Virtual Learning Focus

HACC — Founded in 1964 — Central Pennsylvania's Community College

March 2016

Congratulations and Best Wishes!

Congratulations to **Dr. JuliaGrace Jester**, associate professor of psychology and interim social sciences department chair, and **Dr. Richard Moss**, assistant professor of history, on being granted tenure. We thank both of them for all they bring to our students and the College. Also, congratulations to **Dr. Dwayne Hunt** who successfully defended his dissertation. We celebrate his accomplishment.

Best wishes to **Cindy Schanke** who left the College at the end of last week to pursue other work interests. Many of you have worked with Cindy over the years, and her contributions to HACC and Virtual Learning, in particular, will be evident for a long time.

As we approach the home stretch for the spring 2016 semester, remember to pace yourself and be patient with one another. If there is anything the Virtual Learning staff can do to assist, never hesitate to let us know.

- Amy Withrow

Nobody can go back and start a new beginning, but anyone can start today and make a new ending.

~Maria Robinson

focus *on* Faculty

What Faculty Need to Know About Campus Tutoring

by Tamara Girardi
Assistant Professor of English, Virtual Learning

Although HACC students have access to Smarthinking for online tutoring needs, Virtual students can also utilize face-to-face tutoring at any of the college's campuses. The directors of each of the tutoring centers on HACC's physical campuses will attend the March 22nd VLFA meeting to discuss resources for Virtual students. To prepare for that meeting, review the ten tips below, and prepare any questions you have for discussion.

Tutoring Centers can get busy on certain days and times. Although the directors try to plan accordingly, due to staffing issues and the unpredictability of student needs at any given time, the tutoring centers can get very busy. Students should visit the centers well before assignment deadlines to ensure they have enough time to meet with tutors and complete their work.

The writing tutoring is not a proofreading or editing service. Students are sometimes disappointed when they visit the tutoring centers and request tutors read and edit their essays, but writing center philosophy focuses on helping students improve their writing skills, not completing the work on their behalf.

Tell students to come early in the writing process. Again, students might visit the writing center to receive feedback on what they believe to be a final draft, but when tutors start working with the students, they identify larger issues with the writing. For that reason and others, the directors recommend that students come earlier in the writing process.

Tutors cannot offer makeup work opportunities. If students miss lessons or peer reviewing opportunities due to absence, some instructors send them to the tutoring center with the expectation the tutors will teach the missed lessons or peer review student writing. However, the tutoring centers don't teach or recreate learning opportunities missed in class.

Academic integrity is paramount. In the tutoring centers, the students take responsibility for their work and their learning with tutors facilitating that process. Tutors will not complete work for students but instead guide the students to learning how to complete the work themselves. This approach can lead to frustration for students who want the tutors to give them the answers rather than engaging in a dialogue with their tutors to find the answers on their own.

Tutors are required to attend extensive training. Tutors attend extensive training to ensure they know the protocols and can work with students effectively while maintaining academic integrity. Training is ongoing and required for all tutors.

Faculty are welcome to visit the centers. To learn more about the campus tutoring centers, VL faculty can visit the centers at any time. More information about the various campus centers and their hours of operation can be found here: **https://www.hacc.edu/Students/Tutoring/**.

Students might need guidance and encouragement from their instructors. To avoid some of the misconceptions noted above, faculty should demystify the tutoring centers on the campuses as much as possible to ensure student expectations are aligned with the offerings available. Likewise, faculty can also encourage students to use the centers when appropriate.

Faculty Search Updates

- **Education** (100% Virtual) – The search committee along with Lois Schaffer and Kelley Engle interviewed candidates for this position on 2/29/16. An offer will be made shortly to the top candidate. We hope to have a new faculty announcement and bio in next month's newsletter.

- **Gerontology** (100% Virtual) – The telephone interviews have been conducted and the on-campus interviews are tentatively scheduled for 3/24/16.

