



DEFT

Distance Education Faculty Training



DEFT Course Outline

Week 1: Online Teaching and Learning at SWC

- Intro to distance education and online learning theories
- Regulations and guidelines: federal, state, accreditation
- DE at SWC: online, live-online, and hybrid modalities; DE Handbook; course approval process; faculty evaluation of DE courses; policies and procedures
- Online/hybrid syllabus elements

Week 2: Course Design and Course Content

- Instructional design: backward design, cognitive load, learning objectives, CVC Course Design Rubric
- Course navigation: streamlined navigation, modules
- Delivering instruction in an online environment: content creation options and tools
- Resources for curating content, including Open Educational Resources and fair use
- Guidelines for using 3rd-party content: authentication, privacy, and accessibility

Week 3: Accessibility and Supporting Diverse Learners

- Connecting students to support services and resources
- Universal Design: designing for diversity
- ADA & Section 508: Requirements and resources
- Canvas and digital accessibility: guidelines and tools
- Creating accessible documents, images, and videos

Week 4: RSI—Developing an Interactive Learning Community

- Building online community and inclusive environments
- “Regular and substantive interaction” requirements; instructor role and responsibilities
- Welcome letter
- Announcements
- Online discussions: best practices and tools
- Collaboration in asynchronous online courses

Week 5: Assessing Learning Online and Peer Review

- Summative and formative assessment in an online environment
- Assessment design and options, including self-assessment
- Providing academic accommodations for online assessments
- Feedback options for RSI: test-question feedback, rubrics, inline annotation, audio/video
- Data-driven course improvement: using Canvas analytics and anonymous surveys
- Peer review of completed DEFT Sandbox modules (see deliverables below)

Certification

Course Deliverables

- Custom course home page
- Accessible DE syllabus
- Welcome letter
- Announcement(s)
- Introductory module, including:
 - Course orientation
 - Instructor contact information
 - Student support resources
- Content module (typically 1 week of course), including:
 - Module learning objectives
 - Accessible instructor-created content and curated content
 - Interaction: discussion(s) and/or other interactive activities integrating RSI and meeting authentication/privacy guidelines
 - At least 2 Canvas assessments with thorough instructions and instructor feedback plan

Final Review

- Completed deliverables will be reviewed by peers and the DEFT facilitation team using the DEFT Rubric.
 - If the final review finds that minor revisions are needed, the candidate will be given an opportunity to revise and resubmit.
 - If major revisions are needed to reach rubric alignment, the candidate can re-enroll in DEFT to continue developing the course with additional feedback.
- 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.