Copy of CCC Training for DE Faculty - Fall 2018

School Name	Do you require training for DE faculty?	What is the required training?	How was the requirement implemented (i.e. By right of assignment / Academic Senate approval / other)	Do you offer equivelancy for those who have had other training?	Share Secret URL Self Enroll link for PD course							
Allan Hancock College												
American River Colle	Not quite	We hold a 9 session Online Teaching Institute every semester which is encouraged for all faculty prior to teaching an online course.	Deans maintain right of assignment; some require the OTI certificate, others do not.									
Anonymous 1												
Anonymous 10												
Anonymous 11												
Anonymous 2												
Anonymous 3												
Anonymous 4												
Anonymous 5												
Anonymous 6												
Anonymous 7												
Anonymous 8												
Anonymous 9												
Antelope Valley Colle	Not yet.											
Bakersfield College												
Barstow College												
Berkeley City College												
Butte College	no	we do require new online courses to be reviewed by a team, so faculty have to have basic knowledge to teach										
Cabrillo College												
Canada College												
Cerritos College												
Cerro Coso Commun	Yes	New DE faculty take our 4 weeks course, the Online Faculty Training: Theory and Technology Certificate. The training include the OEI rubric, accessibility, Canvas, online pedagogy, etc.	Recommended by our Pedagogy and Technology Committee and approved by our Academic Senate.	We request for a syllabus of the training to see if the course is an equivalent of our training.								
Chabot College												
Chaffey College												
Citrus College	Yes	Citrus requires passing the @ONE Online Teaching and Learning course with evidence of a completion certificate. Newly trained OE faculty meet with the OE coordinator one semester before they are scheduled to teach, set up modules in Canvas sandbox, review Citrus Best Practices, AP 4105, Revision to Title 5, Site Review rubric [approved by senate and association], receive a copy of the OEI rubric, and the policy on Attendance and Record Keeping Guidelines. They are added to the OE Committee and have access to the OE information in Canvas including OE faculty handbook, OE meetings, agendas, etc.	Listed in AP 4105 and signed by the board in July 2018. Deans have the right of assignment.	We accept syllabi of training, completion certificates with descriptions, and degrees from local online college/university programs. If the online training is from out of state, documentation from those programs will be considered.								
City College of San F	Yes	1) We require one semester of Canvas use before taking the training. 2) A five-week online course (50 hours) is offered in-house. It is based on the @ONE IOTL, and includes the building of at least one module 3) One module undergoes accessibility check and skills test. 4) DEA check 5) 4 modules are checked against OEI rubric.	Academic Senate approval (in 2001?); negotiated with AFT. Department chairs have right of assignment and must be consulted before faculty start training and course development	We accept proof of completion of the @ONE IOTL. Then they take a college-specific mini-IOTL, self-paced to learn about campus requirements. Recently, we've started meeting with teachers from other schools who have online experience. Discussion with instructor, a look at an example of what they have created to show equivalency.								
Clovis Community College												
Coastline Community College												
College of Alameda												
College of Marin	Yes	All new DE faculty must take the OESP course offered through @one	Included in the DE Policy to make it official- A.S approved	Faculty who have training elsewhere need to provide evidence of equivalency.								
College of San Mateo												

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College of the Canyo Yes		Before instructors can teach online or hybrid, they must first earn ther Online Instructor Certificate, which consists of the following three training components: 1. Canvas Training (approx. 4 hours, online self-paced Canvas course), Section 508 workshop (1 hour), & Introduction to Online Instruction (IOI) (5 week / 36 hour online Canvas course, designed so that participants will expereince the components of an onlien course from both student and instructor perspectives, and explores best practices for online learning, Canvas tools, resources for online teaching and learning). Instructors must refresh their Online Instructor qualifications every three years by completing a self-paced online course (approx. 2 hours), which includes updates on technology, regulations, accreditation requirements, best practices, and resources.	Online Instructor requirements were reccomended by the Educational Technology Committee and approved by the Academic Senate. The Distance Learning Dept. works wiht the Professional Development Dept., who tracks the completed training components and issues the Online Instructor Certificates, and with the Center for Excellence in Teaching & Learning (CETL), who teach the IOI courses.	We accept @ONE course equivalencies (Intro to Teaching with Canvas, Creating Accessible Course Content, and Introduction to Online Instruction). In addition, subject to review by the Department Chair and the Director of Distance Learning, other equivalencies can be accepted.	
