

## College Operating Procedures (COP)



**Procedure Title:** Faculty Certification for Modalities with Online Instruction

**Procedure Number:** 03-0801

**Originating Department:** Provost

**Specific Authority:**

Board Policy n/a

Florida Statute n/a

Florida Administrative Code 6A-14.0411 (3), 6A-14.0304

**Procedure Actions:** 06/01/2010; 02/15/2011; 03/01/2011; 09/10/2014; 10/16/2017; 12/15/2020

**Purpose Statement:** This COP defines the certification process required of all faculty that teach a course that includes online instruction.

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### Guidelines:

Faculty who wishes to teach a course that is designated by its modality to include online instruction must complete the appropriate certification(s). This consists of completing the certification process, as defined by the Provost's Office, for modalities that include asynchronous online instruction and/or synchronous remote instruction. Faculty members are eligible to teach in the respective instructional modality once they have successfully completed the required certification(s).

### Online Certification Requirements by Modality:

#### Instructional Modality Required Online Certification(s)

<b>Traditional</b>	None
<b>Blended</b>	Online Teaching Certification <i>and</i> Live Online Certification
<b>Live Online</b>	Online Teaching Certification <i>and</i> Live Online Certification
<b>Online</b>	Online Teaching Certification
<b>Live Flex</b>	Live Online Certification

### Certification Descriptions:

**Online Teaching Certification** – This certification ensures online instructors are competent in the use of the Learning Management System (LMS), Canvas and agree to uphold FSW's expectations for online instruction. It is required for courses that are dependent on Canvas whether synchronous or asynchronous. Faculty that completes the Online Teaching Certification will:

- Demonstrate competency using the Learning Management System (LMS)
- Demonstrate basic technical skills (e.g., scan documents, screenshot images, install browser extensions, record video and audio)
- Locate and apply pertinent \* FSW online learning policies and procedures
- Discuss varying approaches to online teaching and student engagement
- Review the course design and extent of customization of an FSW online course

- Discuss additional professional development opportunities related to online teaching and course development

**Live Online Certification** – This certification ensures competency of the College’s adopted web conferencing platform, Zoom, and assesses knowledge of [FSW's Standards for Virtual Classrooms](#). It is required for modalities that use synchronous remote instruction via a virtual classroom. Faculty that completes the Live Online Certification will:

- Develop resources for teaching a Live Online course at FSW.
- Demonstrate the ability to create and host a secure Zoom class meeting.
- Identify college policies regarding Zoom and student’s FERPA rights in virtual synchronous class environments.
- Describe how Zoom tools can be used to engage students in active learning in an online synchronous class session.
- Reflect on the creation and challenges of an online synchronous class session

**Procedures:**

1. Faculty interested in teaching a modality that includes online learning should discuss qualifications, academic credentials and certification requirements with their academic dean, program director, or department chair.
2. The faculty member submits a request form for enrollment in the Online Teaching Certification and/or the Live Online Certification process through eLearning.
3. Upon enrollment, faculty are provided instructions and expectations for completing the certification process.
4. Certification requirements must be completed prior to the instructor teaching in a modality that includes online instruction. Completion of the certification process is not a guarantee of a teaching opportunity.

**Ongoing Professional Development to Support Continued Online Certification:**

It is important for faculty teaching courses that include online delivery to stay current in pedagogical best practices and learning technologies due to the rapidly changing online learning environment. Online faculty are expected to demonstrate a continued commitment to high quality online teaching by:

1. Providing documentation of professional development activities relating to either online pedagogies or educational technologies in their teaching portfolios. Activities that satisfy the professional development requirement include but are not limited to:
  - Participation in professional development workshops, webinars, or courses.
  - Facilitation of workshops or webinars for online instructors.
  - Attendance at conferences that include educational technologies, course design or online pedagogy.
  - Completion of courses in distance learning, online instruction, digital accessibility and/or technology.

\*Changes to FSW online, guidelines or procedures must be approved by Academic Technology Committee and FSW Senate.