King Fahd University of Petroleum & Minerals

DEANSHIP OF ACADEMIC DEVELOPMENT
e-Learning Center

GUIDELINES FOR

INSTRUCTIONAL TECHNOLOGY AWARD

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1. Background

The Deanship of Academic Development (DAD) at KFUPM is sponsoring a University Award called the Instructional Technology Award. The DAD is presenting this award to support its goal of transforming education through the application of instructional technology. Instructional technology refers to the use of a host of technological tools such as the internet, videos, websites and multi-media in teaching. The award is made to recognize innovative uses of technology in the teaching/learning process at KFUPM and to honor faculty members who demonstrate excellence in applying or developing technology-based teaching materials and integrate this technology into the classroom.

This program will stimulate the development of innovative instructional strategies, materials and sustainable infrastructure. Consequently, it will enhance teaching and learning through technology and increase access to technology by faculty, students and staff.

KFUPM will provide three distinguished awards for the faculty members who have creatively and productively utilized and advanced the use of instructional technology at the University to enhance methods of instruction and the students' educational experience.

2. Eligibility

All KFUPM faculty members who, at the time of application for the award, have completed three or more academic years of continuous teaching in the University and have used the instructional technology extensively in the course(s) they taught during this period are eligible for the award. A faculty member who has already won the award will regain eligibility after an interval of 4 years following a successful application.

3. Criteria

The focus of this award is the effective use of instructional technology to motivate students and enhance the learning process. The use of instructional technology is not an end in itself. It is a means for expediting the access of information and enabling course material to be presented in an innovative and creative way. The award will also focus on the outcomes of using instructional technology. The essential elements of the award criteria may be summarized as follows:

1. Effective use of instructional technology.

2. Availability and comprehensiveness of the course material.

3. Participation in the development of instructional technology based material.

4. Provision of effective communications among the students and between the students and the instructor.

5. Sharing the experience of using instructional technology with colleagues.

6. Enhancing the students' learning by instructional technology .

These elements will be judged through the committee evaluation. Candidates will be evaluated using the criteria in **Appendix A.** Elements 1, 2, 4 and 6 above will form the basis for the part of the evaluation related to the input of the students.

4. Nominations

The Dean of Academic Development will inform KFUPM faculty members and the departments' chairmen of the regulations and the deadline for applications for the current academic year. Faculty who have demonstrated outstanding achievement in integrating instructional technology with their course curriculum may apply or be nominated by their departments' chairmen or colleagues. The nominees will be requested to submit all their support materials in accordance with **Appendix B** to the Dean of Academic Development within a certain timeframe. The nominees should write a summarized statement addressing each item in a format similar to that in **Appendix B** and include these in a covering letter to which the support material is attached.

5. Procedure for Selection of Nominees

The Dean of Academic Development shall appoint a five-member committee from the University. The committee shall be formed from faculty members having expertise in instructional technology and known for being excellent teachers and should be from faculty members who are not running for the award. The committee, after obtaining the list of the candidates and all the relevant information from the Dean of Academic Development, shall review each applicant's case and apply the criteria in **Appendix 'A'**. The committee shall select three candidates (in order of merit) as the nominees for the award. The committee, using the form in **Appendix 'F'** shall report the results, including names of candidates, scorers, the selected nominees (in order of merit), and forward them to the Dean of Academic Development who in turn shall forward them to His Excellency the Rector of the University.

6. Evaluation of the Work Submitted by the Candidate

The committee shall perform the following steps in order to evaluate each candidate and shall recommend the most eligible candidates according to the criteria in **Appendix 'A'.**

a. Students' input on the use of instructional technology of the candidate should be obtained. A form, see **Appendix C,** similar to the current faculty evaluation form has been developed for this purpose. The aim is to assess the impact of instructional technology on students' learning. At the end of selected semesters, students should complete this evaluation form in order to evaluate courses where instructional technology is used. The form will be administered in a similar way to the current faculty evaluation form.

b. The Committee should review the instructional technology aspect of the course and complete **the Committee input form found in Appendix D**.

c. The Chairman's input should be obtained using the form in **Appendix E** about the candidate's contributions in the use of technology in teaching. If the chairman is a candidate for the award, then input should be obtained from the Dean of the relevant College about him using the instruments in **Appendix E**.

d. The criteria in **Appendix A** shall be used to compute each candidate's score and provide results in the form found in **Appendix F**.