- **Communications** (60% Gettysburg/40% Virtual) – This position is now closed. The search committee will be meeting soon to start the review process.

- **Sociology** (80% Lebanon/20% Virtual) – This position is now closed. The search committee met on 2/29/16 to begin the review process.

Advise students to come prepared. The tutoring centers recommend students bring their assignment sheet, class notes, a style guide, and/or any relevant feedback from the instructor to sessions.

Faculty should regard negative student feedback with some skepticism. Student dissatisfaction with tutoring has been noted in several instances above. Additionally, though, faculty should know that tutors will not advise students of what kind of grade they should receive on writing assignments or other homework. If a student reports a dissatisfying tutoring experience to you, take the time to discuss the complaint with the tutoring center director for further clarification.

Virtual Learning Faculty Assembly

The next meeting with be Tuesday, Mar. 22, at 1 p.m. Dwayne Hunt, the Dean for Student Affairs at Virtual Learning, and representatives from the library, career services, and tutoring and testing will be in attendance to discuss student support resources for virtual students and brainstorm ways to further develop those resources in the future. The meeting will be held via AdobeConnect at the following link: http://hacc.adobeconnect.com/virtuallearningfacultyassembly/

Do You Know?

- HACC will offer 17 online degrees starting fall 2016 (up from 13 online degrees for fall 2015).

- Online dual enrollment students increased from 71 in fall 2014 to 202 in fall 2015.

From the Dean of Academic Affairs

Thank you to the full-time faculty for the individual meetings over the past 2 months. I have found these meetings to helpful in transitioning to Virtual Learning as it allowed me to get a variety of perspectives, as well as history of the Virtual Learning unit. I appreciate you taking the time to meet with me and for sharing your experiences and questions.

I would like to share with you the following article on online student success https://www.umuc.edu/visitors/about/ipra/upload/developing-data-driven-predictive-models-of-student-success-final.pdf. Thanks to Christine Nowik for providing this resource.

— Kelley Engle

From the Dean of Student Affairs

Greetings students, colleagues and community members. Over the past month, I have been brought up to speed on what we need to work on regarding Virtual Learning student affairs. I want to assure you the initiatives in the Virtual Learning master plan are a priority. I want to make sure that my efforts move us toward those goals. I appreciate faculty and staff who have given their time to make sure we "keep the first thing first," which to me means making sure students are comfortable with the support they receive while taking virtual classes.

A Few Current Initiatives:

