Motions from the Academic Senate
Wednesday, February 3, 2016

Motion 4: Criteria for Selecting Faculty to Take Online Training
The Senate proposes the following criteria for selecting faculty to participate in training to offer online courses and further recommends that the college provide online training sessions during winter 2016 and summer 2016, so that at least 30 faculty can receive the training.

- Has taught online (either completely online or hybrid) at OCC.
  RECOMMENDATION:
  Validation of past online teaching experience from either OCC or elsewhere or individual skills assessment by the Academic Dean of Distance Learning. Submit 2-3 samples of online materials used in the past to be reviewed using the MCO rubric.

- ~~Willing to take the training to teach hybrid courses in the Summer 1 and 2, 2016.~~

- Length of teaching online at OCC.
  RECOMMENDATION:
  One year teaching experience at OCC: online, hybrid, or traditional.

- There is a balance across disciplines.
  RECOMMENDATION:
  Focus is on the program and supportive courses given priority to go online. Faculty teaching in this program would be given preference in participating in training.

- Has taught online at other institutions.
  RECOMMENDATION:
  See first bullet item

- Teaches courses on the General Education list.
  RECOMMENDATION:
  Teaches courses on the General Education list for the chosen program.

Other Considerations:

- The Academic Technology Group will accommodate up to 15 faculty participants in each seasonal training cohort. On-demand, self-paced, fully online elective training courses will also be available for faculty regardless of a cohort status. Seating is unlimited for these electives and they will be counted toward the completion of the core training program.
- Preference will be given to faculty teaching in a program(s) chosen to go online. If open seats are available in a given seasonal cohort, first preference will be given to those meeting the criteria listed above and completing all of their application requirements in the order in which they were completed.
- Participants review OCC's Online Learning 101 (student orientation to online learning)

- Observed technology readiness through skills self-assessment. Basic acumen in using computers: managing files, using email, using a web browser, using Microsoft Office applications, using the D2L system on a daily basis if you have never taught online
- Some experience as an online student themselves is preferred
- Willingness to complete end of training survey and provide feedback for overall improvement
- Commit to 8 weeks of completing weekly assignments, participating in active collaboration, and working with the Academic Technology Group during course development after the training is complete
- Commitment to course compliance with regard to ADA, copyright, and standardization guidelines, subject to review
- Completion of an application to teach online with approval by Academic Division Dean and Distance Learning Dean