Distance Education Faculty Training Procedure

Distance education at Southwestern College includes synchronous, asynchronous, and hybrid options to meet a range of student needs.

- **Online** (section number in 500s): fully online and asynchronous in Canvas, with no required class meetings.
- **Live Online** (section number in the 400s): required virtual class meetings using Zoom videoconferencing on listed days/times, with no in-person campus meetings.
- **In-Person Hybrid** (section number in 600s): mix of required online learning in Canvas and required in-person class meetings on listed days/times.
- **Live-Online Hybrid** (section number in 700s): mix of required online learning in Canvas and required virtual class meetings using Zoom videoconferencing on listed days/times.

Distance education teaching assignments are voluntary, and instructors must be able to implement effective instructional strategies to support online student learning and success.

Training Options

Live Online

Per the 4/30/21 MOU: Distance Education Support, "At such time that the District opens at 100% face to face after Spring 2022, (starting summer 2022 and beyond) if a Unit member chooses to remain teaching in a remote format, said faculty member will be required to complete the SWC Remote Teaching Certificate or DEFT (or equivalent) prior to receiving a remote assignment."

As per Administrative Procedure 4105, in 2023 "live online" became a permanent SWC delivery mode, replacing the temporary "remote" delivery mode originating in 2020, and Synchronous Online Learning Instructional Design (SOLID) has replaced the SWC Remote Teaching Certificate.

Online and Hybrid

Per SCEA Contract, "Unit Members teaching online or hybrid classes shall successfully complete a District-approved training course/program prior to instruction." District-approved training courses and/or programs are as follows:

- District's Distance Education Faculty Training (DEFT) Certification Program
- @ONE's Online Teaching Certification Program/Certificate in Online Teaching & Design
- @ONE's Online Teaching & Design course
- Cuyamaca College's Teaching Online Certificate + SWC's Creating Accessible Content completion certificate
- Grossmont College's Distance Education Certification (2020 or later) + SWC's Creating Accessible Content completion certificate
- Modesto Junior College's Online Instruction Training + SWC's Creating Accessible Content completion certificate

Completing SWC's DEFT Certification Program

Distance Education Faculty Training (DEFT) is a five-week, asynchronous, fully online course providing practical, hands-on training in online course design and instruction. Topics include DE regulations and guidelines, course design, course content, accessibility, regular and substantive interaction, and online assessments. This training is aligned with @ONE standards and the CVC-OEI Course Design Rubric, and customized for SWC. DEFT provides guidance, feedback, and support to instructors as they build key elements of an online or hybrid course, such as a DE syllabus, student support materials, weekly modules, instructional content, interaction activities, and assessments. Completed "sandbox" course shells with two fully developed modules are peer and facilitator reviewed.

Current SWC faculty members are eligible to take DEFT up to three times. To earn DEFT certification, participants must meet two requirements: 1) Complete DEFT with at least 85% of the available points earned, and 2) Score 85% or higher in the final sandbox review. See DEFT Certification for more details. Certification results will be provided to the District.

Section 16.11 of the SCEA Contract outlines four options for faculty who successfully complete DEFT:

- 20 hours of Flex credit
- 60 hours of Hurdle credit
- 20 hours of Flex credit plus 40 hours of Hurdle credit
- A stipend for $500 for all Unit Members who complete DEFT training after May 30, 2018, and who accept a DE class. Stipends may only be paid once per Unit Member.

Remuneration is subject to change via contract, MOU, or other negotiated agreement. Faculty who successfully completed a DEFT class with an end date between 9/1/20 and 5/31/21 were provided options outlined in the 5/20/20 MOU.

DEFT certification records are maintained by the office of the Dean of Instructional Support Services; flex and hurdle credit records are maintained by Professional Development.

