



DEFT

Distance Education Faculty Training Course Outline (8 hours/module)

Week 1: Online Teaching and Learning at SWC

- Intro to distance education and online learning theories
- Regulations and guidelines: federal, state, accreditation
- Distance Education at SWC: fully online and hybrid courses, DE Handbook, course approval process, faculty evaluation of online/hybrid courses, policies and procedures
- Online/hybrid syllabus elements
- Teaching in SWC's Course Management System, student authentication & privacy
- Support and professional development resources for CCC online instructors

Week 2: Course Design and Course Content

- Instructional design: backward design principles, modules, learning objectives, OEI's Course Design Rubric
- Course navigation: streamlined navigation, just-in-time access, redundancy
- Delivering lectures in an online environment: content creation options and tools
- Resources for curating content, including Open Educational Resources
- Fair use and attribution requirements
- Guidelines for using publisher content: authentication, privacy, and accessibility

Week 3: Accessibility: Supporting Diverse Learners

- Connecting students to support services and resources
- Universal Design: designing for diversity
- ADA & Section 508: Requirements and resources
- Web and CMS accessibility: guidelines and tools
- Creating/using accessible documents
- Creating/using accessible images
- Creating/using accessible videos

Week 4: Regular Effective Contact: Developing an Interactive Learning Community

- Building online community: theories and tools
- REC requirements / Instructor role and responsibilities
- Welcome letter
- Announcements
- Online discussions
- Collaboration in online courses: group learning

Week 5: Assessing Learning Online

- Summative and formative assessment in an online environment
- Self-assessment opportunities for students
- Providing academic accommodations for online assessments
- Feedback options for REC: test-question feedback, rubrics, inline annotation, audio/video
- Data-driven course improvement: using CMS analytics and anonymous surveys

Certification

Course deliverables include:

- Custom course home page
- Accessible syllabus
- Welcome letter
- Announcements
- Introductory module, including:
 - Course orientation/tour
 - Instructor contact information
 - Student support resources
- Content module, including:
 - Learning objectives
 - Accessible instructor-created content
 - Interaction: discussion/activity integrating Regular Effective Contact and meeting authentication/privacy guidelines
 - Assessments with instructor feedback

Final Review:

- Completed deliverables will be reviewed by peers and the DEFT facilitation team. If the final review finds that minor revisions are needed, the candidate will be given an opportunity to resubmit.
- Certificates are issued to successful candidates within one week of course conclusion. Deans and chairs are provided a list of DEFT-certified instructors shortly thereafter.