

# MPC Faculty Online Teaching

## About us

The Online Education Committee (OEC) serves as a recommending body to the College on matters related to online, hybrid, and web-enhanced face-to-face courses including online student support and success, online faculty support and training, online education systems and technologies, online education policies and procedures, and online education growth and development.

## Our Mission

The mission of the Online Education Committee (OEC) is to support the development and delivery of quality online courses and programs.

## Title 5 Standards

Title 5 requires instructors: “be prepared to teach in a distance education delivery method.”

55208. Faculty Selection and Workload.

(b) Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with local district policies and negotiated agreements.

## Online Instructor Professional Development Proposal

The Online Education Team is equipped to offer a variety of stimulating training sessions to faculty who instruct online or enhance their courses with online Learning Management System tools. Training sessions are delivered one-on-one, in a group setting or in self-paced online modules. Your time is valuable, so our goal is to best support your professional development with a method that matches the preferences of the instructor.

We are proposing appropriate levels of instructor training and continuing education for all MPC faculty members who instruct online courses. The proposed training for new online faculty will be comprehensive, whereas experienced faculty members will be guided toward training that is based on self-evaluations of their courses. Continuing education will be based on identifying areas of course design experienced instructors wish to explore. The primary course design areas identified by Title 5 of the California Code of Regulations and the California Community Colleges Online Education Initiative are: content presentation, interaction, assessment and accessibility. The various levels of training standards are outlined below:

- NEW ONLINE COURSE INSTRUCTORS
  - EMERGENCY ONLINE EDUCATION WAIVERS
- EXPERIENCED ONLINE COURSE INSTRUCTORS

## 1. NEW ONLINE COURSE INSTRUCTORS

Prior to the first day of an online course, new online faculty members will be required to attend an orientation and training program that consists of:

- A. 8 hours of self-paced training through online education modules prepared by the Online Education Team. Or,
- B. 8 hours of face-to-face training with a member of the Online Education Team or a designated peer faculty mentor. Or,
- C. 8 hours of combined self-paced or mentor based training.
- D. When a new online faculty member has been employed to instruct under emergency circumstances, they will be afforded an extended window of 4 weeks to complete 8 hours of online training as outlined above.
- E. The 3-year and 5-year continuing education cycles will begin the semester subsequent to achieving compliance with Title 5 Regulations or OEI Rubric Alignment, as described in Section 2 below.

## 2. EXPERIENCED ONLINE COURSE INSTRUCTORS

Each online instructor will be placed on a 1, 3 or 5 year continuing education cycle that will enhance student success, instructor professional development and institutional standards. There will be multiple levels based on each instructor's progress. MPC is legally obligated to comply with Title 5 of the California Code of Regulations. It is recommended that MPC adopt the California Community Colleges Online Education Initiative's Course Design Rubric. The following cycles are based on Title 5 and CCC OEI alignment.

- A. 1 year cycle
  - a. Online Instructors will achieve compliance with Title 5 basic standards: regular, effective interaction, equivalent content, accessibility. If a course is determined by the instructor of record, the department chairperson, the division chairperson, or the Online Education Committee to not comply, the instructor will make efforts to achieve compliance within 12 months.
    - i. There will be support available from the Online Education Team and faculty mentors. Up to 8 hours of annual training related to Title 5 compliance should be made available to online faculty who need additional time to meet Title 5 standards.

B. 3 year cycle

- a. Experienced online instructors who have achieved course compliance with Title 5 basic standards will be placed on a 3-year cycle of continuing education.
  - i. 9 hours of self-paced training through online education modules prepared by the Online Education Team. Or,
  - ii. 9 hours of face-to-face training with a member of the Online Education Team or a designated peer faculty mentor. Or,
  - iii. 9 hours of combined self-paced or mentor based training.
  - iv. The Online Education Team stresses the legal significance of Title 5 accessibility regulations. Therefore, we recommend that no less than two (2) hours per 3-year cycle be dedicated toward accessibility. The remaining hours should be based on instructor self-assessment.

C. 5 year cycle

- a. Online instructors who achieve alignment of a single course through the OEI Rubric will be placed on a 5-year cycle of continuing education. There will be no required hours of continuing education during this time period; however, voluntary continuing education and support will remain available to all faculty members who have aligned their course(s) to this high standard.

Accordingly, this proposal is offered to the Monterey Peninsula College Academic Senate for consideration, amendment and final approval.

Very respectfully,

The Online Education Committee