Completing @ONE's Certification Program

@ONE provides professional development for California Community College faculty in online instruction and teaching with technology. The original @ONE certification program, called the @ONE Online Teaching Certification Program, was replaced by the Certificate in Online Course Design Fundamentals in 2018 and the Certificate in Online Teaching and Design in 2019. Certification program content includes effective course design, online interaction, online assessment, and accessible course content.

Submit @ONE certificate issued upon successful completion of the Practicum (prior to 2018) or Certificate in Online Teaching & Design awarded upon completion of the Capstone course to the office of the Dean of Instructional Support Services.

Completing @ONE's Online Teaching & Design Course

Formerly called Online Education Standards and Practices, Online Teaching & Design is a comprehensive 12-week online course covering effective course design, online interaction, online assessment, and accessible course content. Participants develop course content in a sandbox course shell, and the course includes peer and facilitator review.

Submit @ONE digital badge certificate and/or transcript or FPU transcript with a grade of CR (Credit) for Online Teaching & Design to the office of the Dean of Instructional Support Services.

Completing Approved College Certification Program + Creating Accessible Content

The certification training programs from Cuyamaca College, Grossmont College, and Modesto Junior College are aligned with @ONE standards and Sections A-C of the CVC-OEI Course Design Rubric. Participants who successfully complete one of these programs may pair it with SWC's Creating Accessible Content to encompass course design plus accessibility.

SWC's Creating Accessible Content (available to SWC faculty via the Canvas Help menu) is a series of self-paced tutorials culminating in a review of completed work by the Technology Specialist for Accessibility and Compliance. These tutorials align with Section D of the CVC-OEI Course Design Rubric. Faculty who successfully complete all four tutorials will receive a certificate of completion.

Submit Cuyamaca, Grossmont, or Modesto certificate and Creating Accessible Content certificate to the office of the Dean of Instructional Support Services.

Administrative Review

Faculty who believe they have experience equivalent to District-approved training may request an administrative review through submission of an application and SWC Canvas course shell containing at least one module to the Vice President of Academic Affairs or designee.

Petitioning for Administrative Review

1. Download and complete the application on the DE Policies, Procedures, & Guidelines page, and provide evidence establishing alignment with the DEFT rubric in order to determine the extent to which prior training and current teaching practices align with SWC standards.
2. Prepare a Canvas course shell demonstrating asynchronous online instruction to review. A careful review of the DEFT course outline and rubric is strongly recommended to help faculty determine the extent to which this course sample aligns with SWC standards. No student enrollments or work should be included.
3. Submit the application to the cognizant School or Center Dean for review. The School/Center Dean submits recommended applications to the Vice President of Academic Affairs or designee for their review.
4. The Vice President or designee will appoint at least one (1) DE faculty member from the DEFT facilitation team and at least one (1) academic administrator to review the application and Canvas course sample and recommend equivalency based on the DEFT rubric. An administrative review may take up to four weeks to complete.

References

S.C.E.A. Contract 2021-2024, 16.10

Unit Members teaching online or hybrid classes shall successfully complete a District-approved training course/program prior to providing instruction. In addition to District-approved training, Unit Members shall be able to request administrative review of work experience through submission of one course module to the Vice President for Academic Affairs, or designee. The District shall maintain a public list of no fewer than four (4) District-approved training courses and/or programs including the District's DE

Faculty Training Certification Program, an @one course, or comparable training at an accredited college or university. All online/hybrid assignments are subject to Vice President for Academic Affair's approval based on completion of District-approved training or contractually approved performance evaluations.

S.C.E.A. Contract 2021-2024, 16.11

Any Unit Member may complete the DE Faculty Training [DEFT] Certification Program. Remuneration for these Unit Members shall be one of the following four options, chosen at the discretion of the Unit Member:

- 20 hours of Flex credit
- 60 hours of Hurdle credit
- 20 hours of Flex credit, plus 40 hours of Hurdle credit
- A stipend for $500 for all Unit Members who complete DEFT training after May 31, 2018, and who accept a DE class. Stipends may only be paid once per faculty member.