Academic Senate – 2nd Reading Sept. 7, 2017 - APPROVED

VVC DE Instructor Certification

Proposal, Draft 2 – Spring 2017 (includes revision of Summer/Fall 2016 items in red)

VVC DE Faculty Certification

Requirements:

VVC DE Faculty Certification Requirements:

1. Instructors with DE teaching experience earn VVC certification as follows:

• Provide to the Distance Education Coordinator documentation of successful DE teaching experience that includes at least 5 class sections within the last 3 years using ~~an LMS, preferably~~ Blackboard**, the current LMS of Victor Valley College.**

2. Instructors who do not meet the DE teaching experience requirement indicated under #1 above earn VVC certification as follows:

• ~~Provide documentation of completion of the five-part "Effective Practices in Online Teaching & Learning"* training offered August and January as part of the MSJC Academy (5 x 3.5 hours = 17.5 hours), or~~

• ~~Provide documentation of completion of the @One Online Teaching Certification Program http://www.onefortraining.org/certification (5 courses + practicum), or~~

• Possess a certificate of completion in online teaching from ~~a reliable~~ **an accredited** institution, **training** approved by the **statewid**e Academic Senate **(ASCCC)**, ~~or their designee~~, **or other education or training reviewed and approved by the Distance Education Coordinator in conjunction with the local Academic Senate, the Distance Education Facilitator, and the Distance Education Advisory Committee (DEAC).** ~~**The following is a list of DE Instructor Training Programs deemed appropriate for teaching online at Victor Valley College:**~~

  - ~~**(List in- and out-of-state programs here, such as San Diego CCC's program)**~~
  - **Blackboard Teacher Certification Training – Complete all three of the "Learn Teaching Essentials Certification" modules (use hyperlink). This training is not subsidized by VVC, and any and all expenses incurred are the responsibility of the participant.**

OR

• Complete the VVC DE Instructor **Certification** Training ~~Course~~ **(EDUC 60)**, if offered, consisting of LMS training **(focus on Blackboard)**, training in DE pedagogy, and consultation with a DE faculty mentor during development of a DE class. **This training is free for VVC employees. For non-VVC employees, the cost for training is $300.00.**

Victor Valley College holds its own series of workshops designed to build a solid foundation in online instruction, from both the practical (LMS management) and pedagogical (effective DE teaching practices). To that end, the following has been determined sufficient qualification for DE/Hybrid instruction at VVC (24 hours total + 8-hour Practicum). These workshops will be offered in the hybrid or online formats on a rotating basis as needed. A schedule of certification trainings will be provided to VVC employees at the beginning and middle of each academic year, and is subject to change depending on demand. Certification Training Series 1 must have a minimum of 5 participants to be

offered; maximum number of participants per training is 20. If demand exceeds 30 individuals or more for a training series, an additional session will be offered during that semester/winter/summer session.

Workshop Training Series 1:

- **Introduction to Online Teaching and the Blackboard Course Management System (2 hours)***
- **Regular Effective Contact (2 hours)**
- **Active Participation (2 hours)**
- **Student Authentication (2 hours)**
- **Accessibility for DE/Hybrid Courses (3 hours)***
- **The Effective DE/Hybrid Syllabus and Other Course Materials (2 hours)***
- **Discussion Board and Other Interactive Activities (3 hours)**
- **Anti-plagiarism and Effective DE Classroom Management (2 hours)***
- **Testing and Surveys (2 hours)**
- **Assessment of DE and Hybrid Courses (2 hours)**
- **Resources for your DE/Hybrid Course (2 hours)***
  Total: 24 hours
  *Indicates face-to-face meeting if training offered in the hybrid format. Face-to-face meetings may be added if trainers deem it necessary.

~~**Workshop Training Series 2 (choose one of the following):**~~
- ~~**DE/Hybrid Instructors Practicum (8 hours)**~~
  - ~~**The Practicum involves meeting with a DE mentor in the creation or implementation of a DE course. Mentors are volunteers, and are experienced in DE coursework and best practices. Mentors can be any faculty member who has successfully taught an online course in Blackboard for four or more semesters at VVC, preferably in the same discipline or program (or similar). Members of the Distance Education Advisory Committee (DEAC) can also serve as mentors as needed.**~~
  - ~~**Peer Review of DE course by DEAC (formative, not formal evaluation), using the OEI Course Rubric as a guide.**~~
- ~~**EDUC 60 (2 unit course/professional development course) – move to "refresher" section**~~

Workshop Training Series 2: DE/Hybrid Instructors Practicum (8 hours)
- ❖ The Practicum involves meeting with a DE mentor in the creation or implementation of a DE course. Mentors are volunteers, and are experienced in DE coursework and best practices. Mentors can be any faculty member who has successfully taught an online course in Blackboard for four or more semesters at VVC, preferably in the same discipline or program (or similar). Members of the Distance Education Advisory Committee (DEAC) can also serve as mentors as needed.

