

Procedure to be approved to teach online

Current Wording on website

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Toward the goal of ensuring the effectiveness of our distributed education program, Crafton Hills College has adopted a process for the certification of faculty to teach in the online environment. Instructors interested in teaching online/hybrid courses should first complete an [Intent to Teach form](#). On this form, the instructor should document their training, professional development and experience which has prepared them to teach online. This form should be returned to the faculty chair who, upon endorsement of the department, will then forward it on to the Educational Technology Committee (ETC) for approval. The instructor's readiness to teach online will also be evaluated by a faculty member of the ETC committee through an [online readiness quiz](#) and [hands-on skills demonstration](#). Upon certification, the instructor will be added to the list of instructors who is eligible to teach online/hybrid courses.

Once a faculty member has been certified to teach online, the second step of the approval process involves "matching" an instructor with an approved course. This requires the instructor provide no less than two weeks of online content for evaluation by the ETC. A [checklist of the criteria](#) by which the course material is evaluated is provided. No course or instructor will be scheduled until the DE Addendum of the course has been approved, the instructor has been certified and the instructor has been matched to the appropriate course. An updated list of approved courses and instructors is available on the ETC website.

Suggested changes

Toward the goal of ensuring the effectiveness of our distributed education program, Crafton Hills College has adopted a process for the certification of faculty to teach in the online environment. Instructors interested in teaching online/hybrid courses should first complete an [Intent to Teach form](#). On this form, the instructor should document their training, professional development and experience which has prepared them to teach online. This form should be returned to the faculty chair who, upon endorsement of the department, will then forward it on to the Educational Technology Committee (ETC) for approval. ~~The instructor's readiness to teach online will also be evaluated by a faculty member of the ETC committee through an online readiness quiz and hands-on skills demonstration. Upon certification, the instructor will be added to the list of instructors who is eligible to teach online/hybrid courses.~~
Faculty interested in teaching online must complete the hands on skills self assessment to demonstrate a faculty member's ability to effectively utilize Bb technology.

Once a faculty member has been certified to teach online, the second step of the approval process involves ~~"matching" an instructor with an approved course. Submitted two weeks worth of online course content~~ This requires the instructor provide no less than two weeks of online content for evaluation by the ETC. A [checklist of the criteria](#) by which the course material is evaluated is provided. No course or instructor will be scheduled until the DE Addendum of the course has been approved, the instructor has been certified and the instructor has ~~been matched to the appropriate course. Been evaluted on two weeks worth of online content.~~ An updated list of approved courses and instructors is available on the ETC website.

