

CONCEPT PLAN **FY02 ADL Pilot**

Description of the Problem

Each year, as many as 2,500 Army officers complete the Staff Process Course under the auspices of the seven CAS3 battalions and three multi-functional brigades of the Total Army School System (TASS). Those battalions and brigades offer the Staff Process Course in two formats. One format is commonly known as the “8+2” option consisting of eight weekend inactive duty for training (IDT) sessions and a 2-week annual training (AT) session. The other format some students attend is the “2+2” option, which consists of two, 2-week active duty for training (ADT) sessions separated a period of at least 3 weeks.

Even with different options, some officers are unable to complete the course due to demands of civilian jobs and their Army units. Some reserve component (RC) officers typically occupy critical duty positions in their units, are in critical positions in their civilian careers, or live in scarcely populated areas of the United States, may find it difficult or impossible to attend resident schooling.

Conceptual Approach

To help solve this problem, the TRADOC Commander directed that CAS3 redesign the Staff Process Course to suit an alternate delivery method known as advanced distributed learning (ADL). This redesign is being accomplished by the Military Interactive Multimedia Instruction Center (MIMIC) in partnership with CAS3. The redesigned course will be piloted during the period October 2001 to September 2002. It is important to note that the FY02 ADL Pilot will be different from the FY01 pilot in course material, hardware, software and technical support.

The ADL delivery option is a variation of the “8+2” option. The 8 IDT sessions are considered Part A. Part A of the ADL course will run from October 2001 to May 2002. Part B is the 2-week AT period conducted locations and dates established by the TASS regions.

Aspects of the FY02 ADL Pilot:

- ❑ This pilot will closely resemble the future, objective ADL delivery option.
- ❑ The course has been redesigned to take advantage of the distance learning format. New course material has been specifically designed for Part A. Lessons will be both asynchronous and synchronous. For asynchronous instruction, students will conduct lessons under guidelines from the staff leader. For most synchronous instruction, students will meet with the staff leader and staff group members on designated days, designated times, in a virtual classroom.
- ❑ The pilot will involve two staff groups from each TASS region for a total of 14 staff groups.
- ❑ Students will be issued computers and provided an Internet Service Provider (ISP).
- ❑ The pilot will maintain the optimum small group format of 12 students and a lieutenant colonel staff leader.

Program Elements

Staff Leaders:

- ❑ Must be certified CAS3 staff leaders.
- ❑ Must have taught at least two CAS3 classes.
- ❑ Must have adequate computer skills to conduct the computer-based CAS3 course that utilizes dial-up connections to the Internet, Internet browsers, collaboration tools such as Microsoft NetMeeting and Microsoft Office.
- ❑ Will be provided a desk top computer, an Internet service provider (ISP), and a printer.
- ❑ Will receive training. The instructor training is envisioned as a self-paced, flexible program that staff leaders complete during the period 2 June – 31 August 2001. Staff leaders will receive a training packet that defines the date/time of an initial video tele conference (VTC) overview, the training plan and the possible date/time of the on-line training sessions. Aside from the initial overview, training will be conducted on-line. Instructors will receive training on:
 - Course overview (1 VTC session).
 - ADL teaching techniques (online, 1 to 3 sessions).
 - How to use the collaborative tool (online, 1 to 2 sessions).
 - How to use the learning management system (online, 1 to 2 sessions).
 - New synchronous courseware (online, 1 to 2 sessions).
 - New asynchronous courseware (CD-ROM – at own pace with on-call assistance).

Students:

- ❑ Must be able to complete the course during the October 2001 to September 2002 timeframe.
- ❑ Must have completed Phase 1 of the Captain's Career Course (CCC) or equivalent.
- ❑ Must meet CAS3 entry requirements.
- ❑ Must have adequate computer skills to conduct the computer-based CAS3 course that utilizes dial up connections to the Internet, Internet browsers, collaboration tools such as Microsoft NetMeeting and Microsoft Office.
- ❑ Will be provided a desk top computer, an ISP, and a printer.
- ❑ Must sign up in the Army Training Requirements and Resources System (ATRRS) during the window of 1 May 2001 – 15 July 2001 for classes to begin in October 2001. The CAS3 Battalions will verify addresses and commitment to the course before submitting the finalized class list from which computers will be mailed.

Equipment:

- ❑ Computers issued to students and instructors will have the following specifications:
 - 700 Mhz
 - 128 MB RAM

- 10.GB hard drive
 - 17” monitor
 - CD ROM drive
 - With speakers and a printer
- Computers will be mailed to each instructor and student per the timeline. Upon completion of the course, the computers must be mailed back to MIMIC.
 - Students and instructors will be provided a toll-free help desk number to contact for all technical issues. Support for computers, the collaborative tool, and the learning management system will be provided by the vendors of those systems.
 - MIMIC will provide to students and staff leaders, backup CD-ROM images of the hard drive.
 - MIMIC will load the software required for the course onto the computers prior to mailing the computers to the instructors and students. The software for the pilot is:
 - Windows-based operating system.
 - Microsoft Office package.
 - ISP configuration.
 - The collaborative tool and learning management system software.
 - Threaded discussion software.
 - Web browser.

