Online Training Certification

This is a draft proposal from the Online Education Center regarding required training for teaching online and hybrid courses at De Anza College.

Length Range

- 36-43 hours to complete the course
- 36 is equivalent to 2 PGA units
- We estimate the training to be about 40 hours, but this gives us some flexibility

Course Description

An introduction to online learning theory, approaches to online course design, and strategies for supporting student success that are based on the four sections of the [Online Education Initiative's Course Design Rubric](#).

Learning Outcomes

- Course Design
- Interaction (Regular and Substantive Interaction)
- Assessment
- Accessibility

These outcomes align with the @ONE Online Teaching and Design learning outcomes and the CVC-OEI Rubric

Modality

- Asynchronous with office hours throughout the quarter to support those going through it
- Course will be broken up into four modules with each taking about ten hours
- There will be assignments as part of each module (such as self-evaluations, quizzes, and discussions) that is considered in the hours estimate

Ongoing Training/Recertification

- 4 hours every two years or 6 hours every three years of Online Ed workshops
- Our workshops are typically an hour long
- Will include opening day workshops offered by Online Ed

New Instructor Requirements

- New hires including emergency or last-minute hires teaching online or hybrid would only need to complete the Canvas Certification prior to the quarter
  - This what the current practice is
- Within a year (or two quarters) instructors teaching online or hybrid would need to complete the full training

Alternative Certification

If you already have extensive experience or certification for teaching online, you may "test out" of the initial required training by fulfilling either of these two pathways. The training will still be available to complete but will be considered optional for instructors that have met one of these requirements.

Pathway One: Outside Certification

- @ONE Online Teaching and Design (120 hours) would fulfill initial requirement
- EDIT 22 offered by Evergreen Valley College could also count as it is essentially the same
- A combination of @ONE courses that meet the same learning objectives as our training
- Other colleges that provide their own training could count, but would need to be reviewed on a case-by-case basis to ensure they fulfill our same learning outcomes
- Creating a list of courses and adding more courses to this list could be a duty of the DA COOL committee to maintain

Pathway Two: Peer Online Course Review (POCR)

- If you have extensive experience teaching online or just want to get your course POCR certified, you could complete this option.
- Reviewers evaluate an instructor's course based on the CVC-OEI Course Design Rubric
- Instructor's courses that are aligned with the rubric can be considered "tested out" of the required training and can also be added to the list of POCR certified courses at De Anza
- Instructor's courses that are not aligned or partially aligned will be expected to complete the required training or a portion of it
  - An example would be a course that is aligned with all sections except the accessibility section, would then just need to complete the accessibility module

Ongoing Pathway

- Instructors who complete the alternative certification are still expected to complete the ongoing training requirement every two years
- The ongoing training may be completed by taking any facilitated @ONE course
- If instructors who are not POCR certified would like to initiate the review process as part of their recertification process, successfully completing that process would fulfill that instance of their ongoing training