

## Academic Senate – May 2, 2019, 2<sup>nd</sup> Reading - APPROVED

Distance Education Advisory Committee (DEAC), 2018-2019

Addendum to Revised Distance Education Instructor Certification (Canvas)

**The following is designed to supplement the revised Distance Education Instructor Certification (DEIC) document, effective Spring 2019 through Summer 2020. After Summer 2021, this addendum will expire.**

**Rationale:** beginning Spring 2019, the Canvas Course Management System (CMS) was implemented at Victor Valley College. As per the MOU between the Victor Valley College Faculty Association (VVCFA), and the District, training for full-time faculty began February 2019, and will continue through Summer 2020. (AFT Part-time Faculty United, Local 3862, AFL-CIO also has an MOU with the District with similar language.)

As per the VVCFA MOU, peer trainers, in addition to training done by Canvas/Instructure, hold regular workshops where online, hybrid and face-to-face faculty attend to receive training in how to use the Canvas CMS. Many faculty currently not certified to teach online have attended training on a regular basis to use Canvas in their face-to-face courses. Attendance has been taken at every training, with separate sign-in sheets for online full-time, online part-time, and Non-DE faculty.

**If the revised DEIC document is passed by the Academic Senate during Spring 2019, the DEAC requests the following addendum to the DEIC revision:**

During the transition time to the Canvas CMS (Spring 2019 through Summer 2020), faculty not currently certified to teach online, and who do not meet the requirements in the DEIC certification document for Canvas may earn *partial* credit fulfilling part of the DEIC process by attending peer trainings by the Canvas Action Team (CAT).

Specifically, non-DE faculty may get credit for attending the following workshops offered by CAT:

- Canvas Overview (2 hours)
- Canvas Modules (2 hours)
- Canvas Page Design (2 hours)
- Canvas Assignments (2 hours)
- Canvas Quizzes (2 hours)
- Canvas Grading (2 hours)
- Canvas Communication (2 hours)
- Canvas Collaboration (2 hours)
- Total: 16 hours

Non-DE faculty who attend *all* 16 hours of peer training between Spring 2019 and Summer 2020 will have to complete 8 hours of online pedagogical training in online teaching when in-house VVC training is offered, to meet the criteria of 24 hours of Certification Training Series 1, as detailed in the revised DEIC document. The DEAC will review the faculty's peer training attendance and recommend which areas remain to be completed. Certification Training Series 2 (Practicum) will have to be completed by all non-DE faculty to be certified to teach online at Victor Valley College, as per the revised DEIC document.

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Non-DE faculty who complete a *portion* of peer training between Spring 2019 and Summer 2020 will make up any remainder of training (to total 24 hours as per the revised DEIC document) as determined by the DEAC after reviewing which peer trainings the non-DE faculty attended.

If no in-house DEIC training is offered by Fall 2020, any remaining training of a non-DE faculty members will revert to an outside, accredited institution as outlined in the revised DEIC document, and can include portion(s) of the @one training or similar (at the faculty member's expense). The DEAC will recommend which areas comparable to the VVC in-house training should be completed by @one or similar accredited institution.

**Non-DE faculty are responsible for completing any remaining required certification training by Summer 2021 for this addendum to count toward certification. After Summer 2021, all the requirements outlined in the revised DEIC document will be enforced, and no credit for peer training by CAT will count toward certification.**

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