- Enhance the Virtual Learning webpages.
- Review and enhance online new student orientation.
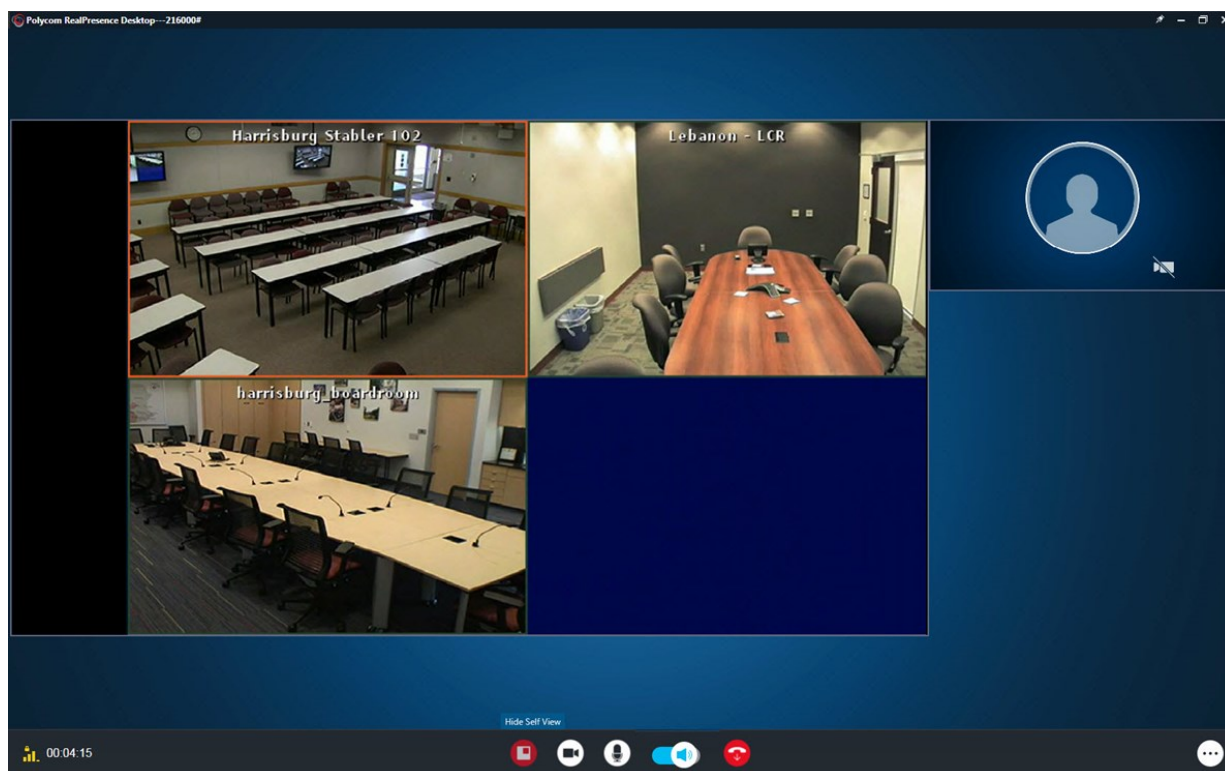- Explore how to implement Virtual Learning student ambassadors.

— Dwayne Hunt

focus on *Innovation*

Attending Meetings Remotely

Virtual Learning is working with the Office of Information Services and Technology (OIST) to explore technology that would allow Virtual Learning faculty to attend video-conference meetings even when off-campus.

To this end, OIST will be working with a group of Virtual Learning faculty to install Real Presence desktop software on their devices. This software ties into existing video-conference capabilities and will allow faculty members to use a webcam or device camera to connect to the meeting. The monitor will be used to view the video materials. See screenshot, below.

This software will be evaluated using a number of criteria, including ease of use and the parity of experience with in-room attendees. Recommendations for next steps will be drawn up based on participant feedback.

5

focus on Student Success

The VLSAC Keeps Students Connected

In today's technological world, it's more than likely that your cell phone or other electronic device(s) is a "must have" at school and work. Now think about how many times you've found yourself with a low batty and either no electrical socket nearby or no charging cable because you left it at home during your mad rush to get out the door.

We have great news for you!

The Virtual Learning Student Advisory Council (VLSAC) is proud to present the first secure charging stations at HACC! No longer will you need to remember to bring your phone or tablet charger to campus. No more sitting strategically so you're near an outlet to plug in. Now, all you need is your device and a 4-digit pin. The charging station makes your low battery full again, so you can stay connected to the world!

Just find an empty compartment, connect your device using the appropriate cable (several cables compatible with most phones and tablets are available in each compartment), create a PIN to lock the cabinet and walk away. Later, when you come to retrieve your device, just enter your unique 4-digit PIN and *voila* — You're good to go!