College of the Deser Yes		All new DE faculty must first take an 8-week hybrid course that goes over the LMS and OEI rubric. After, they are required to take a self-paced capstone where they develop their own course shell to be reviewed.	This was approved by the Academic Senate	Yes, we'll allow a waiver for the 8 week course. We'll still require the capstone to be completed to allow us to see their work.	
College of the Redwo Yes		All new DE faculty must take our 4 week Online Teaching and Learning Training (OTLT) course taught by the DE Coordinator or have comparable training (OEI, etc.). The OEI Rubric is integrated into the course. Topics include accessibility, assessment, regular effective contact, instructor-prepared materials, policies and procedures and preparation for online learning.	This requirement was negotiated and is a part of our contract.	Yes, the DE Coordinator and DE Director determine equivalency, which can be from another college or OEI	
College of the Sequo Yes		All full-time and adjunct faculty must meet a certification requirement.	This requirement was negotiated and is a part of our contracts.	Yes. The HR department determines equivalency, usually in consultation with the DE coordinator.	
College of the Siskiyous					
Columbia College					
Comptom College	Yes	All new DE faculty are required to complete the @One Online Teaching and Learning Training, and the @One Introduction to Teaching with Canvas, and the @One Accessibilty course	We are in the process right now of negotiating mandatory training into our new contract. Then we will update the DE handbook with the contract laguage which then will be approved buy the Senate.	Yes, we are in the process of revamping our form. Faculty must provide documentation and then go through a short course review to verify competency.	
Contra Costa College					
Copper Mountain Co Not yet		I have written/created an online certification course for our college, however, the college and faculty are still in negotiations for compensation, required training, parameters, and the evaluation process. Not pretty.			
Cosumnes River College					
Crafton Hills College					
Cuesta College	Yes	All new DE faculty must take our 12 week Teaching Online Course (TOC), it requires approval from Dean and Chair to participate. The course takes faculty through designing a fully online course that in compliance with the OEI rubric, and in order to earn the certificate must present a fully designed course for review by the Online Education Standards Subcommittee. Faculty that have taught Online before or received comparable training may request an evaluation and present evidence of training (@one or other institution).	Initiated by Online Education Committee when updating AP4105, approved by our ASC, and negotiated as part of the contract. The contract includes compensation or flex credit for taking the required training.	Yes, they must present a short demonstration to the Online Education Standards Subcommittee. They must show how they meet the requirements as stated in AP4105.	
Cuyamaca College	Yes	DE faculty must have training in Canvas, pedagogy, and accessibility. We offer our own online Canvas course and point to @ONE for the rest.	Initiated by Online Teaching and Learning Committee, approved by College Technology Committee, approved by Academic Senate.	Yes. We ask to review a Canvas course, but Dept. chair/coordinator has right of assignment.	
Cypress College					
De Anza College					
Diablo Valley College No		We currently do not require. However, we are working on a training series across our district that starts with a basic introductory course (4 weeks) to effective online teaching practices. This will be followed by a mentoring/course development group where instructors work with mentors to develop about 80% of an online course. We are also planning on offering more courses on topics such as "Designing Community"; "Accessibility"; "Equity Based Research for Online Pedagogy" (Though these are still pending and being developed).			
East Los Angeles College					
El Camino College	Yes	Currently faculty are required to take two courses: a Canvas certification (3 weeks) and an Online Teaching Certification (8 weeks), these courses have historically been offered by Professional Development. After Fall Semester DE will offer a combined Canvas and Online Teaching Certification training that will take 8 weeks max and is completely online. The new course will be based on the OEI rubric.	Distance Education Advisory Committee and Academic Senate	Yes, we have a process for waivers and equivalency	

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Evergreen Valley College											
Folsom Lake College											
Foothill College	Yes	To be granted the ability to create Canvas courses faculty and staff must complete our online Canvas Certification course. It is taught online as a Canvas course where students learn how to create their own Canvas course and how to teach it. They learn about online pedagogy and how to make their courses and materials accessible. The course is interactive where students build out their practice site and take quizzes after each module. At the end of the course, students submit their practice site to be graded against a set of criteria. The course takes a minimum of 10 hours to complete.	The Foothill Online Learning policy	Yes. Must be approved by the office of Online Learning.						
