March 27, 2011

Dear Distance Education Faculty Member,

To ensure that our Substantive Change Proposal is approved, the DE has developed a number of policies and guidelines as a result of numerous meetings, utilizing various resources including diverse online faculty input, student evaluations of instructors, enrollment patterns, success rates, retention rates, faculty evaluation conclusions, input from Distance Education Committee, EPC, Accreditation reports, impact on LAMC budget, curriculum and transfer issues, shell evaluation and preparation processes, student complaints and numerous pedagogy of distance education instruction.

The college and your department chair stand prepared to assist you in meeting these new policies by providing training and support. But keep in mind that an online faculty member is responsible to keep up with professional development changes, as they impact his/her content delivery. It is expected that all online and hybrid classes meet these basic standards before the start of the fall semester. In order to meet the requirements of the Substantive Change,

Below are the standards that must be met:

1. **Teaching Certification Process** - An instructor must obtain a certificate of training in the Course Management System they are using to deliver their online class. A current list of certificated online instructors is on the DE website at www.lamission.edu/de

2. **Online Pedagogy** - In June 2009, the EPC evaluated the program review of Distance Education, and recommended that DE require a 2nd certificate in online pedagogy.

   To facilitate and ensure the approval of the Substantive Change Proposal, the DE Committee, in conjunction with the VP of Academic Affairs, have determined that all current online faculty must obtain a 2nd certificate in online pedagogy and file it with the DE Committee no later than **August 15, 2011** to maintain their certification to teach online.

   To help faculty accomplish this new requirement, the DE Committee approved online training with @One (http://onefortraining.org) and the class “Introduction to Online Teaching and Learning

3. **Online Course Shell approval** - Pursuant to the charge of Article 40 of the AFT contract on Distance Education, the DE Committee has reviewed
and approved online course shells since February of 2007. DE has formulated a method of review by adopting a standardized rubric adopted from "Quality Matters: Peer Review of Online Courses" and which includes six different criteria including an evaluation of syllabus, assessment and measurement, learning support resources, web design, ADA compliance, and overall course evaluation.

If your online class was not reviewed and approved within the last 4 years, the DE Committee must review and approve your class prior to the end of the spring semester for you to continue to teach your class.

If you fall into this category, then at least 50% of your fall class, including assignments, quizzes and discussions must be uploaded to a shell and access must be provided to the DE Committee for evaluation, no later than April 15, 2011, for approval prior to summer recess.

If you have any questions regarding the above, please direct them to either the VP of Academic Affairs or the DE Coordinator.

Sincerely,

Alma Johnson-Hawkins
VP of Academic Affairs

David Jordan
DE Coordinator

**Resources:**
1. AFT contract Highlights of Article 40 on DE classes can be found at http://lamc-ddl.pbwiki.com/Article-40

2. DE Policies – http://www.lamission.edu/de