Compton College Process for   
Distance Education Certification

The process for certification, as stated in the DE Handbook approved by the Academic Senate, requires that appropriate training be acquired, and a demonstration of competency take place in order to teach an online or hybrid course at Compton College. This is to ensure the quality of online education being provided is at the standard set forth by the state and federal government. Additionally, these standards have been adopted by the college through the Academic Senate and have been incorporated into the [faculty union contract](https://sites.google.com/view/cccfeunion/documents?authuser=0). Please view each of the tabs below for more specific information.

## Online & Hybrid Certification Process

In order to teach online at Compton College, the Distance Education Department will need you to complete the following steps.

1. Course completion of [Introduction to Teaching With Canvas](https://onlinenetworkofeducators.org/course-cards/introduction-to-teaching-with-canvas/) or [Growing With Canvas](https://compton.instructure.com/courses/1067)
2. Course completion of [Introduction to Online Teaching and Learning](https://onlinenetworkofeducators.org/course-cards/introduction-to-online-teaching-and-learning/)
3. Course completion of [Creating Accessible Course Content](https://onlinenetworkofeducators.org/course-cards/creating-accessible-course-content/)
4. Email copies of all three certifications to [distance\_Ed@compton.edu](mailto:distance_Ed@compton.edu)
5. Course shell demonstration with the Faculty Course Review Committee (FCRC). The DEFC will notify the committee that you are interested in scheduling a demonstration meeting when [this form is filled out](https://sites.google.com/view/canvasdemo/online-canvas-training).

## Demonstration of Competency Process

### FCRC was established under Senate and DEAC to pair faculty with a faculty mentor to go through their demonstration of competency process.

### FCRC has created this [Remote Demo Self-Checklist](https://docs.google.com/document/d/1vBDeQr1zFIjD8wfhmiCDkrpjIN8xoHW_W2wbsOLzetU/edit?usp=sharing) to ease faculty's understanding about what will be looked over in your sandbox through this process. Please attend an Open Lab if you would like to review the checklist and get any of your questions answered.

### Steps

1. Faculty fills out [this form](https://docs.google.com/forms/d/e/1FAIpQLSd5jkRJXxlplUi_w4WqgAfd32gsw1pg2UZpKMom0jskjrEJUQ/viewform) letting the Distance Education Faculty Coordinator know that they are ready for their remote demo.
2. DEFC confirms the remote demo with the Faculty Course Review Committee.
3. The faculty reviewers will electronically be given access to the appropriate published sandbox.
4. The remote demo takes place asynchronously (during the agreed upon time frame).

Please note: The demo is NOT a live demonstration. A copy of the demonstration results will be sent to you by the Distance Education Faculty Coordinator.

## Certified Faculty Assigned a Different Course

What is the process regarding an instructor who is already certified to teach online or hybrid at Compton College but is then assigned a different online or hybrid course that has never been demonstrated?

The policy of approving faculty to teach per online/hybrid course mirrors the CVC-OEI Peer Online Course Review Process which is adopted via Compton College’s local Faculty Course Review Committee (FCRC). The FCRC is housed under the Distance Education Advisory Committee (DEAC) which is a sub-senate committee. This means that a faculty who has been approved to teach English 101 and then is assigned an English 103 course would then need to demonstrate the course shell for the newly assigned class. This is to establish and maintain quality control standards of all of our online and hybrid courses.

Therefore, the process for an instructor who is:

1. already certified to teach online at Compton College
2. who has their documents of certification on file and
3. who has been assigned an online course that they haven't previously taught online/hybrid is to:
   1. Submit a [request for a demonstration to the Faculty Course Review Committee](https://sites.google.com/view/canvasdemo/online-canvas-training) (FCRC).
   2. Present a competency demonstration of their sandbox/course shell.
   3. The lead faculty course reviewer will forward the results of the demonstration to the Distance Education Faculty Coordinator (DEFC).
   4. The DEFC on behalf of the Distance Education Department will forward a documented recommendation to the Dean and Chair of the respective Guided Pathway Division (GPD).
   5. Then the faculty members' names should be added to the course in the schedule given that the recommendation was approved.
   6. If the recommendation is to have a second demonstration given appropriate changes and improvements of the course shell, this will be documented and forwarded to the respective GPD. DE encourages faculty to set up an appointment with the DEFC, their Chair, their faculty course reviewer or a faculty mentor to improve their shells. Several [professional development resources](https://docs.google.com/document/d/1odlPkMjlClRbOSDlyTzhmr1qofaN8hd0QInMDhNu_0U/view) will be given to support this effort.

## Equivalency Certification Process

Faculty who have certification to teach online from another institution would need to go through the process of certification equivalency and demonstration with the Faculty Course Review Committee prior to being eligible to teach with Canvas at Compton College.

After filling out the [certification equivalency form](https://docs.google.com/document/d/16kfHH0csR72gD2pB_XodDN7m4Y898OZ5a3DrWp5M3xU/edit?usp=sharing) and emailing it to the Distance Education Faculty Coordinator, a demonstration of competency would be completed before the form is signed.

