**DE Certification Work Group**

8-31-16, 9-14-16, 9-28-16

Attending: Tracie, Rachel, Martin, Joanna

Overview: The DE Certification Work Group agrees on the following:

1. All faculty at Moorpark College using Canvas must have a level of training appropriate for the use they intend.
2. All faculty teaching **online and hybrid** classes must complete a Canvas training that includes the pedagogical and operational elements described below.
   1. Canvas Certification Training may be taken at Moorpark College, Oxnard or Ventura College. (These are all the same training at this time, facilitated by instructional technologists at all three campuses.)
   2. Trainings may be taken at other campuses outside of our district, provided trainings include the pedagogical and operational elements described below.
3. Web-enhanced is still under discussion.

TO ALIGN WITH MOORPARK COLLEGE TRAINING

The Work Group agrees that trainings must include instruction on:

**Pedagogy**

|  |  |
| --- | --- |
| **Required**  yes | **Pedagogical element**  Course organization and navigation |
| yes | Instructor interaction  Regular and Effective  Introduction module |
| yes | Building learning community  Student Interaction |
| yes | Accessibility   * Alternative text * Video captioning * Headings |
| Suggested | Familiarity with OEI Course Design Rubric (if training does not include this element, faculty will be referred to the OEI Course Design Rubric for self-paced exploration. |

Tools

|  |  |
| --- | --- |
| **Required** | **Operational Element** |
| Yes | 1 Settings/Profile |
| Yes | 2. Navigation |
| Yes | 3. Announcements |
| Yes | 4. Modules/Pages |
| Yes | 5. Files |
| Yes | 6. Discussions |
| Yes | 7. Assignments |
| Yes | 8. Gradebook |
| Yes | 9. Course mail/inbox |
| Yes | 10. Quizzes/assessments |
| Yes | 11. Photo/Media |
| Yes | 12. Calendar |

**CERTIFICATION PROCESS**

Faculty who have been trained on Canvas at other colleges who are seeking certification to teach online or hybrid at Moorpark College would initiate the certification process as follows:

1. Compile certification syllabus/email/certification from training campus, including contact information for the trainer when available.
2. Contact the Distance Education Division Office. The Division Office staff is developing a form the faculty can complete.
3. Submit the form along with the Canvas Course Training syllabus, and any other available documents to the Division Office.
4. The materials will then be forwarded to the DE Certification Work Group.
5. The Work Group, which meets twice monthly, then evaluates the syllabus and other materials to determine whether the course aligns with the criteria developed.
   1. If there is not enough information to make the determination, the workgroup contacts the campus and trainer for more information.
6. The Work Group makes a determination on the Canvas Training Course.

a. If the Training Course aligns with the criteria for Moorpark College, the faculty is notified and is certified to teach online at Moorpark College.

i. Additionally, that college Canvas Training Course is then approved, and maintained on a list of Approved trainings so that further evaluation of that college’s Canvas Training Course is not necessary.

ii. Faculty from colleges with approved Canvas Training Courses need only prove completion of the approved course.

b. If the Work Group determines that the course does not align with Moorpark College requirements, the faculty is referred to take the Moorpark College Canvas Training course.

i. That college’s Canvas Training Course is added to the Not Approved list.

ii. That college’s Canvas Training Course can be reevaluated if training is changed.

Meanwhile, we are working on a statewide repository so that colleges can share their Canvas Training Courses to streamline the certification process.

4. Web-enhanced-still under consideration