FROM THE DESK OF THE DIRECTOR
Welcome to UNK!

As we begin a new academic year, we look forward to new opportunities for collaboration in extending the university's reach. eCampus is an extension of the academic departments that provides leadership, services, support, resources and accessibility for online and blended education.

Because of the outstanding faculty at UNK, online education has grown significantly in the past 20 years. We currently offer 40+ programs and 400+ online courses each semester and have students in nearly 50 states. None of this would have been possible without the hard work and dedication of faculty who recognized the need to transition to online programs and who have a commitment to our students.

Four instructional designers at eCampus are available to help you develop your online or blended classes. They are designated to the following colleges:

- Steven McGahan – College of Arts & Sciences
- Karen Premer – College of Education
- Olimpia Leite-Trambly – College of Business & Technology
- Eric Tenkorang – College of Arts & Sciences

Their contact information is listed on a magnet on the inside pocket of the folder. Please contact them if you are teaching or planning to teach an online/blended course, as they can assist you with the wide range of resources and training opportunities available to you. The Faculty Handbook included in this packet provides a comprehensive list of eCampus services and resources for faculty.

If you are teaching an online or blended class this fall, you are eligible to apply for the Distance Ed Stipend. To receive this stipend, please complete the following steps:

1. Contact your designated instructional designer to receive a link to the application.
2. Complete the application process by Friday, August 30.
3. Enroll in and complete the Faculty Online Training course. This course begins Monday, September 30, but the pre-course work opens Monday, September 16.
4. Participate in a course review with your instructional designer.

Our goal is to provide you with the best services and support to help you succeed in your online or blended classes. Good luck as you begin your career at UNK.

Gloria Vavricka, MBA
Director of eCampus
WELCOME TO THE FAMILY
Moving or traveling was simply not an option for me, the UNK online degree was a perfect fit for me, and my classes transferred one-for-one, so I was able to seamlessly transfer into UNK as a junior.

Carolyn Petersen
Summer 2019
The mission of eCampus is to provide leadership, services, support, resources, and accessibility in online and blended education.
The University of Nebraska at Kearney’s eCampus has been meeting the educational needs of placebound, nontraditional adults throughout Nebraska for more than five decades with the delivery of academic courses and degree programs. In the early years, these courses were offered by face-to-face instruction at various locations throughout the state of Nebraska. As enrollments dwindled at off-campus sites and the Internet became a ubiquitous tool, face-to-face instruction was gradually replaced with distance education delivery.

eCampus is an extension of the academic departments by collaborating with them in the development of online programs. These services include recruitment plans, support for faculty in the development of their online and blended courses, funding, and various student support services.
Gloria Vavricka  
*Director of eCampus*

Gloria provides leadership in all aspects of online education including program development, recruitment, budget management, faculty development, technology, and the daily operations of eCampus.

vavrickag@unk.edu  
308.865.8390

Steven McGahan  
*Associate Director*

Steven provides leadership in instructional design and pedagogy. He consults with faculty in the College of Arts & Sciences to increase the quality of instruction, interaction and assessment. He also develops training to increase the quality of online and blended courses.

mcghansj@unk.edu  
308.865.8341

Alyssa Wyant  
*Associate Director*

Alyssa provides leadership in online recruitment and program development. Alyssa consults with administration, faculty, and staff to develop recruitment campaigns that align with department and university enrollment goals and objectives. She also oversees the CRM software, manages and develops communication flows, and monitors trends of online education.

wyantam@unk.edu  
308.865.8378

Karen Premer  
*Assistant Director*

Karen provides leadership in instructional design and pedagogy. She consults with faculty in the College of Education to increase the quality of instruction, interaction, and assessment. She also develops training to increase the quality of online and blended courses.

premerk@unk.edu  
308.865.8840

Meet the team
Meet the team

**Eric Tenkorang**
*Instructional Designer*
Eric provides instructional design support for the Fine Arts and Humanities departments of the College of Arts and Sciences. He assists faculty with the design and development of online courses by matching teaching strategies with pedagogy and technology solutions.

tenkorange2@unk.edu
308.865.8271

**Stacey Schwarz**
*Online Program Recruitment Specialist*
Stacey is responsible for outreach to prospective and current online students, including student recruitment, lead nurturing, student advising, and monitoring and analyzing the impact of online programs. She works to build relationships to support prospective and current students from the point of inquiry to enrollment.

