

## AREA II: FACULTY SUPPORT

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**Goal #2: Establish minimum standards and provide initial and ongoing faculty training and support to effectively teach online and hybrid courses.**

*"The passage of the Federal Higher Education Opportunity Act of 2008 places new responsibilities on regional accrediting commissions to assure that colleges are providing quality distance education instructional services for students."  
(CCC Distance Education Report, 2011, p. 7)*

### OBJECTIVES:

**2.1 Application Process for Online Teaching:** Develop an application process to manage the training and eligibility of faculty interested in teaching online that assures all faculty teaching online are properly prepared prior to being assigned an online or hybrid course.

- a. Develop a comprehensive diagnostic tool to determine the training needs of faculty who are interested in teaching online or who are currently teaching online.

**2.2 Levels of training certification:** Develop a tiered approach to faculty training to better match training with faculty needs. Certification can be completed by using the MJC-approved process (described below) or via an equivalent process. Equivalent training must take place through a recognized online instruction program such as the MJC Online Instructional Academies Certification Program and the @ONE Online Instruction Certification Program; UCLA Online Teaching Program; "Quality Matters" Certified Courses, or the Cerro Coso Online Teaching Program. The MJC Online Instruction Certification approved training will include the following two required courses:

- a. **Introduction to Online ~~Teaching & Learning~~Instruction** – (pedagogical understanding and theory)

This course will be four weeks in length, requiring approximately 40 hours of time in order to complete all elements of the course. The course will be offered at least once every semester and once during the summer.

Prerequisite: None

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- b. **Introduction to LMS** – (How to use the Learning Management System)

This course will follow the preceding course and will also be four weeks in length. The course will be offered at least once every semester and once during the summer.

Prerequisite: Introduction to Online Instruction

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- c. **Advanced LMS** – (Advanced tools and techniques for using the Learning Management System)

This course will be for experienced LMS users and will be four weeks in length. The course will be offered at least once every semester and once during the summer.

Prerequisite: Introduction to LMS or previous online teaching experience using the LMS.

This prerequisite may also be met by faculty who complete the Introduction to Online Teaching and Learning and the Introduction to LMS courses in the @One Online Instruction Certification Program.

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### 2.21 Recognition:

- Faculty who complete Introduction to Online Instruction and Introduction to LMS will become Certified MJC Online Instructors.
- Faculty who complete Advanced LMS will become Certified MJC Master Online Instructors.
- MJC also recognizes faculty who complete the @One Online Teaching Certification Program.

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