APPENDICES

Appendix A: Criteria for Rating Candidates for the Instructional Technology Award

Appendix B: Support Material

Appendix C: Student Evaluation Form For Instructional Technology

Appendix D: Committee Input

Appendix E: Chairman Input

Appendix F: University Nominees for the Instructional Technology Award

Appendix A

Criteria for Rating Candidates for the Instructional Technology Award

Attribute		Points
I	Student Input	40
II	Committee evaluation	50
III	Chairman's input	10
	Total	100

Appendix B

Support Material

The nominees are asked to submit materials in support of their nomination that address the following items whenever applicable:

1. Establishment of Effective Communications

    1.1. List the communication means offered to the students to communicate among themselves and with the instructor.

    1.2. Describe how these communication tools have been used to enhance the learning process.

2. Instructional Materials Development

    2.1. Describe the technology-based teaching materials that have been used and the timeframe utilized.

    2.2. Describe the procurement/development process.

    2.3. Describe the hardware and software utilized in the development phase.

3. Effective Use of Instructional Technology

    3.1. Describe how the materials are used in delivering the course(s).

    3.2. Describe how the materials are used by the students outside the classroom.

    3.3. Describe the salient features that distinguish the course(s) together with a description that highlights the innovative aspects of the technology used.

    3.4. Describe the hardware and software used in the classroom.

4. Materials Evaluation & Enhancing Student's Learning

    4.1. Describe the technology-based materials evaluation process.

    4.2. Outline the evaluation results.

    4.3. Show evidence of the impact of the instructional technology on students' learning and achievements. Provide a bulleted list addressing the concrete outcomes resulting from the use of the instructional technology in the course(s) taught and describe the benefits gained by both the teacher and students.

    4.4. Describe how the evaluation results are used.

5. Experience Sharing and Publications

    5.1. Illustrate how the nominee shares his instructional materials and knowledge with colleagues.

    5.2. Provide a list of any publication, conference participation, or educational training related to the instructional technology.

6. Additional information

    Provide any additional information that supports your application for the Instructional Technology Award.

Appendix C

Student Evaluation Form For Instructional Technology

The purpose of this form is to assess the impact of instructional technology on students learning. Students should complete this evaluation form to evaluate courses where instructional technology is used. Students should circle the appropriate letter A – E.

A: Strongly agree   B: Agree   C: Neutral   D: Disagree   E: Strongly disagree

1.   The course material is accessible as needed at any time.

    A: B: C: D: E:

2.   The course material provided by the instructor is comprehensive.

    A: B: C: D: E:

3.   The material provided by the instructor using instructional technology is presented in a very clear way.

    A: B: C: D: E:

4.   The use of instructional technology made assignments and their solutions easy to access and understand.

    A: B: C: D: E:

5.   The use of instructional technology made it easy to communicate and interact with the instructor.

    A: B: C: D: E:

6.   The use of instructional technology made it easy to communicate and interact with other students taking the same course.

    A: B: C: D: E:

7.   The use of instructional technology made me very interested in the course and encouraged me to learn more.

    A: B: C: D: E:

8.   The use of instructional technology enhanced my learning of the course.

A: B: C: D: E:

9.   The use of instructional technology enhanced how I participate in the course (discuss questions with the instructor or other students).

A: B: C: D: E:

The results of this evaluation form are used as follows: A=4, B=3, C=2, D=1, and E=0. The average score for all questions should be computed out of 4. Suppose the average score for all questions is 3 out of 4, then the score out of 40 would be (3/4) * 40 = 30.

Appendix D

Committee Input

The committee members should please fill this form to provide their evaluation of the course(s). It is recommended that the Committee requests presentations from the top candidates in order to finalize the list of nominees.

Item	Course score	Maximum Score
1. Participation in the development of instructional technology based material		8
2. Effective use of instructional technology		8
3. Availability and comprehensiveness of the course material		6
4. Provision of effective communications among the students and between the students and the instructor		6
5. Role of the candidate in enhancing students' learning by instructional technology means		6
6. Experience sharing the use of instructional technology with colleagues		6
7. Publications, conference and workshop participation		5
8. Additional supporting material		5
Total		50

Appendix E

Chairman Input

The chairman should fill this form to provide his evaluation of the candidate's contribution in using and advancing instructional technology.

A: Strongly agree   B: Agree   C: Neutral   D: Disagree   E: Strongly disagree

1.   The candidate is actively involved in promoting the use of instructional technology within the department

   A: B: C: D: E:

2.   The candidate is actively involved in the development of instructional technology based material

   A: B: C: D: E:

3.   The candidate is effectively using instructional technology based material.

   A: B: C: D: E:

The results of this evaluation form are used as follows: A=4, B=3, C=2, D=1, and E=0. The average score for all questions should be computed out of 4. Suppose the average score for all questions is 3 out of 4, then the score out of 10 would be (3/4) * 10 = 7.5.

Appendix F

University nominees for the Instructional Technology Award

No.	Name of candidate	Department	Total Score

University Nominees (In order of merit)

1.

2.

3.

4.

5.

6.