

## Overview

The Distance Education Advisory Committee (DEAC) has outlined recommendations for online teaching. These support both existing faculty members and new hires teaching in any DE modality (synchronous online, asynchronous online, hybrid and multi-modal). We have outlined recommendations for online teaching certification, recertification and certification equivalency.

These recommendations are fluent and meant to be used as a basic guide. They may need to be adapted in a discipline-specific way, and based on unique division needs.

## Recommendations for Faculty Online Teaching Qualifications

### Online Teaching Certification

We recommend that faculty who are interested in teaching online courses have a current online teaching certification that was completed in the last three years. This training should include:

- Course design with Canvas LMS
- Accessibility standards for online courses
- Online Teaching Pedagogy with emphasis on online engagement and interaction
- Modality-specific training

Approved Online Teaching Certification Programs (as of Spring 2024):

- [SMCCCD QOTL 1](#)
- [@One Online Teaching & Design Certificate](#)
- Equivalent Online Certificates from other CC districts (requires syllabus and time commitment review)

### Online Teaching Re-Certification

We recommend that online teaching certification be renewed every 3 years. Re-certification can be achieved in a number of ways, including:

- [SMCCCD QOTL 2](#)
- [POCR Reviewer Certification](#)
- Converting a course to ZTC or OER
- Accessibility Training
- @One Courses:
  - 1 Self-Paced & 1 Facilitated
  - 2 Facilitated
- Existing Course Review (1-on-1 with instructional designer)

### Certification Equivalency

If you've completed an online teaching certification course not listed above, you can apply for equivalency by filling out the [DE Faculty Teaching & Training Questionnaire](#). Please include your certification of completion, and respond to all questions in as much detail as possible.

## NOTES

### Key Words

- Flexibility
- Recommendations (rather than Requirements)

### Priority Sequence

1. Subject matter expertise
  - Good candidates are hard to find (especially in certain areas and willing to teach for several semesters)
2. Online teaching training (course design and pedagogy)
  - Connect with Cañada OTL team
  - Meet candidates where they are
  - Create custom path for online teaching training
3. Become fully certified within a grace period of one semester

### Options for new hires during the first semester

1. No online teaching experience
  - Use existing Canvas course & Team Teach
  - Teach an in-person course
2. Limited or dated online teaching experience
  - Teach the course as long as
    - experience with Canvas
    - extensive division support is available

### OTL Tasks

- Add more specific info to the DEAC website regarding QOTL compensation & time investment
- Establish recommendations for Canvas shell use (every course has one; Title 5 regulations apply as soon as any portion of the course is online)
- Communicate to the district that QOTL 1 should always be scheduled to conclude before the early registration date
- Connect hiring division members with Lezlee for Onboarding help  
<https://canadacollege.edu/facultyteachingandlearning/newfacultyresources.php>

### DEAC Feedback

- Consider differences between full-time hires vs. part-time
- Flexibility is really important and needed to meet demand
- Has to also connect to onboarding
- Have to include information about equivalency and a process for it
- An example: <https://www.valleycollege.edu/distance-education/online-faculty-training.php>

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### **Online/Hybrid Course Assignment Process**

In order to ensure that Cañada students receive the highest quality online and hybrid instruction, the online/hybrid course assignment process was proposed and approved for vetting in the Summer of 2019. This process is currently in draft form and will be taken to the appropriate governance bodies, including Academic Senate, IPC and PBC, at the start of the Fall 2019 semester.

- [Online/Hybrid Course Assignment Process - DRAFT](#) (Draft Approved by Cabinet 7/3/19)
- [Faculty Schedule Availability & Teaching Request Form](#) (Approved by Cabinet 7/3/19)
- [Faculty Checklist for Successful Online Teaching](#) (Approved by [Academic Senate 2/22/17](#), Updated 6/26/19)