schwarzl2@unk.edu
308.865.8938

**Julie Saalfeld**
*Office Associate*
Julie coordinates office services such as budget, human resources, finance, purchasing, payroll, travel, and other administrative activities for eCampus. She provides support services to online students and faculty.

saalfeldj@unk.edu
308.865.8938

**Heather Rhinehart**
*Office Associate*
Heather provides support services to online students and faculty. Heather schedules rooms and classes for eCampus. She also manages student inquiries from various sources utilizing the CRM system.

rhineharthj@unk.edu
308.865.8927

**Tim Bartling**
*Assistant Director*
Tim provides leadership on the development and implementation of educational classroom technology and video production. He supports faculty, administration, and staff with the use of classroom learning spaces and media resources.

bartlingtr@unk.edu
308.865.8061

**Olimpia Leite-Trambly**
*Instructional Designer*
Olimpia provides instructional design support for the College of Business and Technology. She assists faculty with the design and development of online courses by matching teaching strategies with pedagogy and technology solutions.

leitetrambod@unk.edu
308.865.8503
Instructional designers serve an important function of online learning at UNK. These positions help faculty in the design, development, and operation of online or blended courses. The instructional designers work with faculty on a range of areas such as navigation and course structure, learning material development, assessment strategies, classroom management, and engagement.

**eCampus Online Course Template** – In order to provide a starting point for those developing online courses, eCampus has developed an online course template that allows faculty to begin developing their courses without the need to spend time designing navigation or adding in standard resources and compliance statements. The template is available to all faculty and staff teaching online or blended courses and may be obtained by contacting your instructional designer. Your department may also have a specific template developed in conjunction with eCampus. Please check with your instructional designer for more details.

**eCampus Online Course Development Checklist** – Recently updated to reflect the latest in best practices, the UNK eCampus Online Course Development Checklist is a tool to assist faculty as they develop their online or blended courses or to help improve existing course design. The checklist includes best practices for areas that include course navigation and layout, instructional materials and content, assessment of learning, course learning objectives, community and interaction, and course legal issues. The eCampus Online Course Development Checklist is also used to conduct the final review of courses that are approved for the Course Development Stipend.
Course Consultation – Each college has an assigned instructional designer who is available to assist you in the design, development, and operations of your online or blended courses. The instructional designers work with faculty on a range of areas, such as navigation and course structure, learning material development, assessment strategies, classroom management, interaction and engagement, and more. Faculty may contact their instructional designer to set up an appointment to discuss their course needs at any stage of the development or teaching of the course.

eCampus Faculty Online Training (FOT) – Each semester, full-time faculty members and adjuncts may participate in Faculty Online Training. This is an eight-week (Fall and Spring) or four-week (Summer) course developed to instruct faculty in the pedagogy of online teaching. The eCampus Faculty Online Training course consists of various online activities, including videos, readings, discussions, and more. Topics include initial development of online content, copyright issues, online collaboration and community, and eCampus support services.

eLuncheons – eLuncheons are lunch seminars offered by eCampus focusing on a wide range of topics related to online and blended education. Past topics have included universal design, copyright, open educational resources, multimedia technology, and featured guest speakers. The eLuncheons are a way for faculty and staff to learn about some of the latest trends in online and blended pedagogy, skills, and best practices and give them an opportunity to network with their peers. Watch for notifications about upcoming eLuncheons through the UNK Announce email.

eWorkshops – eCampus offers several workshops on technology and pedagogy every semester. These 60-minute workshops cover technology topics and pedagogy such as blended learning, rubrics, video best practices, portfolio development, and time management skills. These workshops are designed to give faculty members a better understanding of the online educational environment and increase their pedagogical skills. Watch for notifications for upcoming eWorkshops through UNK Announce email.

Department Presentations – Individual departments may request training on specific topics of interest. An instructional designer will consult with faculty to develop a targeted training session for the department. These can be short overviews of a topic or in-depth training on varying areas of online and blended learning.
**VoiceThread** – VoiceThread is a collaborative, multimedia slide show system that holds images, documents, and videos and allows people to navigate slides and leave comments using a microphone, telephone, text, or webcam. Users can share a VoiceThread with friends, students, and colleagues to allow them to record comments. The system can be used with Canvas and can be accessed from any computer or mobile device with an Internet connection.

