

Policy on the Training of New and Experienced Distance Education Faculty

(Revised)

Date Proposed: May 7, 2015 (Revised February 20, 2020)

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Date Approved by Provost: May 15, 2015 (May 14, 2020)

In order for a faculty member to be qualified to teach an online or blended course, they must demonstrate currency of training by successfully participating in an approved Office of Distance Education training program.

Distance education, learning science, and technology tools are rapidly evolving in the field of higher education. To that end, faculty members must renew their CAPC Distance Education Training Credential every five years in order to stay current with best practices.

The Office of Distance Education indicates that it will maintain records as required per this policy. Additionally, the Office of Distance Education will monitor faculty training credential status and notify faculty six months prior to credential expiration.

Enforcement of this policy is the responsibility of the Deans. It is recommended that they conduct an annual review to determine compliance.

The Office of Distance Education offers the following options for obtaining and renewing a CAPC Distance Education Training Credential:

Obtaining Your Initial CAPC Distance Education (DE) Training Credential

Online/Blended Faculty Development Program (OFD)

OFD is a fully online program that introduces faculty to best practices for online and blended learning. To earn the CAPC DE training credential, faculty must complete all assignments and the Capstone module.

Renewing Your CAPC Distance Education (DE) Training Credential

A CAPC Distance Education Training Credential expires after five years. Faculty can complete one of the following options to renew a training credential for an additional five years.

OFD Options

1. Retake the Online/Blended Faculty Development Program (OFD)

OFD is redesigned every three years to keep current with emerging technologies and pedagogical research.

2. Co-facilitate OFD

Prerequisite: successful completion of an Online/Blended Faculty Development Program and three or more years of online teaching experience at WCU.

Five opportunities are offered to experienced online faculty per year. Not all faculty are guaranteed this option. Contact your instructional designer to indicate your interest.

Quality Matters (QM) Options

1. Attend Applying the Quality Matters Rubric (APPQMR) Training (One-Day)

This full day workshop will renew your CAPC Distance Education Training Credential and award you the official QM APPQMR Certificate of Completion. It is facilitated by a WCU instructional designer. Participants must attend the whole day from 8:30 AM to 4:00 PM.

2. Obtain Quality Matters Course Certification

Prerequisite: acceptance into the Quality Matters Initiative

Earning the QM certification for one of your courses will renew your CAPC DE Training Credential.

3. Complete official QM Peer Reviewer or Master Reviewer Course

Prerequisite: successful completion of APPQMR training

Completing either course will renew your CAPC DE Training Credential. Both courses are typically 2 to 3 weeks in length and asynchronous. QM workshops are rigorous and have firm deadlines, so be sure you have adequate time to complete the required assignments. Faculty interested in either course should contact their instructional designer for registration information.

4. Participate on a Quality Matters Course Review Team

Prerequisite: successful completion of QM Peer Reviewer (PRC) Course

Serving on a QM Peer Review team for an official QM course review will renew your CAPC DE Training Credential.

ASSESSMENT PLAN

In upholding the highest standards of professionalism and to advancing the quality of distance education training programs to meet faculty expectations, the Office of Distance Education will work collaboratively with faculty in the design and assessment of DE training materials.

Training Assessment

Faculty OFD participants are required to complete the “OFD Faculty Feedback Survey”. The Office of Distance Education will analyze survey data to determine training effectiveness and inform future training offerings.

Training Design

1. The Office of Distance Education will solicitate feedback on training design from faculty co-facilitators (5 co-facilitators per year). The data collected will be used to inform future DE training design.
2. The Office of Distance Education will present training re/design ideas to the Distance Education Advisory Committee to engage faculty representatives from all colleges and gather feedback.