

# Instructor Approval Process

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## Instructor Verification Process

Toward the goal of ensuring the effectiveness of our distance education program, Crafton Hills College has adopted a 3-step process to verify the readiness of instructors to teach in the online environment. The steps are linear and guided by the Distance Education Coordinator. It is possible to complete the entire process in as little as a month and a half, assuming that training has been completed. The steps are as follows:

### Step 1: Complete Training

Instructor completes two 40-hour facilitated training courses, one covering course design and one covering accessibility. ETC recommends:

#### Course Design

- "Introduction to Online Teaching and Learning" offered by @ONE
  - Access: Search for "Introduction to Online Teaching and Learning" in the [@ONE course catalog](#)
  - Duration: 4-weeks
  - Cost: \$85

#### Accessibility

- "Creating Accessible Course Content" offered by @ONE
  - Access: Search for "Creating Accessible Course Content" in the [@ONE course catalog](#)
  - Duration: 4-weeks
  - Cost: \$85

### Step 2: Verify Canvas Skills and Training

To document the LMS, instructional design, and accessibility training completed by the instructor as well as any prior experience (online courses taught elsewhere), complete the Intent To Teach Form:

The Intent to Teach form must be completed as a quiz in Canvas.

1. See the Canvas Course: [CHC - Distance Education Resources](#).

2. Login with your SBCCD Canvas credentials.
3. Select the "Enroll in Course" button on the top right.
4. The course will appear on your dashboard.
5. The quiz be found on the homepage, under quizzes, and assignments.

### **Step 3: Verify Knowledge of CHC DE Instructional Standards**

The instructor will complete the Course Design Rubric (as a quiz in Canvas) to verify their knowledge of CHC DE Instructional Standards. Once the rubric is completed with correct responses, ETC will verify all forms and the instructor's Dean will be notified of the instructor's readiness to teach online.

The Course Design Rubric form must be completed as a quiz in Canvas.

1. See the Canvas Course: [CHC - Distance Education Resources](#)
  2. Login with your SBCCD Canvas credentials.
  3. Select the "Enroll in Course" button on the top right.
  4. The course will appear on your dashboard.
  5. The quiz be found on the homepage, under quizzes, and assignments.
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### **Requirements For Offering Any Course Online**

1. The DE Addendum of the course has been approved.
  2. The instructor has been certified to teach online by the ETC and has been notified by the CHC Distance Education Coordinator of the date certification was conferred.
    - o Note: A one semester waiver may be applied in documented cases of great need for instructors with significant online teaching experience and/or completed training.
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### **Questions**

If you have any questions regarding the instructor approval process, please send an email to the CHC Distance Education Coordinator ([DEFacultyLead@sbccd.onmicrosoft.com](mailto:DEFacultyLead@sbccd.onmicrosoft.com) or search DE Faculty Lead in Outlook).

An updated list of approved courses and instructors is available on the [Online Teaching Resources](#).