## Face to Face Certification Process

In order to use Canvas as a ***supplement*** to face-to-face on-ground teaching Compton College, faculty must complete the following steps:

1. Course completion of [Introduction to Teaching With Canvas](https://onlinenetworkofeducators.org/course-cards/introduction-to-teaching-with-canvas/) or [Growing With Canvas](https://compton.instructure.com/courses/1067)
2. Course completion of [Creating Accessible Course Content](https://onlinenetworkofeducators.org/course-cards/creating-accessible-course-content/)
3. The Distance Education Faculty Coordinator will provide any recommendations in terms of meeting state and federal standards of accessibility and organization of course shells before students are uploaded into the shell. Questions about this process can be directed to the appropriate chair and dean of your division.
4. Please email [distance\_ed@compton.edu](mailto:distance_ed@compton.edu) if you would like to provide your certifications and ask for a review of your course shell for face-to-face teaching.

***Supplement***: The word supplement is highlighted above because this draws attention to the fact that any information provided in Canvas must be also provided in class and during class time.

## Renewal Certification Process

The renewal certification process has been determined as a three-year timeframe from the original certification. The Compton College Faculty Course Review Committee will determine the requirements of recertification. When the process is established, this page will be updated.

## What if the @ONE classes are full?

In the event that the above-mentioned classes are full, you would need to waitlist for the class on the [@ONE website](https://onlinenetworkofeducators.org/course-cards/). In the event that the class waitlist is full you would simply have to continue to check back to see when the next class is being offered in order to register or waitlist for it.

## Fresno Pacific University

If you would like to take the @ONE courses through Fresno Pacific University in order to move over on the salary schedule you can do so by paying the Fresno Pacific University unit fee and by contacting:

* Yvonne Vogt
  + Operations Coordinator: Continuing Education
  + 559-453-3673
  + Contact: <https://ce.fresno.edu/contact-us>
* Link to website: <https://ce.fresno.edu/educator-workshops/>

## Does being certified guarantee being assigned a Distance Education course?

It is the purview of your GPD Dean and Faculty Division Chair to offer online courses in accordance with the faculty contract and seniority rights. This is not the purview of the Distance Education Department.

The Distance Education Department provides training and the Distance Education Faculty Coordinator manages the Canvas competency demonstrations through the Faculty Course Review Committee.

This Faculty Course Review Committee looks over your Canvas course shell to ensure that it will pass the standard of our online courses meeting all state and federal laws and ACCJC regulations and guidelines.

Please visit the [Distance Education Website](http://compton.edu/academics/distance-ed/) when you get a chance and take advantage of all the resources that we have put together for you in our [Canvas Toolbox](https://compton.instructure.com/courses/361).

If you would like to see the list of those approved to teach online at Compton College [please click this link.](http://compton.edu/academics/distance-ed/DEPolicies.aspx)

## Can faculty get reimbursed for completing Distance Education training courses with @ONE?

Your Dean would need to give you the approval to be reimbursed for all courses outside of the college.

Faculty are able to submit paperwork through the Human Resources office to start the process of reimbursement.

[Please view this link on our campus website for information on getting reimbursed for professional development.](http://www.compton.edu/adminandoperations/campus-committees/travel_prepayment_forms.aspx)

Please note that: if you choose to pay Fresno Pacific University to take the Distance Education training courses and then submit the transcripts to the Human Development office for the purpose of moving over on the salary schedule, **then you are not eligible to be reimbursed for the course fee.**

## Where do I turn in my proof of completion for Canvas certifications?

If you have earned an actual certificate of completion, please email it to [distance\_ed@compton.edu](mailto:distance_ed@compton.edu) so that we can update your file.

If you have earned a badge of completion, please follow these specific instructions:  
Go to the course on your Canvas dashboard that you have completed.

1. Click on “Badges” in the course navigation menu on the left-hand side of the page.
2. You can also create an account on the [Badgr website](https://info.badgr.com/) to access any badges you have earned. Earned badges appear in your “backpack” inside your Badgr account.
3. Take a snip or screenshot of the window showing you completed the course.
   1. The picture **must** have your name and the badge.
   2. Unfortunately, downloading the badge and turning that in does not work as the badges do not feature your name.
4. Email the proof to [distance\_ed@compton.edu](mailto:distance_ed@compton.edu) and the LMS Specialist will update your file.

Congrats!!

## How do I know if I have earned my badge of completion for the training courses at Compton College?

* After completing the training successfully, faculty can log into the [Badgr](https://badgr.com/auth/login) website to view their earned badges.
* For a brief [demo video on accessing Badgr please click this link](https://www.youtube.com/watch?v=vPDbmSl0y0E&feature=youtu.be).
* If you would like to start using Badgr in your own courses to motivate your students to earn their own badges of completion please see our [Badgr page in our Canvas Toolbox.](https://compton.instructure.com/courses/361/pages/how-to-use-badgr-to-motivate-your-students?module_item_id=101067)

What self-enrolled courses are available at Compton College?

* [Course Design Toolbox](https://ccconlineed.instructure.com/enroll/EA89FN)