Distance Education Committee Recommendations- April 16, 2020

In response to the COVID-19 pandemic emergency shift to online instruction, the Distance Education (DE) Committee met in an emergency meeting on Thursday, April 16, 2020 from 9:00 – 10:30 am via Zoom. The following recommendations were agreed upon as guidelines moving forward for training requirements and determining equivalency of faculty with existing training coursework. These recommendations will be forwarded to the UFO for negotiation with the District pertaining to clarity of language pursuant to required training and compensation for said training. The recommendations will also be forwarded to the Curriculum Committee and Faculty Senate since DE Committee is a subcommittee of Curriculum and a Faculty Senate committee.

TRAINING SPECIFICS
Current UFO Language

- Effective practices for teaching online and compliance with regulatory requirements for effective teacher-student and student-student contact.
- Effective practices for meeting all legislative and regulatory requirements regarding accessibility.
- Practical use of the College’s online course management system (e.g. Canvas)

Learning Outcomes for Proposed Training Course

- design instructional examples that meet requirements for regular effective contact,
- create fully accessible course content including Canvas pages, syllabus, video clips, and documents,
- align course objectives, activities, and assessments using course module or unit approach, and
- implement a clear and functional course navigation and flow to enhance student engagement with course content, instructor, and peers.

Components of Training Course

- 24 hours of training
  - Four required face to face (synchronous) sessions 90 minutes in length (6 contact hours plus at least 18 hours of associated time engaged with the content)
  - Readings, discussions, peer reviews, and activities designed to model exemplary instructor-student and student-student effective contact
  - Includes multiple assessments to gauge application of knowledge to include (but not limited to) the following: fully accessible digital content; strategies for regular effective content; assessment; and clear course navigation effectively demonstrated in a Canvas sandbox shell.
Determining EQUIVALENCY for those with prior training

Competency to teach online will be demonstrated through successful completion of the locally created online training certification OR completion of one of following:

- Successful completion of the CVC-OEI Course Design Academy, including course approval for the OEI exchange
- @One 12 week (120 hour) "Online Education Standards and Practices" Course and Certification
- Completion of an equivalent online teacher training program from another college. The DE Committee in collaboration with the Instructional Designer will review the completed coursework from other colleges for approval. This may include evaluation of an active course shell.

FURTHER RECOMMENDATIONS

The following recommendations were considered important and relevant in light of recent ACCJC recommendations involving Distance Education. We will need to have the support of faculty, staff, and administration to change the way we have been doing things with respect to the local approval of DE courses. Future course approvals will need to address:

1. How course learning outcomes will be met in a distance learning environment
2. How instructor to student and student to student regular effective contact will be achieved in both hybrid and fully online courses
3. How the accessibility requirements will be met in the online course. This includes accessibility of all digital material (PDF and other documents, media files, tables, etc.) in compliance with ADA Section 508.

In light of the increased training and review required to ensure compliance with regulations, and in an effort to prepare for future unforeseen emergencies, the DE Committee further recommended the following:

- Encourage (via compensation) all faculty to be trained by the end of fall.
- Based on the increased demand for faculty training and training evaluation, we recommend hiring an additional full time Instructional Designer
- Encourage another full-time faculty release time position to assist in the training, evaluation, and development of training opportunities.

DE Committee members in attendance: Sarah Cooper, Jennifer Harper, Teresa Massimo, James McManus, Tracy Virgil, Robin Kurotori (Chair)
DE Committee member absent: Andy Bloom
Others in attendance: Heather McCarty, Andrew Lamanque, Ghada Al-Masri, Mary Wilhelm-Chapin