



DEFT *Course Outline*

DISTANCE EDUCATION FACULTY TRAINING

Week 1: Online Teaching and Learning at SWC

- Intro to distance education and online learning theories
- Regulations and guidelines: federal, state, accreditation
- Distance Education at SWC: online, live-online, and hybrid modalities; DE Handbook; course approval process; faculty evaluation of DE courses; policies and procedures
- Online/hybrid syllabus elements
- Teaching in Canvas, student authentication & privacy
- Support and professional development resources for CCC online instructors

Week 2: Course Design and Course Content

- Instructional design: backward design, modules, learning objectives, CVC-OEI Course Design Rubric
- Course navigation: streamlined navigation, just-in-time access, redundancy
- Delivering lectures in an online environment: content creation options and tools
- Resources for curating content, including Open Educational Resources
- Fair use and attribution requirements
- Guidelines for using 3rd-party content: authentication, privacy, and accessibility

Week 3: Accessibility and Supporting Diverse Learners

- Connecting students to support services and resources
- Universal Design: designing for diversity
- ADA & Section 508: Requirements and resources
- Web and CMS accessibility: guidelines and tools
- Creating/using accessible documents
- Creating/using accessible images
- Creating/using accessible videos

Week 4: RSI—Developing an Interactive Learning Community

- Building online community: theories and tools
- “Regular and substantive interaction” requirements; instructor role and responsibilities
- Welcome letter
- Announcements
- Online discussions
- Collaboration in online courses: group learning

Week 5: Assessing Learning Online and Peer Review

- Summative and formative assessment in an online environment
- Self-assessment opportunities for students
- Providing academic accommodations for online assessments
- Feedback options for RSI: test-question feedback, rubrics, inline annotation, audio/video
- Data-driven course improvement: using Canvas analytics and anonymous surveys
- Peer review of completed DEFT Sandbox modules (see deliverables below)

Certification

Course deliverables include:

- Custom course home page
- Accessible DE syllabus
- Welcome letter
- Announcements
- Introductory module, including:
 - Course orientation/tour
 - Instructor contact information
 - Student support resources
- Content module, including:
 - Learning objectives
 - Accessible instructor-created content and curated content
 - Interaction: discussion(s) and/or other interactive activities integrating RSI and meeting authentication/privacy guidelines
 - Assessment(s) meeting authentication/privacy guidelines and incorporating instructor feedback

Final Review

- Completed deliverables will be reviewed by peers and the DEFT facilitation team using the DEFT Rubric.
 - If the final review finds that minor revisions are needed, the candidate will be given an opportunity to resubmit.
 - If major revisions are needed to reach rubric alignment, the candidate can re-enroll in DEFT to continue developing the course with additional feedback.
- Certificates are issued to successful candidates within one week of course conclusion. Deans and chairs are provided a list of DEFT-certified instructors shortly thereafter.