



Instructional Services

Policy 60180: Distance Learning Certification Policy

Purpose

This policy applies to all full-time teaching faculty at Germanna Community College. It addresses one of the professional development requirements for faculty wishing to teach at Germanna Community College. It complies with Section 3.4.0.5.2 as well as 3.4.1.1 of the VCCS Policy Manual; SACS requirements; expectations in the college's Continuity of Operations Plan (COOP), and Section 4.6 of the *Germanna Faculty Handbook*.

Online course development, teaching of online courses, or teaching face-to-face classes with computer technology assistance requires a different set of skills and understanding of pedagogy than teaching traditional face-to-face courses, including the ability for successful communication and interaction among students and faculty.

1.0 Policy

Effective August 16, 2012, Faculty Employment Contracts will include a Special Condition statement that all currently hired or new full-time faculty must demonstrate certification to teach online, hybrid, or computer technology assisted face-to-face classes. Certification may be obtained by completing the VCCS/Germanna TOP Course or through confirmation by the supervising dean that the required learning outcomes of the TOP Course have been met satisfactorily through another form of study.

2.0 Procedure

Each new and continuing faculty member will be advised that his or her employment with Germanna Community College is contingent on fulfillment of this policy. It is understood that successful participation in the

TOP course requires basic knowledge of Blackboard Learning System features.

Faculty will have **one year** to meet this requirement. Continued employment at Germanna will be contingent on fulfillment of this and any other applicable requirement. Any exceptions to this policy must be approved by the Vice President for Academic Affairs and Student Services.

Options for Certification:

- Completion of the VCCS/Germanna TOP course
 - Completion of certification through another educational institution. For this option, faculty will provide a certificate or letter of completion and course outline or syllabus to their supervising dean. The Dean along with appropriate staff will review the documentation to ensure that the outcomes of the VCCS/Germanna TOP Course have been met.
 - Faculty who were originally hired prior to August 16, 2012, may satisfy this policy requirement through the peer review process of an existing course that was designed by the instructor and successfully taught at least once.
- 2.1.1 The supervising dean will submit verification that the requirement for online certification was met and enclose all applicable documentation to Human Resources to be placed in the faculty member's file.
- 2.1.2 The Dean of Learning Technology and Student Support will ensure that faculty have adequate access to TOP instruction.

4.0 Implementation

The Vice President for Academic Affairs and Student Services shall be responsible for maintaining procedures as part of the *Faculty Handbook* and in compliance with applicable policies and procedures of the college, Virginia Community College System, and the Commonwealth of Virginia.

Review

Faculty Senate
College Council
President's Council

Dates

April 2012
June 2012
June 2012

Approval

College Council
President's Council

Dates:

July 27, 2012
July 27, 2012