**Respondus** – Respondus is a powerful tool for creating and managing exams that can be published directly to Canvas. This program makes creating tests, quizzes, pools and surveys easy and allows users to work offline. The eCampus site license allows for the distribution of this program to any faculty member who is teaching or will be teaching online. Respondus is only available for Windows.

**StudyMate Author** – StudyMate Author allows instructors to create 10 Flash-based activities and games using four simple templates. The Flash activities can be used with any web server or published via URL to Canvas. StudyMate Author will import items from MS Word files and publisher test banks, making it easy to create interesting, interactive activities from existing content. The eCampus site license allows for the distribution of this program to any faculty member who is teaching or will be teaching online. StudyMate is only available for Windows.

**ProctorU** – ProctorU is a secure proctoring service that administers tests to students in online courses. This service ensures that proctors are approved and tests are administered under the proper conditions based on academic integrity and instructor specifications. Faculty interested in using ProctorU must contact their instructional designer before setting up a proctored exam.
Hoonuit – Faculty and students who want to boost their skills in online education are encouraged to access Hoonuit tutorials. Hoonuit has over 50,000 video tutorials on applications including Microsoft Office, Photoshop, Canvas, and more. The Hoonuit Skills Collections includes time management, online teaching, and citation skills. The Assistive Technology Collection focuses on special education software, assistive technology devices and software accessibility training.

Tutorials – The Instructional Design Team works with faculty and staff to develop multimedia tutorials important to success of online learners. These tutorials are either video-based or interactive. Tutorial topics have included UNK specific Canvas skills, VoiceThread, and more. Many of the tutorials cover topics that address student specific deficiencies and were created by faculty request. Faculty interested in the development of specific tutorials should contact their instructional designer.

eCampus Instructional Designers

College of Arts and Sciences
(Natural and Social Sciences)
Steven McGahan
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mcgahansj@unk.edu

College Office:
(Every Wednesday)
COPH 103i
308.865.8341

College of Arts and Sciences
(Fine Arts & Humanities)
Eric Tenkorang
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College Office:
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College of Business and Technology
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College of Education
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College Office:
(Every Wednesday)
COE B101
308.865.8840
eCampus provides a wide range of video-related resources to the UNK community for the support and development of online and blended courses. These learning spaces help eliminate barriers commonly present when incorporating classes with remote students or instructors. They encourage interaction and engagement with fellow students, as well as provide flexible video capture options for class lectures and tutorials. eCampus closely monitors and evaluates upcoming trends and resource developments allowing for advancement of the online and blended courses to stay competitive in the marketplace. These learning spaces are located in the Communication Center on West Campus.

**Collaborative Learning Spaces** – Currently eCampus has three rooms that are designed with collaborative learning as the primary focus. The rooms have 2-10 pods with 6 students at a pod where they can work collaboratively on in-class projects and assignments. Room 101 has 10 pods with 6 students at a pod, able to hold 60 students. Room 241 has 5 pods with 6 students per pod, with a maximum of 30 students. Each pod also has conferencing capabilities to include distance students. To schedule a demo, contact Tim; to schedule the room, contact Heather.

**Video Recording Studio** – A full-service, live production studio that gives faculty the ability to produce high-quality, professional video without post-production time. Videos are available as soon as the recording is finished. Both traditional backdrops and green screen recordings are available. Many faculty use the studio to record an Introduction to their online classes. Others use it to record mini-lectures, conduct interviews, or have panel discussions.
Lecture Video Classroom – A traditional, lecture style classroom with recording and conferencing capabilities is available for faculty to use for lecture capture or to hold classes.

Lightboard Studio Recording – A lightboard is a glass markerboard that uses light to allow faculty to face the camera while writing and recording a lecture. The board gives users a quick and easy way to communicate technical subjects, equations, and sketches. This is also a one-button studio where faculty can easily record their video using only a flash drive.

eCampus Learning Spaces

For a tour of Learning Spaces, contact Tim. To schedule a room, contact Heather.

