

To teach online, new faculty must go through 6 hour (+1 Hour practicum) of ONLINE training. The Distance Education Coordinator developed the online Certification Process with guidance from the CoDE Committee. The Certification Process would be as follows:

6 Areas to be covered in the Certification Process (6 hours):

1. Instructional Design for Course Type - Hybrid / Online Models via Moodle(1 hour)

- The online workshop is designed for faculty members who are thinking about, or are new to, online teaching. It is designed to explore the fundamentals of key issues of teaching and learning in the online environment. The workshop will engage participants in topics such as the characteristics and unique needs of the online learner, learning styles and diversity in an online class, fundamentals of online summative assessment and the essentials of using the Moodle learning management system

2. Regular & Effective Contact via Moodle (1 hour)

- The online workshop is designed to inspire measures for regular and effective, instructor-initiated contact incorporated and its incorporation into online and hybrid course design and delivery. Regular and effective contact means that instructors must keep in contact with students on a consistent and timely basis to ensure the quality of instruction and verify student performance and participation status. Establishing and maintaining regular effective contact is an important aspect of delivering an online and hybrid course. This is a Title 5 requirement and a practice that encourages and facilitates student-centered instruction and student learning outcomes.

3. Aligning Course SLOs and Exit Standards to an Online Environment via Moodle (1 hour)

- The online workshop is designed to provide assistance in aligning SLOs and Exit Standards to an online environment. It will inspire the mode of delivery of appropriate activities to assess student readiness for course content. It will also share multiple online assessment strategies which may be used to measure content knowledge, attitudes, and skills. The online workshop can assist the faculty to develop methods of regular feedback about student performance throughout the course.

4. Accessibility via Moodle (1 hour)

- The online workshop is designed to inform faculty on Sections 504 & 508 of the *Federal Electronic and Information Technology Accessibility and Compliance Act* Participants will understand how to promote equal access to all learners. All online and hybrid courses must be designed to keep in mind those students who have special needs and require assistive technology.

5. Use of Student Support & Resources (1 hour)

- The online workshop is designed to inform faculty GCC's Student Support and Resources. Participants will understand how to utilize ITS/FCLT/Staff Development/ DSPS, Student Services and the Library to enhance online learning.

6. GCC DE Orientation via Moodle (1 hour)

- The Distance Education Orientation details the GCC course development process via Moodle as well as the College’s policies and procedures as they relate to distance education. The orientation also introduces faculty to the GCC’s learning management system.

7. GCC New DE Faculty Practicum via Moodle

- The Practicum is a demonstration of skill. It is designed as a self-reflective development process with guidance from a Peer Reviewer to be your guide. Throughout the Certification Process, we will provide faculty with a few examples. However, we want faculty to develop their own content and self-assessment. As candidates, it is the faculty’s responsibility to demonstrate their skill and proficiency as online instructors. The Peer Reviewer will help to point the faculty in the right direction, but ultimately the faculty will have to complete the Practicum demonstration.

Upon the completion of the Certification Process, faculty will obtain 6 hours of FLEX credit plus 1 more hour of PRACTICUM activities in Moodle.

Training Waivers/Recertification

<p>Previous Online Teaching Experience</p>	<p>Faculty who have taught online at GCC within the past 3 years may have their faculty training requirements waived. However, 20% of the total required Staff Development hours must be focused on Distance Education (i.e. webinars, conferences, on campus DE workshops, and participation in GCC’s “Stay Relevant” Faculty Activity Page)</p> <p>Faculty who have taught online at another institution within the past 3 years but not at GCC may be eligible to have some of the faculty training requirements waived. <u>However, in order to become acquainted with distance education at GCC, such faculty must complete GCC’s Student Support & Resources and GCC’s DE Orientation Training (steps 5 and 6 from the Certification Process).</u></p> <p>Faculty will need to arrange a meeting with their Division Chair to discuss their online or hybrid teaching experience and present the course (or courses) that they have taught online. Experience in Moodle is required. Division Chairs may contact the Distance Education Coordinator for assistance to determine the necessary qualifications to teach online. It is ultimately the decision of the Division Chair in assigning the faculty to teach a hybrid or online course.</p>
<p>Previous Online Training/ Certification</p>	<p>Faculty who have not taught online but have taken the equivalent coursework within the past 3 years may be eligible to have some of the GCC training requirements waived. Any previous coursework must cover content that is equivalent to GCC’s Certification Process. Proof of completion, including course descriptions is required. In addition, in order to become acquainted with distance education at GCC, such faculty must complete GCCs Student Support & Resources and GCC DE Orientation Training (steps 5 and 6 from the Certification Process).</p>

Yearly DE Recertification	<p>Full Time Faculty: 20% of the total required Staff Development hours must be focused on Distance Education (i.e. webinars, conferences, on campus DE workshops, and participation in GCC’s “Stay Relevant” Faculty Activity Page). For example, if faculty’s yearly load is 30 units, your required DE Recertification is 6 hours.</p> <p>Part-Time Faculty: A total of 3 Staff Development hours must be focussed on Distance Education (i.e. webinars, conferences, on campus DE workshops, and participation in GCC’s “Stay Relevant” Faculty Activity Page).</p>
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