From Paper to Canvas:

Coordinating a Supplemental Instruction Program through a Learning Management System

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Skyline COLLEGE

Workshop Objective

To help Learning Assistance Coordinators/Overseers learn strategies on how to adapt their campus' Learning Management System (LMS) to coordinate and communicate with their student leaders

Presentation Agenda

- Brief overview of Skyline College's SI Program
- Review SI Leaders' job duties and expectations
- Live demonstration of the SI Canvas course-shell:
  - Centralization of resources
  - Communicating feedback for SI Leaders' development
  - Tracking SI Leaders' paperwork
- Next steps

Skyline College's SI Program

- Adapted the UMKC model in 2013-2014
- Supports:
  - English
  - Math
  - Biology
  - Chemistry
  - Physics
  - Economics
  - Psychology
  - Sociology
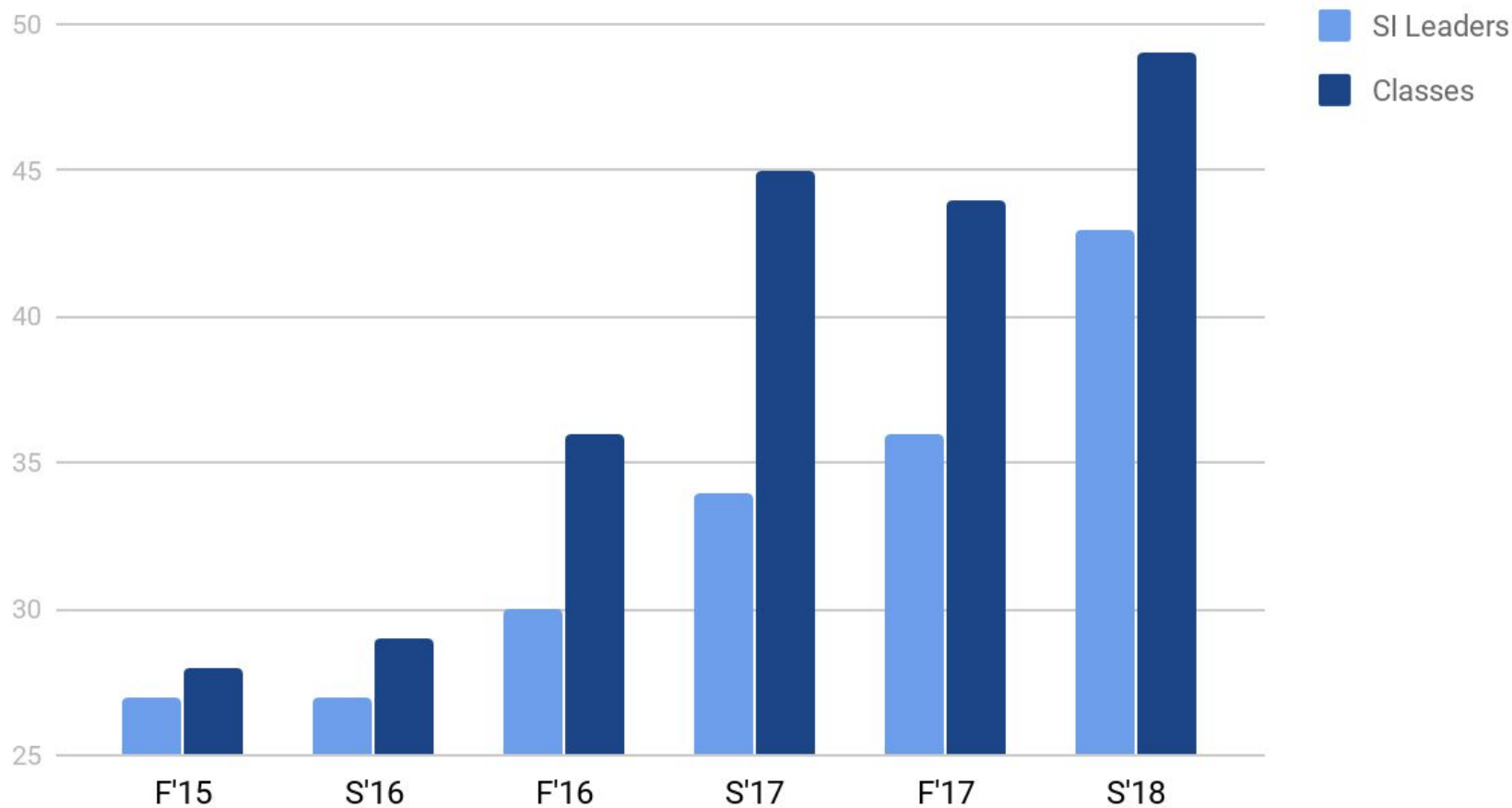 - Accounting
  - Business

