

# VVC Academic Senate – March 21, 2023 APPROVED

## Proposal: Change Certification Requirements for Online Teaching at Victor Valley College

From: Distance Education Advisory Committee

Date: September 27, 2022

The Victor Valley College (VVC) Distance Education Advisory Committee (DEAC) proposes changing the instructor certification requirement to teach online to include the following options:

- Successfully completing certification training held at VVC.
- Successfully completing training at @One.

A faculty member who wishes to be certified by VVC to teach online and has not completed one of the above training options, but has taught online elsewhere, must submit a Canvas course shell from an online class taught in the last three academic years that demonstrates all areas required for a successful distance education class\*, and submit it to the DEAC for review. If the course shell meets the requirements, then the faculty will be certified. If the course shell does not meet the requirements set by the DEAC, then the faculty must complete one of the training options before teaching any fully online, hybrid or other section considered “distance education” at VVC.

\* Areas required for DEAC approval include tangible demonstration of regular substantive interaction/regular effective contact; timely and substantive feedback on online assignments; multiple interaction options (information regarding e-mail, open discussion forums, etc.); regular subject-based discussions (faculty-student/student-faculty/student-student interaction); posting of course information on a regular basis (announcements, e-mail, etc.); original instructor materials (online lectures, videos, etc.).