Virtual Engaging Exploration Workshop
Co-Facilitator Application

The Teaching and Learning Center (TLC) invites you to apply as Co-Facilitator for the new Virtual Engaging Exploration (EE) workshops, which will be held:

- June 7 – 11, 2027
- July 26 – 30, 2027

The purpose of the Virtual EE workshops is to help instructors use more active learning strategies and student-centered teaching in their online courses. We have identified online teaching as an area where TLC can offer support in conjunction with the programming provided by SHSU Online. During Summer 2026, TLC and SHSU Online collaborated to pilot a Virtual EE. After a successful pilot, we are preparing to offer two Virtual EEs this summer.

The new Co-Facilitator will help to plan, facilitate, and refine the Virtual EE workshop. They will lead workshop sessions covering topics such as: engaging in active learning and student-centered experiences online, supporting discussions about effective online teaching practices, discovering available Blackboard tools and SHSU resources, and supporting collaborations in an online learning environment. They will also help to improve the workshop by participating in planning and debrief meetings.

You will be supported by the TLC team and work with Lead Facilitator (Caleb Hubbard, CHSS), Associate Director of Development (Adannaa Alexander, TLC), and Director of Online Course Design & Development (Patrick Smith, SHSU Online). By applying to be Co-Facilitator you agree to:

1. Be available to facilitate all days of the workshops. The typical facilitator schedule will be 7:30am – 4:30pm.
2. Remain available to facilitate Virtual EE workshops in 2028. (You will be consulted about the summer 2028 workshop dates before they are set.)
3. Commit to ongoing workshop planning and evaluation, including:
    a. Send a completion certificate for SHSU Online's Digital Educator Certification.
    b. Attend one of the following TLC hosted Mini-EEs:
        i. Facilitator workshop (in-person) on January 28, 2027
        ii. Backward Design (virtual) on April 7, 2027
    c. Meet monthly with the TLC team in Spring and Summer 2027 to prepare for facilitation.
    d. Create, share, and update materials used to facilitate the workshop.
    e. Attend a debrief meeting typically held within a week after each workshop.

To apply, please respond to the questions below (~2 pages) and submit your responses along with a copy of your SHSU Online Digital Educator Certificate to the TLC at tlc@shsu.edu. Applications will be accepted on a rolling basis from November 1, 2026 – January 8, 2027. On the next page, please find the rubric that the selection committee will use to determine who will move to the next round. Select applicants will be asked to open an online course of their choice so the selection committee can view it as students. The course can be from Spring – Fall 2026. This observation will happen between December 2026 and February 2027.

1. Based on the expectations listed above, please identify any circumstances that would prevent you from meeting these expectations. If none, please indicate so.

2. What is your experience using active learning strategies and student-centered teaching in your online course(s)? Feel free to discuss teaching at SHSU or other institutions of higher education.
    a. How recently? How often?
    b. Are your courses synchronous, asynchronous?
    c. Describe how you've used active learning in your online classes.
    d. What does student-centered teaching 'look like' in your online classes?
3. What is your experience planning for, facilitating, and evaluating workshops/trainings?
4. What is your interest in the Virtual EE Co-Facilitator role?
    a. Share about your previous participation in professional development focused on improving online teaching. For example, TLC programming, SHSU Online programming, other relevant workshops or training.
    b. What specific contributions would you make as Co-Facilitator?

The Co-Facilitator will receive a $1,500 stipend per workshop. Please direct questions to tlc@shsu.edu. We appreciate your time and consideration and look forward to reviewing your application!

Rubric for EE Co-Facilitator Applications

Can commit to all expectations: Yes or No

Criterion	*Limited (1)*	*Competent (3)*	*Exceptional (5)*
Use of active learning and student-centered teaching in online courses.	Limited evidence using active learning strategies and student-centered teaching in online courses and/or limited explanation of the results.	Some relevant evidence using active learning strategies and student-centered teaching in online courses along with the results of using it.	Sophisticated use of active learning strategies and student-centered teaching in online courses (i.e., uses a variety of strategies in multiple contexts while attending to students' needs) along with the results of using it.
Workshop/training facilitation experience	Little relevant experience; role, audience, or outcomes unclear. Little evidence of preparation or collaboration with others.	Relevant experience with clear responsibilities and effective practices. Shows concrete preparation (planning, anticipating audience needs) and some collaboration with a co-facilitator.	Substantial, varied experience with inclusive engagement, adaptability, and evidence of impact. Shows thorough preparation and active, effective teamwork with a co-facilitator.
Interest and motivation	Has not attended any online teaching professional development. Interest in the role is vague or generic, and proposed contributions are unclear or not specific to the Co-Facilitator role.	Has attended online teaching professional development, showing some familiarity with how it's facilitated. Interest is detailed and identifies at least one relevant, specific contribution to the role.	Has attended online teaching professional development with clear evidence of what they took from it. Interest is clearly articulated, and identifies multiple concrete, well-considered contributions that reflect genuine insight into the Co-Facilitator role.