

The Carpe Diem Process

Initial contact meeting with departmental course team

Who: Course team in a single discipline, subject librarian and learning technologist. Observers, e.g. staff developers.

Purpose:

- Identification and clarification of needs
- Motivation and preparation for Carpe Diem

Date: approximately 4 weeks before the workshop

Course team

- prepares documentation and materials
- reflects on the needs leading to a course re-design process
- appoints a 'reality checker'

Two-day Carpe Diem workshop

- Access to institutional VLE.
- Two consecutive days.
- All team members must attend on both days.

Outputs:

- 'Reality-checked' e-tivities running on VLE
- Blueprint and storyboard for the course
- Action plan

Follow-up meeting with course team

Purpose: embedding changes

Activities:

- Review and fine-tune e-tivities
- Creation of new e-tivities in context
- Planning for implementation and evaluation