



Distance Education Faculty Training Procedure

Distance education is a flexible alternative to traditional, face-to-face learning and includes both fully online and hybrid courses. Online courses meet 100% online in Canvas; hybrid courses offer a combination of online and face-to-face meetings. For the online portion of a DE course, students and their instructor work together online in Canvas, following the instructor's schedule of assignments and due dates.

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

Training Options

Southwestern College faculty members who teach 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 Course Design Fundamentals](#)
- @ONE's [Online Education Standards & Practices](#)
- 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, 40-hour, 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 effective contact, and online assessments. This training is aligned with @ONE standards and the OEI Course Design Rubric but 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.

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.

Any faculty member may complete the DE Faculty Training Certification Program (DEFT). Remuneration for successful completion shall be one of four options, chosen at the discretion of the faculty member:

- 60 hours of Flex credit
- 60 hours of Hurdle credit
- 20 hours of Flex credit plus 40 hours of Hurdle credit
- A stipend of \$500 for faculty members who complete DEFT training after May 30, 2018 and accept a DE class. Stipends may only be paid once per faculty member. Faculty members will contact their School/Center Dean after they are assigned an online or hybrid course to apply for the stipend.

Completing @ONE's Certification Program

@ONE is a grant-funded project of the California Community Colleges providing professional development for CCC 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. The new program is more directly connected to the OEI Course Design Rubric, but core content in both versions of the program 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 Design Capstone course.

Completing @ONE's Online Education Standards & Practices

Online Education Standards and Practices 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 certificate or copy of FPU transcript with a grade of CR (Credit) for successful completion of Online Education Standards & Practices.

Completing Modesto Junior College's Certification Program + Creating Accessible Content

Modesto Junior College's training program (available to MJC faculty only) is aligned with @ONE standards and Sections A-C of the OEI Course Design Rubric. Participants who successfully complete this 8-week online course with a cumulative grade of 90% or higher earn a completion certificate.

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 Sections D-E of the OEI Course Design Rubric. Participants who successfully complete all four tutorials will receive a certificate of completion.

Submit Modesto certificate and Creating Accessible Content certificate.

Administrative Review

If you believe you have work experience equivalent to District-approved training, faculty may request administrative review of distance education work experience through submission of at least one Canvas course module to VPAA or designee.

To petition for an administrative review by the Vice President for Academic Affairs or designee:

- Complete the application with written responses 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.
- Prepare a course shell in Canvas for 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.
- Submit the application to the cognizant School or Center Dean for their review, recommendation, and signature. The School/Center Dean will submit the application to the Vice President of Academic Affairs or designee for their review.
- The VPAA or designee will review the application and Canvas course sample and determine equivalency based on the DEFT rubric. An administrative review may take up to four weeks to complete.

References

S.C.E.A. Contract 2014-2017 16.8

Faculty members teaching online or hybrid classes shall successfully complete a District approved training course/program prior to instruction. In addition to District-approved training, faculty shall be able to request administrative review of work experience through submission of one course module to Vice President for Academic Affairs or designee. The District shall maintain a public list of no fewer than 4 District approved-training courses and/or programs including the District's DE Faculty Training Certification Program (DEFT), an @One course, or comparable training at an accredited college or university. All online/hybrid assignments are subject to VPAA approval based on completion of District approved-training or contractually approved performance evaluation.

S.C.E.A. Contract 2014-2017 16.9

Any faculty member may complete the DE Faculty Training Certification Program (DEFT). Remuneration for these faculty members shall be one of four options, chosen at the discretion of the faculty member.

- 60 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 faculty members who complete DEFT training after May 30, 2018 and who accepts a DE class. Stipends may only be paid once per faculty member.