Fresno City College	Yes	Certification based on the use of Canvas and design of a course based on the CVC/OEI Course Design Rubric adopted by the Academic Senate. Local training is available over 7-10 weeks for faculty new to teaching with distance education. Equivilancy can be considered at the request of the Dean and in conjunction with the Director of Distance Education.	Distance Education Advisory Committee, Academic Senate, and compliance as a CVC/OEI Consortium school.								
Fullerton College											
Gavilan College	Yes	Instructors must complete a self paced Boot Camp: Intro to Online Teaching at Gavilan College. It's an 8-10 hour course in Cavnas. It's main purpose is to familiarize the instructor with online teaching practices and resources specific to Gavilan College (Best Practices, DE Faculty Handbook, etc). We've been talking about requiring 1-3 other courses. I am on sabbatical right now to study and recommend a new PD program for online teachers.	The Vice President of Academic Affairs instituted the Boot Camp requirement prior to assigning instructors an online course.	We will accept other trainings (@One, etc) as proff instructor has experience but Boot Camp course still required.						
Glendale Community	Yes	Adapted @ONE Introduction to Online Teaching and Learning (IOTL) customized GCC 4-week, 40-hour fully online course - taught by DE Coordinator	Through Committttee on Distance Education (CoDE) and then Academic Senate, Academic Affiars, College Exec.	Yes, IOTL through @ONE, another CCC equivilent course or a OEI Approved Course - Must be approved by DE Coordinator.						
Golden West College											
Grossmont College	Yes	All faculty who teach either fully online or a hybrid course must complete our online Canvas Certification course. It is taught online as a Canvas course where faculty learn how to create their own Canvas course and how to teach using Canvas as LMS. They learn about online pedagogy and how to make their courses and materials accessible. The course is interactive where students build out their practice site of at least an orientation modules and 2 other teaching modules, .At the end of the course, faculty submit their practice site to be graded against a set of criteria. The length of the course is 5 weeks long with weekly zoom meeting. The OEI rubric is used to apply instructional design, accessibility and sound pedagogy. Our union faculty contract clearly states that all faculty who teach online must complete training.								
Hartnell College											
Imperial Valley College	Yes	Faculty are required to complete the 12-week Online Education Standards & Practices course through @ONE.	Academic Senate approval & Distance Education Committee approval	No						
Irvine Valley College											
Lake Tahoe Community College											
Laney College	Yes	Right now faculty must show proof they have taken **one** course in online pedagogy and **one** course in a learning management system. They also have to commit to using the Peralta designated LMS along with their Peralta email. We hope to change these requirements, soon. We have developed our own in-house training we would like faculty to complete. It is called the Online Education Equity Program (OEEP). It lasts 8 weeks and it focuses on: the legal and policy parameters for online and hybrid teaching, how to build online and hybrid classes that are inclusive and "speak to" our diverse student populations using our Peralta equity rubric, and teach how to apply the OEI Rubric as faculty design, or redesign courses. Hopefully, OESP through @ONE will also be a potential way to achieve certification.	Negotiated through the union and now deans verify that faculty meet the requirements.	No.						
Las Positas College	No	Our faculty union has always resisted this. Until that changes (hopefully soon), we continue to offer optional training, which consists of f2f or online training that can last from 8 to 12 weeks. In both modalities, faculty learn instructional design, online pedagogy, Canvas tools, etc. All training correlates to the OEI rubric.	NA	No						
Lassen College											
Long Beach City Coll	Yes	1. Training in the fundamentals of Canvas for Online Instruction; 2. Completion of the Teach Online Seminar (training in online teaching pedagogy)	Required if faculty want to teach online	Faculty may complete a waiver form documenting training completed at a different institution.						
