Three-Year Post MQT Certification Renewal to Teach Online
Work in Progress – DRAFT 2

Minimum Requirements for Renewal of Certification to Teach Online

It is the opinion of the Distance Education Committee that in order to maintain high quality online course offerings at Ohlone College, faculty teaching online (asynchronously, synchronously or in a hybrid format) must renew their certification every three years. At a minimum, recertification must include the completion of coursework that addresses online practices and strategies; as well as the demonstration of competency in developing accessible digital materials, and compliance with federal and state distance education laws.

This recommendation for training and the required renewal would be required for all faculty assigned to teach online.

Specific Requirements
1. Completion of one of the approved courses (offered locally, or pre-approved by the DE Committee)
   a. 10-10-10 Communication that Matters
   b. Humanizing with Video
   c. Equity and Culturally Responsive Teaching
   d. Creating Accessible Course Content
   e. Assessment in Digital Learning
   f. Teaching Live via Zoom
   g. Or a course that has been pre-approved by the Distance Education Committee
2. Demonstrate proficiency in the use of Canvas, Regular Effective Contact / Regular Substantive Interaction, and Accessibility through
   a. An accessible home page in a course shell or sandbox
   b. Examples of regular and predictable Instructor-initiated contact and regular student-to-student interaction around the course content that meet RSI (Regular Substantive Interaction) as defined in DE (Distance Education) addendum and Federal Title 4 criteria
   c. Course content created in Canvas with organizational structure that is clearly explained and consistent throughout the course
   d. Clear demonstration of instructor presence and expertise within the course

Equivalency
- A faculty member who has a quality reviewed and badged course with CVC-OEI or Quality Matters within the recertification period satisfies the course and demonstration requirements.
- Documentation must include the course title and course number, date of receipt of quality reviewed badge, the last semester the course was taught and where (if not at Ohlone).
- The Distance Education Committee will review documentation and determine if it meets the training criteria. You may be asked for supporting documentation, such as a course syllabus.
Timeline

- Timeline begins with the semester you complete MQT. For example, if you completed MQT during Learning College Week Fall 2020, you will need to complete the Renewal requirements by end of Spring 2023.
- Seeking equivalency is dependent upon the DE Committee meeting schedule. Equivalency requests should be submitted to the DE Committee Chairperson prior to the first Monday in May to be placed on the DE Committee May Meeting Agenda.

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Shared Governance Pathway to Approval - Draft

- **September 2021** - **Distance Education Committee** reviews, provides feedback, finalizes document. Vote to approve October 2021
- **October 2021** - **Curriculum Committee and Faculty Senate** – present the recommendation for discussion and feedback
- **November 2021** - **Faculty Senate** votes to approve and adopt the recommendation
- Recommendation sent to **UFO** for negotiation
- Negotiated recertification criteria adopted by Spring 2022.