

Distance Education Instructor Certification Policy

Santa Ana College requires instructors to complete all training components before teaching an online or hybrid course as outlined below.

Phase 1: Before an instructor is assigned to teach a distance education class for the first time they must complete training I and II:

Training I	Training II
<p>a) Santa Ana College Canvas Training b) Video Creation c) Accessibility Training</p> <p>All are offered in Canvas in an Online self-paced training providing instructors with information and tools to put into practices during the course of learning online course pedagogy. Specific requirements are located on the Distance Education website.</p>	<p>a) Santa Ana College Online Teaching Certification – Online Education Standards & Practices (OTC-OESP)</p> <p>i. Taught online in Canvas, the Online Education Standards and Practices and Santa Ana College introduces educators to designing new courses, improving existing courses, and effectively facilitating online learning using the @ONE Standards for Quality Teaching and the Online Education Initiative’s Course Design Rubric. Participants explore current learning theory and course design, including building a learning community, designing effective assessments, ensuring accessibility, creating and curating course content and apply this knowledge to their SAC courses.</p> <p>ii. Faculty can earn 2.5 CEU’s toward column/step improvement upon completion.</p> <p>-or-</p> <p>b) Online Education Standards & Practices Certification</p> <p>i. Completion of the California Community College @One Online Teaching Certification OESP within the last two years from @ONE</p> <p>-or-</p> <p>ii. California Community College that utilizes the OESP and OEI Course Design Rubric.</p>

Phase 2: After an instructor has started teaching a distance education course, it is strongly recommended that they complete the following:

- Mentoring from an experienced distance education instructor for at least the first semester and longer if deemed appropriate.
- Continue professional development in online teaching and new technology

Phase 2 can be accomplished through a variety of means including but not limited to:

- Presenting or participating in online learning multimedia courses and workshops offered during Santa Ana College Professional Development Week.
- Participation in conferences, webinars, listservs, forums or workshops related to online teaching.
- Mentoring new online instructors.

Ongoing Evaluation

A critical component of maintaining the quality of online education is continued evaluation. Online classes are evaluated as part of the ongoing instructor evaluation process. Online and traditional instruction are dissimilar, they require different skill sets for class preparation and delivery. If an instructor teaches both online and in the classroom, it is strongly recommended that both venues be evaluated in a comprehensive instructional evaluation.