Los Angeles City College											
Los Angeles Harbor College											
Los Angeles Mission College											

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Los Angeles Pierce C	Yes	Two courses are required. 1) Intro to Teaching with Canvas (must be insturctor facilitated, not self-paced) and the other is a choice of either Teaching Online- a course offered specifically through Pierce that teaches about pedagogy and helps instructors get ready to teach online by having them develop a welcome letter, create some discussions with grading rubrics and goes over best practices in the online environment, OR, faculty can take the @one Intro to Teaching & Learning	Passed through DIstance Education Committee and than approved by our Academic Senate	If the faculty were approved at another campus, they need to send their completion certificates to DE Coordinator. If the courses have different names, the faculty send a copy of the course syllabus so it can be checked for content.	
Los Angeles Southwe	Yes	Same as LA Pierce College--two courses are required: Introduction to Teaching with Canvas (not self-paced; this course focuses on using Canvas to create announcements, assignments, quizzes, pages, etc.) and Introduction to Online Teaching and Learning (this course focuses on online pedagogy, creating a welcome letter and course policies and building a unit of an online class). The courses can be taken through LASC's DE Coordinator or through @one.	Passed by the Distance Education Committee and approved by LASC's Academic Senate	Instructors can complete the equivalent training through @one or another LACCD college; faculty can petition for equivalency if they have taken a different training that they feel fulfills the same requirements.	
Los Angeles Trade-Technical College					
Los Angeles Valley C	Yes	Intro to Teaching with Canvas	Passed by CDEC/Academic Senate Approved	Faculy may complete OEI approved Canvas training with a certificate. DE reviews evidence of prior online teaching experience using the Canvas LMS system.	
Los Medanos College					
Mendocino College					
Merced College					
Merritt College	Yes	According to our revised AP4105, instructors should have: 1) a proof of training in Canvas or other system 2) a completion of a course - i.e. "how to teach online" 3) a Peralta email address in order to teach online	Academic Senate as part of our shared governance has approved this requirement.	Unsure	
MiraCosta College	Varies by department	We have an Academic Senate approved document which calls on departments to ensure that faculty assigned to teach online classes are properly prepared, but it does not specify a particular required training.	As noted <---, there isn't an explicit institutional requirement, but the Academic Senate-approved document linked at left does give departments and deans license to enforce any departmentally-specified training requirement. Our new full time faculty contract also requires that faculty assigned to teach online sections are "proficient" with the MiraCosta Online Class Quality Guidelines; again, there are no specifics on how to ensure this so it is up to departments and deans. A certification course/resource directly tied to the MiraCosta Online Class Quality Guidelines will be developed in spring 2019, but it is expected that this will be an option for departments to consider, not an institutional requirement.	Up to departments/deans assigning faculty to teach online.	
Mission College	Yes	Faculty who are new to teaching online need to complete one of the 4 week @ one courses: Introductions to teaching online or Introduction to course design. We are working on a way to make sure all online instructors recieve training.	Senate approval & negotiated in the contract. The Department chair is responsible for assuring the faculty member has received training which is tracked by the faculty DE coordinator.	Yes, they can go to the DE coordinator and have their course reviewed by the DE coordinator. The evaluation tool used is the OEI rubric.	
