Redesign Project Orientation Webinar: Information and Agenda

Date: 26 August 2011
Time: 9:00 – 11:00am

WEBINAR PREPARATION
Prior to the webinar, participants should read the following materials.

- **Improving Learning and Reducing Costs: New Models for Online Learning** - an article that includes a full description of multiple course redesign models with examples.
- **Five Principles of Successful Course Redesign** - a summary of the redesign techniques that are essential to improving student learning while reducing instructional costs.
- **Redesign Project Application Guidelines** - explains how to apply to participate in the Redesign Project. Please pay particular attention to *Stage Two: Identifying the Unit*.

WEBINAR AGENDA
9:00 – 9:05 Welcome, Introductions and Project Overview – Hamish Coates, LH Martin Institute

9:05 – 9:15 Webinar protocols: How to ask questions with Webex – Chinh Nguyen, LH Martin Institute

9:15 – 10:15 Course Redesign Overview – Carol Twigg, NCAT. Carol will provide an overview of NCAT’s course redesign methodology using the following materials as reference:
  - **Improving Learning and Reducing Costs: New Models for Online Learning**
  - **Five Principles of Successful Course Redesign**

10:15 – 10:30 Q & A

10:30 – 11:00 What’s Next – Carol Twigg. Carol will discuss the next steps in the grant application process and provides an overview of NCAT’s Planning Resources that support course redesign. Reference materials for this are as follows:
  - **Readiness Criteria**
  - **Four Models for Assessing Student Learning**
  - **Cost Reduction Strategies**
  - **Final Project Plan Format**
  - **Application Guidelines**
  - **Assessment Forms**

WEBINAR PROTOCOLS
To ensure the webinar runs smoothly and to schedule, participants are asked to observe the following.

Joining the webinar
The webinar will commence at 9.00am. One can join the webinar after 9.00am, but the webinar will not be delayed for latecomers. The Webex platform for the webinar will open at 8:45am (15 minutes
before the start of the webinar). It is strongly recommended that participants join the webinar early to ensure their connection works.

Difficulties joining the webinar on your computer
To join the online webinar, you must click on the URL provided in your invitation email or copy the URL into your web browser. Should you have problems joining, click on https://lh-martin.webex.com/lh-martin/mc and on the left navigation bar, click "Support".

Problems with audio
After joining the online webinar, some participants may have problems with their microphone, speakers or headset on their computer. If you have successfully joined the webinar but can not hear the audio or your microphone is not working, you can call 1800-093-897 and quote the Meeting Number/Access Code “862 510 488”. You will then be able to view the webinar on your computer screen, and listen and ask audio questions via your telephone.

Keep your microphone muted during all presentations
It is essential that your microphone is muted during all presentations. This is to ensure that background noise and echoes are minimised. Your microphone will be muted by default when you join the webinar, so please do not un-mute it during the course of a presentation. Your microphone is muted if the microphone symbol next to your name on the list of participants (on the right-hand side of the screen) is red. It is a common problem that presenters are interrupted inadvertently by people checking whether their microphone is working. If you have any doubts regarding your microphone, please use the telephone service listed above under “Problems with audio”.

Asking a question
If you have a question during the presentation or Q&A section, you may ask in two ways.
1. For audio questions, click on the “raise hand” button on the right-hand side of the Webex screen. When the presenter is ready to answer your question, your microphone will be un-muted remotely by the webinar organiser. Should you have a webcam, your webcam video will be visible to all meeting participants.
2. For text-based questions, click on the chat box on the right-hand side of the screen and type your question. Be sure to select “everyone” as the message recipient.

Further information
For more information about the orientation workshop, the Redesign Project, or NCAT, please contact:

- Peter Bentley, Research Fellow, LH Martin Institute, phone: 03-8344 0756.
- Carolyn Jarmon, NCAT Vice President, phone: (+1) 518-695 5320.
- (For JCU project only) Kristen Smith, Personal Assistant to the Senior Deputy Vice-Chancellor, James Cook University, phone: 07-4781 5451.
- (For ACU project only) Anne Cummins, Deputy Vice-Chancellor (Students, Learning & Teaching), Australian Catholic University, phone: 02-9739 2936.

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