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Heather Rhinehart
Scheduler
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rhinehartjh@unk.edu
The eCampus recruitment team collaborates with departments in providing a wide range of recruitment support services for their online programs and courses. Typically, this involves working with department chairs and deans to develop yearly academic recruitment plans. This may include working with new programs or those who have existing programs but need to boost their enrollments. Recruitment can include any of the following:

<table>
<thead>
<tr>
<th>Email Blasts</th>
<th>Pandora &amp; Spotify</th>
<th>NE Press Association</th>
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<tr>
<td>eCampus Website</td>
<td>Kearney Hub</td>
<td>TV/Radio</td>
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<tr>
<td>CRM Campaigns</td>
<td>Community Chambers</td>
<td>Advertising with industry-related associations</td>
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<td>Promotional Recruitment Items</td>
<td>Digital Ads</td>
<td>Social Media</td>
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<tr>
<td>Newspaper/Magazines</td>
<td>Career Fairs</td>
<td>Streaming Ads</td>
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<tr>
<td>Facebook/Instagram</td>
<td>Conferences</td>
<td>Video (Testimonial, program highlights, general online awareness)</td>
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<tr>
<td>NU Online Website</td>
<td>Google AdWords (Search &amp; Display)</td>
<td>Booths &amp; Tradeshows</td>
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<tr>
<td>Purchased Lists</td>
<td>UNK Alumni</td>
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Where the magic happens.
Customer Relations Management (CRM) software tracks students from inquiry to graduation. CRM campaigns are a large part of the online recruitment strategy at UNK. This consists of recruiting prospective students through purchased lists or other lists obtained from career fairs or tradeshows. This also includes continual communication with those potential students who have inquired and those who are currently enrolled students. Typically, on an average academic year, eCampus runs the following campaigns out of the CRM system:

**General Inquiry Campaign** – This is a general inquiry campaign for all students who inquire. It consists of one response that is personalized to their program and follows with 7 other responses over the course of 92 days. If at any point the potential student applies, they are removed from this campaign.

**Stop-out Campaign** – This campaign goes to all students who are still in good academic and financial standing with UNK who have yet to complete their degree.

**Nebraska Educators** – The Nebraska Educator campaign consists of those teachers in Nebraska with 1-20 years of teaching experience that do not hold a master’s degree. Teachers in this campaign are encouraged to pursue their master's degree at UNK.

**Open Seats** – The Open Seats campaign is among one of eCampus’ most popular. The campaign includes classes that still have available seats left in them and is sent to currently enrolled students. This is a great way for UNK to gain more enrollments in their online courses.

**CO/KS Scholarship Campaign** – The CO/KS Scholarship campaign is sent to anyone who has inquired that resides in Colorado or Kansas, making them aware of the in-state tuition they are eligible for.
Assisting UNK students throughout their time at UNK is key to success. eCampus offers the following services to students to help them succeed in their online programs or courses:

**SmarterMeasure** – SmarterMeasure is an online tool which assesses a learner’s likelihood for success in online learning. SmarterMeasure indicates the degree to which an individual student possesses attributes, skills and knowledge that contribute to success in online learning. These skills include motivation, time management, reading rate and recall, computer knowledge and skills, and typing speed and accuracy. After the assessment is completed, tips, tools, and information is presented to help improve these areas. This service is available to all online students.

**“Welcome Letter” and “I’ve Registered, Now What?” Mailings** – Prior to each semester, the eCampus Office mails out instructions to every student enrolled in an online or blended course. The “Welcome Letter” includes information about the learning resources and support services available to them, instructions on how to get started with their online course, and information about deadlines for tuition and fee payments. “I’ve Registered, Now What?” includes information on changing their passwords and access to Canvas and their University of Nebraska at Kearney email.
**eCampus Student Orientation** – The eCampus Student Orientation (eSO) is available to all current and potential students. eSO guides students through the resources and information needed to be successful in online courses at UNK. It is presented in an open Canvas course that may be accessed at any time. Some of the topics provided in the orientation are getting started, course navigation, technology resources, using the UNK library, accessibility accommodations, and the UNK honor code. Talk to your instructional designer for more information.

**Email Announcements** – Student Affairs sends out a weekly informational email to all UNK students. This announcement includes pertinent information such as deadlines for tuition, dropping a course, graduation application, upcoming events, etc.