Modesto Junior College					
Monterey Peninsula C	No	N/A	N/A		

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Moorpark College	Yes	We have a four week training for all online and hybrid faculty. It covers these topics: • Syllabus and Welcome Letter • Discussions • Course Design OEI Rubric Section A (Content Presentation) • Modular Design OEI Rubric Section B (Interaction) • Regular & Effective Contact • Zoom • Modular Design • Student View • Gradebook • Course Design OEI Rubric Section C (Assessment) • Course Design OEI Rubric Section D (Accessibility) • Accessibility • 3CMedia Solutions • The Canvas Community • Student Equity • Learning Support • Course Map	Academic Senate approval and contract negotiation	Sister Colleges: •Ventura College •Oxnard College We also accept external trainings that were submitted by faculty who are already certified by: •College of the Canyons •@One 4 week training •LA Valley College •Pierce College •Pasadena City College •West LA College	
Moreno Valley College					
Mt. San Antonio College	Yes	Mt. SAC designed a self-paced, online course called Skills and Pedagogy for Online Teaching (SPOT), which is modeled on the OEI. The course is in Canvas and includes tasks that demonstrate Canvas proficiency. Faculty design a course orientation, four modules, and provide a syllabus. SPOT is evaluated by faculty.	AP 4105 - Academic Senate required SPOT or equivalent before teaching online. This requirement is also being added into the faculty contract. After a faculty member is certified, Banner is updated; otherwise, online courses will not be pushed into their dashboard. The distance learning division maintains a SPOT-certified faculty list which is available for all to check.	We accept the four week OEI courses like IOTL.	You have to be a Mt. SAC employee to be added to SPOT.
Mt. San Jacinto College	Yes	A course designed around the old Standards for Quality Online Teaching guidelines	Academic Senate adopted the OEI rubric and the Standards for Quality Online Teaching as guidelines for online course design and delivery. They also modified our hybrid and online teacher evaluation to better align with the OEI rubric and Standards for Quality Online Teaching.	Currently in process	**https://msjc.instructure.com/enroll/MKECNB**
Napa Valley College					
Norco College					
Ohlone College	No		Required training is currently being reviewed as part of the negotiations with our union.		
Orange Coast College					
Oxnard College	Yes	See Ventura	See Ventura	See Ventura	
Palo Verde College					
Palomar College					
Pasadena City College	Yes	Completion of @One Online Education Standards & Practices **OR** completion of 4 @One courses: Intro to Canvas (facilitated), Intro to Online Teaching & Learning, Assessment, & Accessible Courses.	Board Policy/Procedure that states the DE Dept. can determine necessary training based on current best practices/regulatory requirements. This is typically determined in consultation with DE faculty/DE faculty committee.	Yes, training waivers for coursework that covers the same learning outcomes as the @One requirement(s), or if they've taught online elsewhere and can demonstrate that a course they've developed meets OEI Rubric requirements.	
Porterville College	Yes	The following two are required for online and hybrid instructors: 1) @One "Intro to Teaching with Canvas" or our own equivalent course. 2) @One "Intro to Online Teaching and Learning" or our own equivalent course. The policy gives those who have the right of assignment flexibility to grandfather in existing faculty, or to disregard the requirements in urgent situations.	Policy was negotiated between the DE Committee and Office of Instruction. This was followed by Academic Senate approval of the policy.	This is not currently part of the policy.	
Reedley College	Yes	They must complete a self-paced facilitated training. The training is approximately 45 hours and culminates with a final project of producing two modules evaluated by the DE coordinator. Other college trainings are also accepted by faculty must still create two modules to be evaluted.	DE Strategic Plan	Yes, faculty can produce two complete modules in Canvas to be evaluated	

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Rio Hondo College	Yes	It is required for faculty to complete the in-house online edcuation certification which inlcudes three modules: Canvas tools and settings, Best Practices (designed by online faculty), Accessibility.	Implemmented by DE Committee. Required by CBA contract for all faculty. Stipends (on a limited basis) or flex provided for professional development.	No equivalency at this time.	
Riverside City College					
Sacramento City College					
Saddleback College	Varies by department	While we do not have a college/district-requirement for faculty who wish to teach online, each department within Saddleback has local guidelines. Some require @ONE or previous experience. We also offer a 10-week, fully online in-house Online Educator Certificate, which some of our departments also accept as evidence of preparedness to teach online.			