Courseware: As the first step in courseware development, MIMIC conducted an educational analysis of the course and validated terminal learning objectives (TLOs) and enabling learning objectives (ELOs). Courseware was then developed specifically for delivery through the Internet. Course material can be accessed via the Internet or with the CD-ROMs that will be distributed with the computer issue. MIMIC will also provide, to the staff leaders, instructor notes for each block of instruction and will provide courseware support through a help desk.

Publicity: TASS units, US Army Reserve Component Command (USARC), the National Guard Bureau (NGB) and CAS3-Fort Leavenworth must work together to publicize the ADL delivery option. Possible locations to advertise are: the CGSC homepage, DIV(IT) homepages, TRADOC TADLP site, the Army Trainer, the Double Eagle, newsletters, ATRRS, Military Review, and NGB websites.

Responsibilities

CAS3 – Fort Leavenworth:

- Oversee planning and execution of the FY02 ADL Pilot course.
- Oversee and approve courseware development.
- In conjunction with MIMIC, develop and implement an instructor training plan.
- Provide TDY funding for instructor training.

- Ensure the ATRRS entry is accomplished for the pilot course at the TRADOC level.
- Ensure publicity effort is synchronized and executed.
- Coordinate the development of the assessment plan.

MIMIC:

- Complete courseware development and validation including staff leader notes for each lesson.
- Procure, load and provide instructor and student computers and ISPs.
- Procure and provide the collaborative tool and learning management system support packages.
- In conjunction with CAS3-Leavenworth, develop and implement an instructor training plan.
- Provide courseware support throughout the pilot program.
- Develop a plan for students and instructors to return computers.
- Assist in the development of the assessment plan.

USARC:

- Complete ATRRS entry by building course codes and specific instructions to the field.
- Allocate a maximum of 13, optimum of 12, and minimum of 10 students and no quotas for this pilot.
- Coordinate with DoD to establish pay policy for staff leaders and with NGB to establish pay policy for students.
- Publicize the ADL delivery option as widely as possible throughout the US Army Reserve.

RC DIV(IT)/PD BDE/CAS3 Battalion:

- Identify and ensure two instructors from each region receive training.
- Coordinate with units for AT funding as necessary.
- Disseminate information of the pilot program to units and potential students.
- Complete ATRRS entry by assigning class numbers and instructors.
- Verify student addresses and course commitment and forward finalized class lists to CAS3-Fort Leavenworth/MIMIC.
- Ensure pilot classes are filled to optimum capacity.
- Identify 2 resident staff groups per region to be used in the assessment of the program.
- Ensure staff leader and student computers are returned to MIMIC.
- Work with USARC on pay policy for instructors and students.
- Publicize the ADL delivery option as widely as possible throughout the region.

CAS3-Fort Leavenworth and RC CAS3 Battalion Title XI officers:

- Monitor course delivery to ensure course standards are maintained
- Assist CAS3 Battalions as necessary
- Assist in the publicity effort

Assessment and Evaluation

An external technical and educational assessment will be conducted. The analysis will assess the effectiveness of the new lessons in accomplishing the goals of CAS3. It will also assess all aspects of the delivery method and the effectiveness of the collaborative tool, learning management system, and courseware media. Staff leaders and students will participate in the assessment.

Timeline

Jan 01 - Director, CAS3 approves the concept plan

Feb 01 - TRADOC extends pilot to FY02 in ATRRS
- CAS3 Battalions identify instructors to CAS3-Leavenworth

Mar 01 - All begin coordinated publicity of pilot course
- USARC and DIV(IT)s complete ATRRS entry

Apr 01 - CAS3-Leavenworth and MIMIC finalize instructor train-up plan
- CAS3-Leavenworth submits student and instructor hardcopy material to MIMIC

May 01 - MIMIC finalizes courseware.
- NLT 10 May MIMIC ships staff leader computers and train-up packet
- ATRRS opens for student sign-up

Jun 01 - CAS3-Leavenworth and MIMIC validate courseware
- Instructor train up period begins (2 June)

Jul 01 - Instructor train up period continues
- ATRRS closes for student sign-up
- Begin verification of student addresses and sign-up

Aug 01 - Instructor train up period ends (31 August)
- CAS3 Battalions complete verification of student addresses and send final list to CAS3-Leavenworth
- MIMIC ships student computers
- CAS3-Leavenworth finalizes course assessment plan

Sep 01 - Students receive computers and courseware NLT 15 Sep from MIMIC

Oct 01 - Staff leaders begin FY02 ADL Pilot classes and course assessment

Jun - Aug 02 - (AT) - Staff leaders conduct Part B of FY02 ADL Pilot

Sep 02 - Staff leaders complete pilot classes and assessment
- CAS3-Leavenworth completes FY02 ADL Pilot assessment

Summary

The FY02 ADL Pilot program is key to establishing the ADL method of delivery as an additional delivery method for the RC. It is crucial that all organizations involved are dedicated to the success of the program and to ensure the students meet the goals of the course. This pilot course is an important step toward meeting the DoD goal of ensuring "... that DoD personnel have access to the highest quality education and training that can be tailored to their needs and delivered cost effectively, anytime and anywhere."

Point of Contact

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