Refresh Recommendations for Online Instructor Qualifications
Submitted to and endorsed by the Ed Tech Committee on May 27,
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Ed Tech Online Instructor Qualifications Sub-committee:
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Background

The 2014 ACCJC external evaluation team made the following recommendation:
Recommendation 2. In order to increase institutional effectiveness, the team recommends that the College develop a systematic, on-going evaluation of its Distance Education courses and programs. The team further recommends that the data from the evaluations be integrated into the assessment and planning cycle of the

College at the course, program, and institutional levels to ensure quality.

In response to the recommendation above, and in recognition that the existing Online Instructor Qualifications were prepared by the Educational Technology Committee in October 2005 and approved by the Academic Senate in September 2006, the Educational Technology Committee convened a sub- committee to examine how to update and improve the Online Instructor Qualifications.

The group consisted of the faculty co-chair of Ed Tech, administrators from Distance Learning and IT, classified staff from Distance Learning and IT, a faculty department chair, and an adjunct faculty member.

The sub-committee met multiple times over the course of the semester, investigated current practices at other Community Colleges and gathered input during additional meetings and conversations with Jennifer Brezina, Ron Dreiling, Miriam Golbert, Diane Sionko, Diane Solomon, and Paul Wickline (this does not necessarily mean that these colleagues endorse these recommendations). The following outline and recommendations are the result.

Outline

Current Modules	New Modules	Notes
	0. Technology baseline (self-paced, online)	Basic computer skills: network access, attachments, saving documents, etc.
1. LMS 1, 2, 3 (6 hours)	1. LMS 1, 2 (4 hours)	
2. Introduction to Online Teaching and Learning (ITL 106)	2. Introduction to Online Instruction (CETL)	
3. Section 508 accessibility	3. Section 508 accessibility	Project based: format a document, caption a video add alt tags to images, etc.
	(Above training recommended for all LMS users; required for hybrid and online instructors)	
	4. Certificate Renewal every 3 years (~2 hour self-paced, online)	Updates on: -Technology -New legal & accreditation requirements -Best practices -Reminders

FAQs

1. What changes are being proposed?
   a) Add a "technology baseline" assessment, to ensure that people who want to teach online know how to save files, send attachments, log in, etc. This will be online and self-paced.
   b) Make the Section 508 training project-based. In addition to learning about accessibility, actually add alt tags to an image or use styles to format a class document.
   c) Add a renewal requirement every 3 years to learn about new regulations and technology.

   This will be online and self-paced.
2. Will there be an easy place to find all this training information?
   Yes, Distance Learning will maintain a website with current training information.
3. Will I get FLEX credit for all of this?
   This sub-committee recommends that FLEX credit be provided.
4. Will I earn a certificate for completing the workshops?
   Yes, you will earn a certificate upon completing the training, which will be project-based and involve creating a class syllabus or course modules, for example.
5. Who will keep track of all this?
   This sub-committee recommends Professional Development do so.
6. Who will decide what should be covered in the basic computer skills assessment?
   Faculty and staff who have trained instructors, and seen the challenges that arise, have compiled a list of recommended topics: Mindy Albee, Anne Marenco, Thea Alvarado, and Katie Coleman.
7. Who will create the online basic computer skills assessment? IT will be asked to do so.
8. If I'm brand-new to the College, and I've taken training elsewhere, do I need to take this training?
   ~~Yes.~~ Participating in the College's training is highly encouraged ~~ensures that you are~~ to become aware of the practices and policies in place ~~here.~~; however, subject to review by your department chair and the Director of Distance Learning, equivalencies can be requested.
9. If I've been working here for a while and I've already taken equivalent training elsewhere, do I need to take this training?
   No, but you will need to complete the renewal process every 3 years.
10. If I've been working here for a while can I take equivalent training somewhere else?
    Yes, subject to review by your department chair and the Director of Distance Learning.
11. If I've taken the training here, do I have to go back and take the technology baseline assessment?

    No, but you will need to complete the renewal process every 3 years.
12. If I've taken the training here, will you accept an outside equivalent for the renewal process?

    No substitution should be accepted for the renewal process.
13. When will all this start? If adopted, the new training should be in place within a year. Currently certified instructors should renew every 3 years.
14. The sub-committee recommends that:
    a) Online instructors should be evaluated in their online courses periodically in accordance with established procedures in collective bargaining agreements.
    b) Training should be free to participants.

Approved by the Academic Senate May 25, 2017