The GoCharge stations are funded by the VLSAC and will be installed at all five HACC campuses over the next several months, so students and faculty alike can take advantage of this convenient and secure charge station. They are already installed and in use in the cyber café at the Lebanon Campus, and in the Cytec building on the York Campus. Next up: Gettysburg!
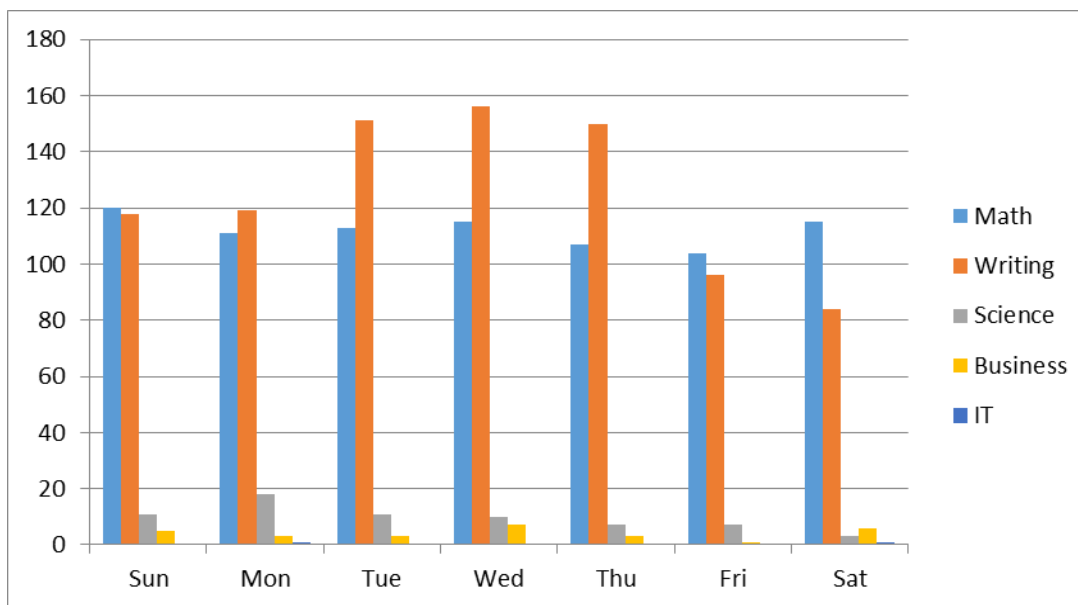
Smarthinking Facts About Student Use

- Smarthinking hours from fall 2015 (1070.43 hours) are slightly up from fall 2014 (1053.72 hours).

- 40% of students utilize Smarthinking from 6 p.m.—7 a.m.

- Essay Center, Algebra, Grammar and Documentation and General Chemistry are the most popular subjects requested for tutoring.

Don't forget: students can access Smarthinking directly from within Brightspace by D2L!

Access to Smarthinking can be found under the **Help for Students** widget on the home page of Brightspace by D2L. Within the course, it can appear in two ways based on preference when designing the **NavBar** or the **My Resources** dropdown menu section. You may also find it under the default menu items.

Fall 2015 Tutoring Sessions by Day of Week								
Subjects	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Grand Total**
Math	120	111	113	115	107	104	115	785
Writing	118	119	151	156	150	96	84	874
Science	11	18	11	10	7	7	3	67
Business	5	3	3	7	3	1	6	28
IT	0	1	0	0	0	0	1	2
Grand Total	**254**	**252**	**278**	**288**	**267**	**208**	**209**	**1756**

YOUR Scholarship Guide

A new scholarship tool has been created! Scholarship cheat sheets (general and specific) have been developed and can be found by going to The Office of College Advancement channel and clicking on the "Scholarships" tab in myHACC.

The purpose of these cheat sheets are to:

- Inform faculty and staff of the various Foundation scholarships.
- Educate colleagues on ways to search for scholarships by asking student qualifying questions.
- Learn about scholarships relevant to your role to help in marketing to students.
- Encourage more students to apply for scholarships in which they are eligible to ensure HACC's vision - HACC will be the first choice for a quality and **accessible** higher education opportunity - is a reality.
- Allow faculty and staff to work together with one main effort in mind - **Creating opportunities** and transforming lives to shape the future - together

Congrats to Alyssa Burfield, Virtual Learning student, on receiving a $1,000 tuition giveaway at HACC's Winter Open Enrollment Day!

