

## **PALO ALTO COLLEGE COLLEGE PROCEDURE**

Procedure Number: I 21.0  
Procedure Title: Online Course Faculty Certification  
Relevant Board Policy: E.1.9.1 (Procedure) Online Learning  
Originating Unit: Instructional Innovation Center  
Maintenance Unit: Instructional Innovation Center

I. Purpose: To outline a procedure for certifying faculty teaching online courses.

II. Procedure Statement:

Palo Alto College is committed to providing a high-quality educational experience that aligns with best practices in electronically delivered and technology enabled teaching and learning. Consequently, Palo Alto College offers online training to faculty who seek certification to teach online courses. An instructor who wishes to teach an internet class must be certified prior to teaching an online course. The certification training is delivered using the current online learning management system and will consist of several training modules. After the completion of the training modules, faculty will present their course in the learning management system for review with the online review panel. Certification will follow successful completion of the modules and the reviewer's confirmation that the course meets all required standards for online instruction.

After achieving online certification, faculty are required to complete re-certification every five years to ensure adherence to best practices based on the Quality Matters™ (QM™) Standards Rubric.

A. Procedures for initial online certification:

1. The Instructional Innovation Center (IIC) will notify all faculty via email concerning the availability of the AlamoLearn online training at the start of each semester. Upon receipt of the AlamoLearn request a member of the IIC will enroll the instructors into the training session.
2. A member of the IIC will facilitate the training and will provide the QM™ informed rubric for online courses to the instructor and the standards to be met in the development of their online materials.
3. Once the instructor completes the training modules and the development of their course, he/she must schedule a time for the course to be presented to the online review panel consisting of, but not limited to, the faculty member's department chairperson or designee, at least one certified online faculty, and a member of the IIC.
4. During the presentation, the online review panel will use the course rubric to determine whether the required course standards have been met.
5. If the course being presented does not meet the specified standards, the instructor will be given the opportunity to remedy the deficiencies. When these updates have been completed, the faculty member will inform the training facilitator.
6. The training facilitator may either schedule another course presentation or choose to review the course herself/himself to determine whether the course now meets all requirements.

7. Once the instructor successfully completes the entire training, the IIC will notify the instructor and the department chairperson that the faculty member is now certified.

B. Procedures for online re-certification:

1. Faculty are to be re-certified every five years for online instruction. Faculty members and their Chair will be notified prior to the date their online certification is set to expire. The faculty member will participate in QM™ training in order to prepare for the upcoming online re-certification.
2. During the Fall semester, the faculty member will complete a self-review using the QM™ Standards Rubric and provide this review to a member of the IIC. During the Spring semester of the same academic year, the faculty member will modify their online course template to address the QM™ Standards. A member of the IIC will review the course modifications to ensure that the faculty member addressed those QM™ Standards.
3. If the faculty member does not address the QM™ Standards during the Spring semester revisions, they may make modifications during the Summer term.
4. Faculty members will be re-certified once a member of the IIC notifies the faculty the course evaluated adheres to the QM™ Standards.

Date Issued: January 29, 2015

Approved: (signed: Dr. Mike Flores)  
President