience. For Windows 7 users can locate the Software Center by clicking on the Windows icon at the bottom left of the screen and typing the words software center into the search bar. Windows 10 users can type in the words software center into the search bar located in the lower left screen.

The following applications are available to all University owned Windows computers via the Software Center: The latest versions of Adobe Flash/Reader, 7 Zip, Chrome for Work, and Laserfiche, MS Office 2016, and the newest version of Visio. For instructions on how to install applications using the Software Center visit it.tamucc.edu and click IT News. Contact the IT Help Desk for further information at (361) 825-2692 or ithelp@tamucc.edu.

Electronic version of this newsletter is available at iol.tamucc.edu
The username/password combo has been a standard authentication method for decades, but it is no longer sufficiently secure. For example, spyware used by keyloggers can track what users are typing and use the information to infiltrate their computer. Or phishing emails trick users to disclose their passwords. The new, stronger standard in authentication is two-factor authentication or 2FA for short. Instead of just supplying the password, the user must do something else to prove who they are. A common 2FA method is for a code to be texted to the user’s smartphone, and then for the user to type that code in as a second password. In the coming months, TAMUCC will implement 2FA using a software program called Duo. To learn more about Duo, go to https://duo.com/.

IT is continuing efforts to streamline the username and passwords while maintaining security and improving the Sign-on System. Updates will be posted on the IT Website.

The Mary and Jeff Bell Library have upgraded 5 of the study rooms to include Smartboards as part of a Title V grant. Smartboards are interactive whiteboards that project computer screens and allow users to manipulate what is projected and digitally draw on the screen with touch.

Any of the digital drawings or handwriting can be saved as notes to be used when not connected to the board. In addition, the library debuted 6 new individual study rooms with computers and dual monitors, offering convenience when composing papers or conducting research. These upgrades support the library’s goal of bringing access to state-of-the-art technologies for all students.

A new VPN client is available on Windows, Apple, and Linux devices! Virtual Private Network (VPS) allows users to connect to IT resources such as their office computer and Banner, from off-campus. The new client supports Windows 10 and Duo Security two-factor authentication.

Please go to vpn.tamucc.edu and enter your islander ID to get the new client and signup for Duo Security. If you have any questions contact the helpdesk at x2692 or by email at ithelp@tamucc.edu.

The university installed network infrastructure to deliver high definition television content over our existing data network. The change in the way television content is delivered on campus was initiated when the university’s contract with Time Warner Cable expired, losing support for our traditional, standard definition cable television.

If you plan on continuing your cable TV services, please contact ITrequests@tamucc.edu to process your request for cable TV. IT will be able to provide you with the new monthly rates and equipment costs. Contact the IT Help Desk for further information at (361) 825-2692 or ithelp@tamucc.edu.

All campus users can subscribe to a listserv that provides updates about campus technology maintenance. The IT Notifications list informs users about system outages, scheduled maintenance, and new services. To subscribe to the IT Notifications list, use the link located at https://listserv.tamucc.edu/mailman/listinfo/it-notifications.

Users can unsubscribe from the list at any time. If you’re already a member, please tell your coworkers to sign up too. For more information contact the IT Help Desk at (361) 825-2692 or ithelp@tamucc.edu.