San Bernardino Valley College					
San Diego City Colle	Yes	SDCCD Online Learning Pathways Online Faculty Certification Program	Required if faculty want an online assignment	Southwestern's DEFT Program	
San Diego Mesa Coll	Yes	SDCCD Online Learning Pathways Online Faculty Certification Program	Required if faculty want an online assignment	Southwestern's DEFT Program	
San Diego Miramar C	Yes	SDCCD Online Learning Pathways Online Faculty Certification Program	Required if faculty want an online assignment	Southwestern's DEFT Program	
San Joaquin Delta C	Yes	4-week Canvas training from @One (not the self-paced one), or a similar course taught in the campus Professional Development Center	Written into the College's DE Plan as required for online assignments	Evidence of training from another CCC or professional training organization equivalent to @One is reviewed and accepted by the DE Coordinator / Canvas Trainer	
San Jose City College					
Santa Ana College	Yes	SAC Canvas Training, SAC Accessibility Training and SAC adaptation of the OESP.	DE Advisory Group, Academic Senate approval.	Yes, for OESP w/Canvas and Accessibility training	
Santa Barbara City College					
Santa Monica Colleg	No, although deparment chairs have the discretion to require @ONE online teaching course				
Santa Rosa Junior College					
Santiago Canyon Co	Yes	We accept completion of the @One OESP program. We also teach the OESP class in-house, with some modifications.	We put the requirement in our Distance Education Faculty Handbook and had it approved through Senate.	No. OESP or our in-house OESP are the only accepted certificaitons we currently accept.	
Shasta College	Yes	@One IOTL is how it is generally met but we have other options	AP 4105 requires the training. DE Committee defines the training	Yes - https://goo.gl/Uiqozu	
Sierra College					
Skyline College	Yes	Instructors who teach an online course at Skyline College must take our six week Canvas and Online Pedagogy Training. This training includes skills to develop a Canvas course, but also includes pedagogical practices to improve teaching and learning. Upon completion of the Canvas and Online Pedagogy Training, instructors must submit an 80% completed course for the Consultative Review with the Instructional Designer and DE Coordinator.	Distance Education Faculty Handbook approved though Senate	Yes, if they have ceritifcation that includes pedagogy.	
Solano Community College					
Southwestern Colleg	Yes	5-week, in-house DEFT certification course or district-approved equivalent, such as @ONE's OESP.	contract negotiation between District and union	faculty can petition for administrative review, which involves a written application and review of sample course module(s)	
Taft College					

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Ventura College	Yes	The Online Teacher Training Course in Canvas (OTTCC) prepares instructors to teach online by combining best practices in online education, current trends in educational technologies, and modular design in Canvas. All online and hybrid instructors are required to successfully pass the OTTCC prior to teaching online. Competency Based : This is a competency based course that allows expert online instructors to receive credit for imported work from a previous online course while helping new instructors and instructors new to Ventura College understand the best practices and learning management skills necessary in succeeding in online instruction at Ventura College.The Online Teacher Training Course is required of all online and hybrid course instructors. What is in the course? This course is comprised of timely and relevant information as well as consistent best practices from Ventura College and the Online Education Initiative. The course focuses upon the concepts and the goals from the OEI Course Rubric for Online Course Design, the Introduction to Online Teaching and Learning from @One, and the Introduction to Teaching in Canvas Courses from the OEI Project. Time Commitment: Depending upon your experience in online education, you may go through the course at different paces. For the instructor who is new to teaching online, we request that you come to all on-campus meetings for a total of 5 hours. In addition, there will be approximately 3 hours of homework for each hour in class. An experienced instructor in online education will find that by importing content from another learning management system (LMS) or course that he or she can most likely demonstrate competency in a variety of topics at a faster pace.	Academic Senate Approval, DE Committee Approval, District Wide Contract for Faculty, VP Approved, President Approved, Chancellor Approve, you know the community approves it.	Competency Based : This is a competency based course that allows expert online instructors to receive credit for imported work from a previous online course while helping new instructors and instructors new to Ventura College understand the best practices and learning management skills necessary in succeeding in online instruction at Ventura College. The Online Teacher Training Course is required of all online and hybrid course instructors.	email: mmoore1@vcccd.edu
Victor Valley College					
West Hills College Coalinga					
West Hills College Lemoore					
West Los Angeles College					
West Valley College					
Woodland Communit	Yes	@ONE Online TEaching Course - 4 weeks (not self paced) or equivalent	DE Committee Handbook was approved by the Academic Senate		
Yuba College					