

SAC Class and Instructional Methods

Sched Code	Name	Description	Colleague Code	Training Required for SPI/SP/SU 2022
(O)	Online	FULLY ONLINE INSTRUCTION (O) classes are distance education classes that meet 100% online with no scheduled meeting days. Students logon to Canvas at sac.canvas.edu and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.	DINT	OTC
(OL)	Fully Online Live	FULLY ONLINE LIVE INSTRUCTION (OL) classes are distance education classes that only meet in scheduled live streaming Zoom meetings. Students logon to Canvas at sac.canvas.edu to attend class virtually on zoom during the published course times. Canvas and other technologies will be required to complete coursework.	DINT1	RIC
(H)	Hybrid	ON-CAMPUS HYBRID INSTRUCTION (H) classes are distance education classes that combine scheduled on-campus meetings and online instruction. Students will attend class on-campus during the published course times and will logon to Canvas at sac.canvas.edu and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.	DINT2	OTC
(VH)	Virtual Hybrid	VIRTUAL HYBRID INSTRUCTION (VH) classes are distance education classes that combine scheduled live streaming Zoom meetings and online instruction. Students will attend class virtually on Zoom during the published course times and will logon to Canvas at sac.canvas.edu and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.	DINT3	OTC
(CV)	On-Campus w/Virtual	ON-CAMPUS WITH VIRTUAL INSTRUCTION (CV) classes are distance education classes that combine scheduled on-campus and scheduled Zoom meetings. Students will attend class on-campus and will attend class virtually on zoom during the published course times and will logon to Canvas at sac.canvas.edu. Canvas and other technologies will be required to complete coursework.	DINT4	RIC
(C)	On-Campus	ON-CAMPUS (C) classes are on-campus and in-person with scheduled meeting days and times. Students will complete their course on campus.		

Good Afternoon Department Chairs, Academic Senators and AS Executive Committee,

As a follow-up to the Informational item at Academic Senate, the DE Advisory Group would like to provide further information.

All of us are also available to attend any of your upcoming meetings or for individual conversations! Please feel free to contact any DE Advisory Group member.

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The [SAC Distance Education Advisory Group](#) recommends the SAC Online Teaching Certificate (OTC) for all Distance Education modalities, including Fully Online Live. Completion is needed by Fall 2022 semester start for teaching of a DE modality course in fall 2022.

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Some helpful information:

- Per the FARSCCD MOU, RIC suffices for Online Live teaching in Spring Intersession, Spring and Summer 2021. The above recommendation is a requirement to complete by end of summer for a faculty teaching a fall 2022 DE modality course.
- **DE Modalities:** Both synchronous and asynchronous instructional modalities are DE modalities – All grades, assignments, assessments, communication, group work, and interactions should be delivered online in Canvas. ACCJC does not differentiate between asynchronous, synchronous, nor hybrid. These are all considered DE modalities.
- **CVC Consortia:** SAC is a California Virtual College Consortia member. We are required to use a quality format to increase quality of online courses by June 2023. The Online Course Design Rubric, taught and used in the OTC, aligns SAC with our agreement and provides expectations of teaching, accessibility, and Universal Design Instruction best practices.
- **RIC:** While the RIC and our other trainings are good, they were created to get all of our faculty up to speed quickly for what was thought to be one to two semesters. This temporary certification does not come with the context that the OTC does. An individual can complete the RIC, Virtual Conferencing and Accessibility Training without a clear understanding of the “why” or the “how” of instructional design, online pedagogy, or canvas technical knowledge.
- **Time Commitment:** The OTC slated at 120 hours. During spring/fall semesters it is offered in 10 weeks. For a person that has not used Canvas, it could take 12 hours/week. However, if Canvas has been used in Remote Instruction as recommended, the time commitment is not as lengthy. It is the individual’s prior Canvas, teaching and technical experience that will dictate the amount of time required.
- **CEUs:** Upon completion of the OTC, all faculty (adjunct and full-time), can receive 2.5 Continuing Education Units (CEUs) that can be used toward column movement.
- **SAC OTC Certification:** SAC adopted the [@ONE Certificate in Online Teaching & Design](#). Our SAC OTC is updated on a regular basis to align with the CCC @ONE course. *(SAC OTC SLOs are attached.)* All CCC’s accept the @ONE certificate for Online teaching and SAC’s OTC as well. SAC adjunct faculty have successfully used the SAC OTC for other CCC online teaching requirements. We are also aware of other colleges that tell their adjunct faculty to take the SAC

OTC if they also teach at SAC, as it is highly regarded training program and that their college will accept it. (The @ONE Certificate cost is \$340.)

- **In a Nutshell:** One member of the DE Advisory Group said it best – Our students deserve the best and our OTC training is the best preparation we can provide to our faculty for our students.

**Please feel free to contact any DE Advisory Group member. We are happy to attend any meetings or have individual conversations. All members are cc'd.**

**Thank you all for your time on this important topic,  
DE Advisory Group**