**eCampus Website** – The eCampus website has comprehensive information on many of the UNK support services, links to other departments that eCampus students may find useful, the online schedule, and information about other programs offered online at UNK. For students who are new to online learning, a series of “FAQs” are available on the eCampus website. These FAQs cover areas such as cost, admission to UNK, time commitment, technology, and hardware requirements, and more. For prospective students, eCampus offers the Request for Information form found in the top right sidebar of every webpage. Interested students can ask for information regarding online courses or programs by clicking on the “Request Information” link on the webpage.

**Online Tutorials** – A wide range of video and print tutorials are available to students via the eCampus Student Resources web page and the Information Technology Services website. These tutorials include Canvas, APA & MLA Styles, Rich Text Format, and VoiceThread.
The following UNK offices also offer services to the online or blended students:

**Academic Advising** – When a department implements a new online program, a faculty adviser is assigned to that program to assist the students in the areas of admission requirements, prerequisites, curriculum, course rotation and schedules. This is done by telephone, email, or in person.

**Assessment Office** – eCampus, as well as the academic departments, work closely with the Assessment Office to make informed decisions about changes to programs and curriculum. Each department and program that offers an online program has an assessment plan.

**24/7 Help Desk** – ITS provides 24/7 Help Desk support to all faculty and staff. The Help Desk staff provides prompt and convenient responses to technical issues through phone, email, online request form, and walk-in support. It is the responsibility of the Help Desk staff to gather necessary information for troubleshooting. The UNK Help Desk is available Monday through Friday, from 8:00 a.m. to 5:00 p.m. During the off-hours, UNK contracts with a service to provide 24/7 help, providing support to faculty and staff on LoperMail, MyBlue, Microsoft Office, browsers and Internet questions. Faculty and staff may contact them through phone, email or live chat.

**Library** – The library provides many services for faculty and students to support them in their online teaching. These 24/7 services include access to library databases, reference services, interlibrary loan and document delivery, and checking out books and other materials.
Information Technology Services (ITS) – ITS provides the infrastructure for online education and provides Canvas Course Management Software and other training workshops. ITS provides support and training to faculty, staff, and students on iPad, Qualtrics, Microsoft Office, Outlook, Zoom, Lecture Capture, and more.

24/7 Canvas Support – Students and faculty have access to Canvas support 24/7, which can be accessed in the Help Menu in the Canvas software. There are both phone and chat options available. Canvas also provides extensive user support resources including guides and tutorials on their website.

Writing Center – The UNK Writing Center has an online service available to students who need help with their writing. Online students may submit their writing for tutors to review or schedule a web conferencing session via Zoom. Tutors do not proofread; instead, they point out strengths and areas in need of improvement, ask students questions to help them think more critically about their writing and audience, and provide resources to improve as writers.

ITS Software and Hardware – The same free or discounted software available to on-campus students is also available to online students. Many free programs are available for download via the Internet. Students can find links to these programs at the eCampus website, the Online Course Template, or on the ITS website. Office 365 and Windows are available to download at no charge via Microsoft Imagine and OnTheHub. Other software may become available in the future. For assistance or questions, contact the Help Desk by email at unkhelpdesk@unk.edu or by phone at 308.865.8363.

Bookstore – The Antelope Bookstore serves online students by providing a user-friendly website where students may buy, sell, rent, or reserve their textbooks. The bookstore provides many other items to support a student's academic career. For more information, please visit unk.bncollege.com.

Career Services - The Career Services office has resources to help those students who have not identified a major. Focus-2 will help you select the right major and develop a career plan. For those students looking for employment, Career Services provides a resource called Handshake, which helps students connect with companies to find jobs and internships.
FUNDING OPPORTUNITIES

There are various funding opportunities available through eCampus which include the following:

**Distance Education Stipend** – This is for the initial development of an online course. Faculty may receive up to $700 per credit hour for online or blended courses. Faculty members who are teaching a UNK online or blended course for the first time may receive an additional $1,000; faculty teaching a General Studies course may receive an additional $500. Faculty will be paid after the course is fully developed and after the course has been reviewed by an Instructional Designer. The stipend application will be announced three times a year via email.

