



# DEFT

## Distance Education Faculty Training Course Outline (8 hours/module)

### Week 1: Online Teaching and Learning at SWC

- Intro to distance education and online learning theories
- Regulations and guidelines: federal, state, accreditation
- Distance Education at SWC: fully online and hybrid courses, DE Handbook, course approval process, faculty evaluation of online/hybrid courses, policies and procedures
- Online/hybrid syllabus elements
- Teaching in SWC's Course Management System, student authentication & privacy
- Support and professional development resources for CCC online instructors

### Week 2: Course Design and Course Content

- Instructional design: backward design principles, modules, learning objectives, OEI's Course Design Rubric
- Course navigation: streamlined navigation, just-in-time access, redundancy
- Delivering lectures in an online environment: content creation options and tools
- Resources for curating content, including Open Educational Resources
- Fair use and attribution requirements
- Guidelines for using publisher content: authentication, privacy, and accessibility

### Week 3: Accessibility: Supporting Diverse Learners

- Connecting students to support services and resources
- Universal Design: designing for diversity
- ADA & Section 508: Requirements and resources
- Web and CMS accessibility: guidelines and tools
- Creating/using accessible documents
- Creating/using accessible images
- Creating/using accessible videos

## Week 4: Regular Effective Contact: Developing an Interactive Learning Community

- Building online community: theories and tools
- REC requirements / Instructor role and responsibilities
- Welcome letter
- Announcements
- Online discussions
- Collaboration in online courses: group learning

## Week 5: Assessing Learning Online

- Summative and formative assessment in an online environment
- Self-assessment opportunities for students
- Providing academic accommodations for online assessments
- Feedback options for REC: test-question feedback, rubrics, inline annotation, audio/video
- Data-driven course improvement: using CMS analytics and anonymous surveys

## Certification

### *Course deliverables include:*

- Custom course home page
- Accessible syllabus
- Welcome letter
- Announcements
- Introductory module, including:
  - Course orientation/tour
  - Instructor contact information
  - Student support resources
- Content module, including:
  - Learning objectives
  - Accessible instructor-created content
  - Interaction: discussion/activity integrating Regular Effective Contact and meeting authentication/privacy guidelines
  - Assessments with instructor feedback

### *Final Review:*

- Completed deliverables will be reviewed by peers and the course facilitator. If revisions are needed, the candidate will be given an opportunity to resubmit.
- Certificate issued to successful candidates; instructor name added to list for distribution as needed to HR, deans and chairs.