

On-Campus Facilitators for Online Courses

Instruction for online classes received by NCTA students resident on the Curtis campus may be augmented by on-campus facilitators who meet face-to-face with students on a regular basis. The responsibility of the facilitators is to increase student success in the online course by providing tutoring, supplemental instruction, assessment, motivation, course structure and other services needed to improve successful attainment of student learning outcomes.

Responsibilities of faculty members for courses with facilitators

Faculty members are the instructor of record and the primary instructors for the course. The course facilitator is not the instructor of record. Faculty serving as instructors of record comply with these requirements and responsibilities:

1. Faculty teaching general education courses, or other non-occupational courses, must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
2. All faculty teaching on-line courses to NCTA students are employed as faculty members of the Nebraska College of Technical Agriculture.
3. The NCTA faculty member maintains oversight and academic control of all on-line courses. This oversight is accomplished by performing the following duties:
 - a. Selecting the textbook to be used
 - b. Outlining the syllabus
 - c. Creating the Student Learning Outcomes (SLO)
 - d. Providing lectures for instruction through the Blackboard system, or evaluating and approving an alternate curriculum with appropriate rigor and SLOs
 - e. Providing tests and quizzes for the course
 - f. Grading the tests and quizzes to evaluate students throughout the semester
 - g. Providing the final grade
 - h. Assessing student progress towards achievement of course SLOs
 - i. Compiling and reporting SLO data to NCTA Assistant Dean
 - j. Providing written recommendations to NCTA on methods to improve SLO attainment in each course. SLO reports are due by the following dates:
 1. Fall – January 15
 2. Spring – June 15

Responsibilities of facilitators

The responsibility of the facilitators is to increase student success in the online course by providing tutoring, supplemental instruction, assessment, motivation, course structure and other services needed to improve successful attainment of student learning outcomes. Facilitators comply with these requirements and responsibilities:

- a. Meet with students during regularly scheduled class periods as listed on the course schedule
- b. Take attendance and maintain attendance records
- c. Present lecture presentations and other course materials prepared by the faculty member
- d. Provide supplemental lectures or discussions of the course material under the guidance and recommendation of the faculty member
- e. Provide up to 25% of the primary instruction
- f. Tutor students in class

- g. Proctor quizzes and exams
- h. Meet with students during office hours
- i. Teach labs
- j. Assist with grading

Compensation for facilitators

Adjunct faculty members assigned as facilitators will be compensated at one third the standard rate. Regular faculty members assigned as the facilitators will receive one third of the standard workload credit as detailed in the faculty workload policy.

Facilitators responsible for the full instruction in laboratories will be compensated at the standard rate outlined in the faculty compensation or workload policy. Pay for courses below the minimum enrollment threshold will be pro-rated according to standard procedures.