

## MEMORANDUM

To: All Full-time Faculty and All Faculty Teaching Fall 2020  
From: Craig M. Boise  
CC: Keith Bybee, Nina Kohn, Kathleen O'Connor  
RE: Faculty Training for Online Courses  
Date: May 21, 2020

The College of Law is committed to preparing for the reality that a substantial portion, if not all, of the instruction for our residential JD students will be delivered online. Over the summer, we will be taking a series of steps toward the goal of making the online experience as robust and satisfying as possible for our students. This will require us to: (1) improve the student interface for online courses; (2) create a toolkit for JD students learning online; (3) create a Handbook with best practices, tips, and resources for all teaching online; (4) offer faculty training on optional tools that they can use to engage students learning online; and (5) offer faculty advanced training on best practices and options for teaching live online. The remainder of this memo addresses the plan for faculty training in online teaching but watch for emails about webinars designed to introduce new tools to improve student engagement in the online classroom.

Nina and KC will offer a two-part Zoom training for full-time faculty and all other faculty scheduled to teach in the fall semester. The sessions will focus on adapting your teaching style to teaching on Zoom and using Zoom's advanced live teaching tools to enhance online learning. They will offer three initial training sessions in June. One of the sessions will be designed for faculty who are unfamiliar with or have never taught on Zoom, and the other two sessions will assume that faculty have some experience teaching on Zoom. The training for novices will run for approximately 1 ½ hours, and the training for more advanced instructors will last 1 hour and 15 minutes. All three sessions will be offered in June, and faculty should register using the links included here.

Online Teaching Experience	Training Date	Time	Registration Link
Beginner	Tuesday, June 9	noon	<a href="#">First Session Registration</a>
Some Experience	Tuesday, June 9	8:00 PM	<a href="#">Second Session Registration</a>
Some Experience	Friday, June 12	noon	<a href="#">Third Session Registration</a>

After attending the live classroom training, faculty are strongly encouraged to attend the follow-up small group session in which you demonstrate new online teaching skills by doing a ten-minute teaching segment using multiple tools. All participating faculty will receive feedback from their peers in the small group. Faculty completing this two-part training and practice will receive \$1,000 in additional compensation. Registration for the small group workshop sessions will follow the initial training. Small group workshops will be scheduled in June and July. I hope you will take advantage of these trainings designed specifically for our faculty and courses.

TRAINING	DELIVERABLE	INCENTIVE
attend advanced Zoom training for advanced teaching tools in live sessions	plan and demonstrate a live teaching module using new teaching tool in a small group for peer feedback	\$1,000.00