How can I use it as a faculty member?

A faculty member who teaches, for example, engineering and technology classes can go through the steps below to become familiarized with *all* scholarships that pertain to that specific program.

Go to https://hacc.academicworks.com/

Click on "Show Filters" on the right

Click on the "Engineering and Technology" **scope** (under "By Keyword")

Click "Filter Opportunities" to view all scholarships related to that program

How can I use it as an admissions counselor?

When admissions counselors are speaking with students they can ask the qualifying questions on the cheat sheets while building rapport with the student. A role play example is provided below.

Admissions counselor – "Are you a student worker?"

Student – "Yes, I work at the library."

Admissions counselor – "Excellent, did you know we have various scholarships that may be applicable to you since you are a student worker?"

Student – "I did not know that, but it sounds like a great opportunity. I think I will apply."

What is the difference between the specific and general scholarship cheat sheet?

The general scholarship cheat sheet includes opportunities that contain less eligibility requirements for students, but the specific scholarship cheat sheet includes opportunities that have more stringent eligibility requirements. Therefore, the specific scholarship cheat sheet includes opportunities that are more difficult to award since there are usually fewer applicants, so it is best to focus on marketing those first.

Please learn more about HACC Foundation scholarships by clicking here, and email HACCScholarships@hacc.edu with any questions.

Academic Student Resources

There is a new Online Learning Tutoring & Testing Lib Guide in town! The primary focus is in the area of academics for online students. Some of the information provided includes supplements for academics and technology, as well as college success tools. Information about this exciting resource is included in the online student newsletter named the **eNewSource**.

The eNewSource

The eNewSource is the online student newsletter. Every other week, students receive messages about information, news and events for online students. If you would like to include a message for all online students, please contact Jazmin Simpson at jbsimpso@hacc.edu.

focus on Upcoming Events

#haccvirtual Twitter Chats

Tuesday, Apr. 19, 12-12:30 p.m.
Learn about the new Wellness and Health Promotion program with Sandra Kroft
Monday, May 16, 12-12:30 p.m.
Learn about the Geospatial Technology program with Nicole Ernst

For more information about the Twitter chats or to view past chats, visit: http://www.hacc.edu/NewStudents/Connect/Twitter.cfm

Program Webinars:

Tuesday, Apr. 12, 12 p.m. - Wellness and Health Promotion with Sandra Kroft
Tuesday, May 10, 12 p.m. - Geospatial Technology with Nicole Ernst

For more information about the webinars or to view past webinar recordings, visit: http://www.hacc.edu/NewStudents/Connect/Webinars.cfm

Open House (on all campuses and online)
Saturday, April 9, 10 a.m.—1 p.m.
For more information visit www.hacc.edu/openhouse

Staff Meeting (everyone welcome)
Friday, Apr. 15, 9-10:30 a.m.
W-226D or VoicePlus, 221-1305
Conference ID 211303#

Spring Retreat (RSVP to Elaine Holland by **3/28**)
Friday, Apr. 8, 8:30 a.m.—2:15 p.m.
Midtown2, Room 206

Virtual Learning Team

Faculty Leadership:

Full-time:
Karen Woodring, VLFA Chair
Lori Hockley, VLFA Committees
Xiaoqing Zhu, Operations House

Shared:
Mary Jo Keiter

Adjunct:
Claire Knowles-Morris , Operations House

Non-Voting:
Kari Meck, CITE Coordinator
Tamara Girardi, VLFA Secretary

Leadership:
Kelley Engle
Duane Hunt
Amy Withrow

Administrative Assistants:
Elaine Holland
Joanne McPherson

Student Support:
Gina Bowers
John Conforti
Emily Fox
Jazmin Simpson

Center for Design and Instruction:
Melissa Dietrich
Josh Rumpff
Joe Mendrzycki
Qiquan Wang
David Wartell