  Guidelines for the Practicum:

    - Faculty who have completed Workshop Training Series 1 successfully will choose a peer mentor to help them implement their training into a Blackboard

shell to create a viable DE course. If the faculty member does not have someone who can fulfill the role of mentor in their own department/discipline, the Distance Education Advisory Committee will assist the faculty member in finding a peer mentor.

- Once the mentor is chosen, the faculty members will work together during the semester/session following Workshop Training Series 1, as needed (8 hours working with the peer mentor is the recommended *minimum*), to create a viable DE course in Blackboard. It is recommended that the faculty and mentor schedule regular meetings to complete this task. The faculty member can take as long as needed to create this online course, and ask for assistance from the DEAC if additional assistance is required.
- When the Blackboard course is completed, the Peer Review by the DEAC will be scheduled by the faculty member.

Guidelines for the Peer Review of the Practicum Blackboard course:

- The DEAC will use the OEI Course Rubric to conduct a formative peer review.
- The DEAC will take no more than two weeks to review the course. A minimum of three DEAC members will take on the role of peer reviewers.
- The DE Facilitator will generate a report from this review, summarizing comments, suggestions and resources for the faculty member.
- If requested, the faculty member and peer mentor will be invited to a DEAC meeting or similar meeting to discuss the course submitted.

Once the Practicum and Peer Review are completed:

- Implementing a Practicum course as an official VVC Blackboard online course is determined by VVC administration; DE sections of any course will be offered to a faculty member in accordance with enrollment management guidelines, student need, and faculty contract language regarding first right of refusal, priority list, and other relevant items.
- If a Practicum course becomes an official VVC Blackboard online course, all intellectual property rights belong to the faculty creator, as per contract language, board policy and administrative procedure.
- Becoming certified at VVC by completing Workshop Training Series 1 and 2 is no guarantee of being offered an online course; however, once certification is completed, division deans will be notified of available certified DE instructors.
- Newly-certified DE Instructors are expected to continue their professional development (Workshop Training Series 3) on a regular basis.

At the successful completion of Workshop Training Series 1 and 2, the Dean of Instruction/DE Coordinator will forward the names of participants to the appropriate area dean as certified to teach DE courses as available.

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If the Dean of Instruction/DE Coordinator deems a participant needing additional assistance to become certified, appropriate extra training can be scheduled as needed. Alternatively, participants can repeat Workshop Training Series 1 as needed, as room in a session is available.

In addition to basic DE/Hybrid Certification, VVC also offers DE "Refreshers" for experienced DE/Hybrid instructors. These workshops are encouraged, and count as professional development activities.

Workshop Training Series 3:

- **DE "Refreshers"**
    - **Throughout the Fall, Winter, Spring and Summer terms, DE/Hybrid workshops will be offered for advanced/experienced DE instructors.**
    - **Topics include (but are not limited to): roundtable discussions, advanced exploration of the LMS, accreditation-related workshops, current trends in DE/Hybrid instruction.**
    - **Workshops can be offered online or in person, or a combination using online conferencing.**
    - **EDUC 60 (2 unit course/professional development course)**
    - **Blackboard Advanced Certification Training (all expenses incurred for this training the responsibility of participant; VVC does not subsidize)**

Distance Education Academies

- **At least twice during the academic year, DE Academies are held to further enhance and support DE/Hybrid instruction at VVC. These academies include in-house and outside presentations and workshops to support quality DE/Hybrid faculty and staff.**

3. The Academic Senate and the ~~Shared Governance Distance Education~~ **Distance Education Advisory** Committee **(DEAC)** recommend that all VVC DE faculty participate in at least one professional development activity related to DE during each academic year. **These activities can be on-campus DE Academies and workshops (as noted above), or off-campus conferences, workshops and trainings.**

~~*Effective Practices in Online Teaching & Learning series:~~

~~1. Discovering the Real World of Online Teaching~~

~~2. Essential Elements of Online Course Design~~

~~3. Designing Online Lessons and Units~~

~~4. Defining and Developing Interactivity~~

~~5. Communication, Discussion and Sanity while Teaching Online~~