SI Team 2017 - 2018

1. 1 SI Coordinator
2. 1 PT Instructional Aide
3. 1 SI Mentor
4. 40+ SI Leaders
5. ~40 course sections
6. ~27 faculty partners

A Growing SI Program

Two emerging challenges with a growing SI Team

1. Tracking the performance and development of a growing team
2. Tracking the weekly paperwork for a growing team

SI Leader Observations

- Ongoing professional development
- Observation + Debrief
- Highlight positive aspects
- Provide constructive feedback
- 2+ per SI Leader/semester

SI Leader Observation Record

SI Leader:		#Obsv		Course:	
Observer:		Date:		# Attending:	

Please rank each quality between 1 - 5 or indicate if the SI Leader has met the quality.
1 = Strongly disagree | 2 = Disagree | 3 = Average/Neutral | 4 = Agree | 5 = Strongly agree

	SI Quality	Rate 1 - 5	Comments (use back if necessary)
Opening Procedures	Room arranged for group work (circle or semicircle)		
	Session began on time.	Yes or No	
	SI Attendance Sheet filled in	Yes or No	
	SI Planning Sheet available (for observer's review)	Yes or No	
	Agenda set at beginning of session		
Facilitating SI Sessions	Students did most of the talking (helping each other)		
	Varied interaction patterns below (see interaction map)		
	Effective use of questions (open-ended, higher-level)		
	SIL used appropriate *Wait-Time* (1 and 2)		
	SIL *Redirected Questions* when appropriate		
	Appropriate processing activities used		
	If needed, the leader demonstrated flexibility.		

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SI Leader Goal Tracking Sheet

SI Leader: Course:

Observer:

Observation Date: **Debrief Date:**

Improvement Area(s):

Goal(s)/Solution(s):

Observation Date: **Debrief Date:**

Previous Improvement Area (s) occurring/ongoing? Y   N   SIL trying agreed upon solution(s): Y   N

Comments:

New Goal(s)/Solution(s):

Observation Date: **Debrief Date:**

Observation and Goal-Tracking Forms

SI Paperwork

All SI Leaders submit paperwork

on a weekly basis:

- ○ Time Record Sheet
- ○ Planning Sheet
- ○ Reflection
- ○ Attendance Sheet

SI Weekly Planning Sheet

SI Leader Name:		Course:	
DATE(s):		Course Instructor:	

OBJECTIVE: *What are the most important concepts that students need to work on in this session?*

Beginning Reminders:
1. Set-up room in a conducive environment for collaborative learning.
2. Hand out the SI Attendance Sheet and *remind everyone* to sign in.
3. Set the agenda with the group.
4. Remember to relax and be flexible!

Portion of Session	Content to Cover	Session Strategies
		• *Facilitation:* round robin, think-pair-share, write-p... individual presentation, clusters, assigned discussi... discussion, stump your partner, partners • *Study/Activity:* informal quiz, matrix, paired probl... notes/text review, board work model, sequencing,... development, incomplete outline, predict next lec... paper, concept map, etc.
Opener		
Activity 1		
Activity 2		
Closer		

Closing Reminders:
1. Make suggestions for students for home study.
2. Remind everyone of the next session and any upcoming quizzes or texts.
3. Clean and return room to its original condition and/or set-up.
4. Turn in **ALL** SI weekly forms (SI Attendance Sheets, SI Time Record Sheet, SI Week... Weekly Reflection) by the end of this Friday!

