

## College Operating Procedures (COP)



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| <b>Procedure Title:</b>           | Renewal of Faculty Certification for Online and Blended Instruction   |
| <b>Procedure Number:</b>          | 03-0804   |
| <b>Originating Department:</b>    | Provost   |
| <b><u>Specific Authority:</u></b> |   |
| Board Policy                      | n/a   |
| Florida Statute                   | n/a   |
| Florida Administrative Code       | n/a   |
| <b>Procedure Actions:</b>         | Adopted: 06/01/10;02/15/11; 09/19/14;10/16/17   |
| <b>Purpose Statement:</b>         | This COP defines the annual renewal certification process required of all faculty who teach an online course or a blended course which includes online instruction. |

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### Guidelines:

Online and blended teaching is a rapidly changing environment. It is critical that faculty stay current in both philosophy and technology that is ever evolving. A faculty member will need to maintain certification each year. Renewal of certification may be contingent upon completion of professional development activities. It is also crucial that instructors follow COP 03-0805 General Course Operating Procedures, as well any departmental or college requirements.

### Procedures:

1. Faculty must complete and provide documentation of professional development activities relating to either online pedagogies or online technologies. Faculty are encouraged to incorporate documentation of professional development activities into their teaching portfolios. Activities that will satisfy the professional development requirement include but are not limited to:
  - Participation in a professional development workshop, webinar, or course.
  - Attendance at a Faculty Institute.
  - Facilitation of a workshop or a webinar for online instructors.
  - Attendance at a conference that has an emphasis on online technology or online pedagogy.
  - Completion of a course in distance learning, online instruction or technology.
2. Faculty must satisfactorily adhere to COP 03-0805 of General Course Operating Procedures for online and blended courses.
3. Faculty must meet any and all departmental or college-wide academic requirements.