

# Distance Education Training Procedure: Application for Administrative Review

## Application Instructions

To request an administrative review as outlined in the [Distance Education Faculty Training Procedure](#), please submit this completed application to your dean for review, recommendation, and signature. Recommended applications will be sent to the Vice President of Academic Affairs. An administrative review may take up to four weeks to complete.

Narrative responses should be typed directly into this application. Supporting evidence can be provided via screenshots inserted into the document or hyperlinks leading to the evidence, as long as the evidence is not in a password-protected area such as a non-public course.

## Background

In accordance with Article XVI of the SCEA contract, “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 VPAA, or designee.”

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## Applicant Information

Name:

Department:

School:

SWC email address:

Phone number:

## Distance Education Training Work Experience

Explain how your work experience is equivalent to District-approved distance education training. It is recommended that you consult the [DEFT Course Outline](#) for details. If your experience involves designing or facilitating equivalent DE training, discuss how it aligns with District-approved training, providing documentation such as a course outline and/or video tour.

## Course Shell Information

To protect student privacy, the module(s) submitted for review must be in a SWC Canvas course shell that does not contain students or student records. The submitted course shell must contain at least one module but may include additional content to establish alignment with District-approved training.

Full name of SWC Canvas course shell to be reviewed:

URL of course home page:

## Narrative Overview of Alignment

In narrative form, explain how the submitted module(s) demonstrate alignment with District-approved training. See the [DEFT Rubric](#) for details. Discuss evidence from the submitted sample course as well as from prior training and research, as is relevant.

## Distance Education Syllabus

Summarize how the included syllabus aligns with college policy in addressing course delivery mode; instructor contact methods and response time; and DE policy statements, including online attendance and regular effective contact.

## Course Design

Explain how the submitted module(s) illustrate key elements of strong course design, including consistent organization, streamlined navigation, and effective use of home page, modules, and pages.

## Course Content

Explain how the submitted module(s) offer demonstrable unit-level objectives and an effective mix of curated and created content while adhering to guidelines for fair use, student privacy, and authentication.

### Contact and Interaction

Explain how the submitted module(s) provide an interactive learning community with regular effective contact, as illustrated through a variety of elements including a welcome letter, announcements, discussions, and other interactive approaches and tools.

### Assessment

Explain how the submitted module(s) provide assessments that are well written, aligned to objectives, and include feedback for learners. If relevant, discuss how descriptive criteria, models, and/or rubrics are used with the provided assessments.

### Accessibility

Explain how the submitted module(s) reflect Universal Design principles and have been designed to be accessible and Section 508 compliant, especially in terms of page content, links, documents, images, and multimedia. Accessibility is a federal and state requirement, and SWC is committed to accessible course content to meet the needs of all of our students.

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I have provided information and evidence detailing how my work experience may be considered equivalent to the District-approved distance education training.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After reviewing the submitted application, I recommend the following faculty member for an administrative review by the Vice President for Academic Affairs or designee.

School or Center Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_