

## FW: DEFT for Administrators - Come Join Us!

Tracy Schaelen

Wed 4/11/2018 4:21 PM

To: Susan Yonker <[syonker@swccd.edu](mailto:syonker@swccd.edu)>;

📎 1 attachment

Course Guide.pdf;

---

**From:** Mia McClellan  
**Sent:** Monday, December 11, 2017 5:06 PM  
**To:** Mia McClellan <[mmccllellan@swccd.edu](mailto:mmccllellan@swccd.edu)>  
**Subject:** DEFT for Administrators - Come Join Us!

Dear Academic Directors and Administrators

During the month of January, there will be a 3.5-week version of DEFT training program for Administrators. The DEFT course will be taught by Tracy Schaelen, our DE Coordinator in a condensed format. Tracy has restructured the curriculum so activities have been adapted to make them more relevant for administrators; most activities are related to evaluating DE courses rather than building them.

The online class will be taught from January 3-27 and takes approximately 8 hours a week to participate and complete assignments. This is not a self-paced course.

If you would like to take this opportunity to join us, please let me know and we will add you to our roster.

Thank you.

---

**From:** Tracy Schaelen  
**Sent:** Wednesday, December 06, 2017 9:08 AM  
**To:** Renee Kilmer <[rkilmer@swccd.edu](mailto:rkilmer@swccd.edu)>; Silvia Cornejo <[scornejo@swccd.edu](mailto:scornejo@swccd.edu)>; William Kinney <[wkinney@swccd.edu](mailto:wkinney@swccd.edu)>; Joel Levine <[jlevine@swccd.edu](mailto:jlevine@swccd.edu)>; Jennifer Lewis <[jlewis2@swccd.edu](mailto:jlewis2@swccd.edu)>; Mia McClellan <[mmccllellan@swccd.edu](mailto:mmccllellan@swccd.edu)>; Michael Odu <[modu@swccd.edu](mailto:modu@swccd.edu)>; Christine Perri <[cperri@swccd.edu](mailto:cperri@swccd.edu)>; James Spillers <[jspillers@swccd.edu](mailto:jspillers@swccd.edu)>; Mink Stavenga <[mstavenga@swccd.edu](mailto:mstavenga@swccd.edu)>  
**Subject:** DEFT for Administrators



**DEFT** *for Administrators!*  
DISTANCE EDUCATION FACULTY TRAINING

DEFT for Administrators is almost here! Our 3.5-week version of DEFT is scheduled for January 3-27. I am looking forward to exploring online learning with all of you! Here is some info to whet your appetite:

## Course Details

Our course will be offered in Canvas and structured in weekly modules, just like the original DEFT. Most weeks begin on a Monday, but I will open these modules the Saturday before for people who would like to get a head start over the weekend. The training will be 100% online.

All DEFT course content has been included, although some modules were combined to bring the course from 5 to 3.5 weeks. Activities have been adapted to make them more relevant for administrators; based on your requests, most activities relate to *evaluating* DE courses rather than building them.

The administrator version of DEFT will not include course-building components, but those assignments will be provided for reference so that you can see what DEFT-certified faculty build during the training and how facilitator feedback is provided.

If you would like to take the class for full DEFT certification, you can! Just let me know, and we can activate those assignments for you along the way and extend your time in DEFT to the full five weeks. If that sounds like a little too much for January, don't worry--DEFT for Administrators participants will get a frameable certificate, too. 😊

## Course Guide

Attached is the course guide (syllabus) for DEFT. Many of the resources in here may prove helpful, but of course the certification requirements will not apply. I am attaching it for your reference so that you can get a sense of both what DEFT involves and how online instructors establish pre-course contact. Please let me know if you have any questions.

## Canvas Prep

If you are new to Canvas, there are a few options for getting acclimated before our course begins:

1. Attend Canvas Basics. Canvas Basics 1 & 2 are the recommended prerequisites for DEFT, but if you won't be building a course, you don't really need part 2. We have one coming up this Thursday:
  - Canvas Basics Part 1: Thursday, Dec. 7, 1:00-2:30 p.m., L242B
  - Canvas Basics Part 2: Thursday, Dec. 7, 2:30-4:00 p.m., L242B
2. Check out SWC's 10-minute [Canvas Student Orientation video](#), which will walk you through common actions we will take in DEFT.
3. I will be hosting a DEFT office hour using Zoom videoconferencing on the first day of our course, and I am happy to show people around and answer questions then. More on that later!

Here are a few other options we share with faculty interested in a deeper dive into Canvas:

- [Canvas Subscription Training](#): These one-hour webinars are taught by the experts at Canvas and offered daily, including during the intersession. The [Welcome to Canvas](#) series includes recorded sessions for on-demand viewing.
- All SWC employees can take @ONE's 4-week online [Introduction to Teaching with Canvas course](#) for free.

I'll be sending more information in a few weeks, but please let me know if you have any questions in the meantime. I'm looking forward to our illuminating conversations in January!

Tracy

*Tracy Schaelen*

Distance Education Faculty Coordinator

Southwestern College

619.421.6700.5306 | [tschaelen@swccd.edu](mailto:tschaelen@swccd.edu)

[DE@SWC](#) Faculty Resource Site