Revised 1/9/2017

SI Weekly Time-Record Sheet

SI Leader Name:		Course:	
DATE(s):		Course Instructor:	

WEEK beginning:
Please use Monday's Date: _____

Monday: ___/___/___

	IN	OUT	IN	OUT	Total Hours in decimals (e.g. 1 hr 15 min = 1.25)
Class Attendance					
SI Session					
Session Preparation					
Mtg. w/ faculty					
Other (See below)					

Monday: Prep Summary/Explanation of "Other" hours:

Tuesday: ___/___/___

	IN	OUT	IN	OUT
Class Attendance				
SI Session				
Session Preparation				
Mtg. w/ faculty				
Other (See below)				

Tuesday: Prep Summary/Explanation of "Other" hours:

Wednesday: ___/___/___

	IN	OUT	IN	OUT
Class Attendance				
SI Session				
Session Preparation				
Mtg. w/ faculty				
Other (See below)				

Wednesday: Prep Summary/Explanation of "Other" hours:

Revised 1/25/2017

SI Weekly Reflection S...

SI Leader Name:		Course:	
DATE(s):		Course Instructor:	

This form is to be filled out after your weekly sessions. It is desi...
job skills and to give me an idea of your thought process during...
There is no penalty for identifying your own strengths and areas...

How did session(s) go in general? Were you able to stick to your d... deviation?

How did students respond to session(s)?

How did you feel you did?

What went well that you'd like to carry over to future SI sessions? changes/improvements you'd like to make in the future?

Revised 1/9/2017

SI Attendance Sheet

Attendance sheets can be used more than once if attendance is low, and if those sessions are in the same week, but be sure to clearly mark the dates in the margin.

Day: _____ Date: _____ Session Time: _____
Course: _____
SI Leader Name: _____ Total Attendance: _____

Note: We collect attendance for statistical purposes only, which is necessary for the continuation of the program. Attendance is completely voluntary.

	Print Name (please print neatly)	G Number (Skyline ID #) (please print neatly)	1st SI Session for this class? Yes	No
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Weekly SI Paperwork

How efficient is it to:
1. Track observation records and progress for 40 SI Leaders?
2. Collect, track, and respond to 120+ pages per week?

1st Solution:
Generate surveys, based on paperwork,
To cut down on paper submissions

Pros:

- Cut down printing costs
- Ability to access and submit from anywhere
- Digital record of SI Leaders' responses

Cons:

- Extremely clunky interface
- Still hard to track complete, incomplete, and missing paperwork without some external checklist
- Difficult for SIC to review and send feedback
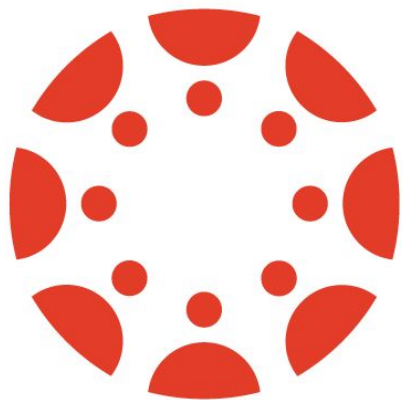 - Often resorted to email

Adapting Best Practices

- Skyline's Director of Learning Commons and SI Coordinator attended UMKC Training
- UMKC showed its Moodle course-shell
  - House SI Resources
  - Feedback on observations
  - Submit paperwork

Transition to Canvas LMS

- Skyline College transitioned to Canvas LMS in Summer 2017
- Worked with Instructional Technologist to create SI course-shell
- Easy-to-use
- Streamlined U.I.
- Lots of features:
  - Communication
  - Assignment tracking and grading