**Open Educational Resource (OER) Initiative** – An OER class is defined as one in which there is no textbook cost to the student and all resources are Open Access. Eight stipends of $500 per course credit hour will be awarded each term to faculty that are selected to convert their courses to OER.

**Summer Salaries** – eCampus supports summer online courses by funding faculty salaries.

**Adjunct Salaries** – To accommodate the high demand for online courses, departments often respond by opening additional sections and hire adjunct faculty. If so, eCampus may pay for the adjunct instructor.

**Bottleneck Courses** - NU Online offers instructional salary funding for additional online sections of bottleneck and gateway courses for Fall 2019. Funding is available for sections not already scheduled or for sections with expanded enrollment capacity. This funding is meant to supplement—not replace—existing departmental budgets.

**Grant Funding** – Grants are available to departments and service units for the development of new online programs or for the enhancement of existing online programs and/or support services through either eCampus or NU Online.

**Tuition Differential** – Tuition differential is an opportunity for departments who offer online programs to capture a portion of the distance education tuition generated. It is the difference between the distance education rates (both resident and non-resident) and the on-campus rates.
COURSE EVALUATIONS

All evaluations at UNK are administered via Evaluation Kit (EK) Admin. These fully online evaluations are sent automatically to the students in all UNK classes. Each college has an evaluation administrator assigned to create these evaluations.

**College of Arts and Sciences (Fine Arts and Humanities):**
Liz Steele, 308.865.8518 or steeleek@unk.edu

**College of Arts and Sciences (Natural and Social Sciences):**
Barb Wayman, 308.865.8518 or waymanbl@unk.edu

**College of Business and Technology:**
Stacey Darveau, 308.865.8342 or darveausl@unk.edu

**College of Education:**
Ashley Zikmund, 308.865.8508 or zikmundav@unk.edu

NU ONLINE

NU Online (formerly Online Worldwide) began as an online education initiative in 2007 as a way to better serve the people of Nebraska. The goals of NU Online are to create awareness of NU’s online education programs, enhance revenue to the University, and expand collaborative programs among the four campuses. Mary Niemiec is the Associate Vice President for Digital Education and Director of NU Online and offices at Varner Hall in Lincoln.

The NU Online website was launched in January 2010 which lists all of the online education programs from all four campuses. The website may be accessed at online.nebraska.edu. Student inquiries submitted to NU Online are forwarded to the campuses. Online marketing efforts also include advertising on billboards, radio, websites, newspapers, social media, various publications, as well as attending trade shows.

The Office of NU Online offers program grants to academic units to help support the development of new online programs and the expansion of existing online programs. They also offer planning grants where faculty may collaborate with at least one other University of Nebraska campus to begin exploring the merits of the proposed program idea.
UNK CONTACTS

Academic & Career Services
www.unk.edu/offices/acs/index.php

Admissions (Undergraduate)
865.8526 or 1.800.532.7639
www.unk.edu/admissions/undergraduate/index.php

Admissions (Graduate)
865.8500 or 1.800.717.7881
www.unk.edu/academics/gradstudies/admissions/index.php

Antelope Bookstore
865.8555
unk.bncollege.com

Center for Academic Success
865.8214
www.unk.edu/offices/academic_success/

eCampus
865-8211 or 865-8927 or 1-800-865.6388
ecampus.unk.edu

Educator Certification
865.8264
www.unk.edu/academics/certification/

Finance Office
865.8524
www.unk.edu/offices/finance/

Financial Aid
865.8520
www.unk.edu/offices/financial_aid/

Graduate Studies Office
865.8500
www.unk.edu/academics/gradstudies/

Honors Program
865.8702
www.unk.edu/academics/honors/

24/7 Help Desk
865.8363
www.unkcms.unk.edu/offices/its/help_desk/index.php

Calvin T. Ryan Library
865.8721
library.unk.edu

Registrar
865.8527
www.unk.edu/offices/registrar/

Veterans
865.8520
http://www.unk.edu/offices/financial_aid/veterans_services/index.php

Writing Center
865.8905
www.unk.edu/offices/learning_commons/writing-center/index.php
University of Nebraska Kearney
eCampus
Communications Center, 3rd Floor
1910 University Drive
Kearney, NE 68849-4220

Designed by Shelby Hoffmann