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Subject: IMPORTANT INFORMATION: DE Minimum Competency, Certification, and Compensation
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Importance: High

Greetings, Faculty!

The Cerritos College Faculty Federation (CCFF) and the Cerritos Community College District recently signed a COVID-19 MOU which states that faculty teaching online must meet a Distance Education (DE) minimum competency requirement before the start of the Spring 2021. *All faculty teaching online during Fall 2020 must meet this requirement **by no later than the end of Flex Week (January 8, 2021)**.* Non-instructional faculty who are not teaching online (and do not intend to teach online) are not required to meet this requirement.

MINIMUM COMPETENCY REQUIREMENT

The simplest way to meet the minimum competency requirement is to complete applicable training workshops/modules in the areas of “Regular and Effective Contact” and “Accessibility.” Faculty interested in teaching beyond the current pandemic may consider becoming fully certified to teach online (which meets the minimum competency requirement); although full certification is not required to teach online during the current emergency, it is a requirement for teaching online in non-emergency circumstances. **NOTE:** *Faculty who were fully certified prior to the current emergency are considered as having already met the minimum competency requirement.*

COVID-19 MOU REGARDING COMPENSATION

The [COVID-19 MOU](#) can be found on the Human Resources webpage from the CCFF Faculty Bargaining Agreement link in the left navigation menu (under Labor Relations). The MOU provides information about faculty compensation related to DE training for minimum competency and for full certification. The chart below summarizes the compensation model outlined in the MOU:

| | Minimum Competency Workshops/Modules* | OR | Full Certification** |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------|
| Full-time faculty (teaching online) | Four (4) hours of Flex credit NOTE: Full-time faculty who are not eligible for Flex credit (e.g., non-instructional faculty) will be paid at \$40 per hour for total of four (4) hours | | One-time stipend of \$500 |
| Part-time faculty (teaching online) | Paid at \$30 per hour (pursuant to Article 8.2(d) of the 2018-2021 collective bargaining agreement) for total of four (4) hours | | One-time stipend of \$500 |

* The applicable online training modules for minimum competency were developed to mirror content covered in related workshops offered via the Center for Teaching Excellence (CTX). As faculty have the option of meeting the requirement by attending four one-hour CTX workshops (i.e., two “regular and effective contact”

workshops; two “accessibility” workshops), completion of the online modules will be compensated based on a total of four hours.

***Full certification is subject to review and validation. Additional training may be required for faculty to qualify for the one-time stipend. See below for more information.*

STEPS TO DOCUMENT TRAINING AND RECEIVE COMPENSATION:

Below is important information about the steps faculty should take to document completion of training by the end of Flex Week and to receive compensation related to minimum competency **OR** full certification. Faculty eligible for compensation should submit the specified documentation **by no later than January 8, 2021**.

Flex credit or Stipend for Minimum Competency

- Submit documentation of having completed the applicable “Regular and Effective Contact” and “Accessibility” modules/workshops.
 - a. Faculty completing the *self-paced modules* should upload screenshots of the final survey for each module via the [Online Teaching Training and Certification submission form](#). The modules are accessible now via Canvas. *Please contact Distance Education (DE) Coordinator Janet Mitchell-Lambert at jmlambert@cerritos.edu if you encounter difficulty accessing the self-paced module in Canvas.*
 - b. Faculty completing the *CTX workshops* may use the [workshop checklist](#) to identify dates of attendance then upload the checklist document via the [Online Teaching Training and Certification submission form](#).

NOTE: *If you have already uploaded this documentation, no additional action is required.*

Stipend for Full Certification (for faculty certified after March 30, 2020)

- To qualify for the one-time \$500 stipend, faculty who were certified through means other than EDT 125 should submit documentation of online teaching certification (e.g., certificate, transcripts) via the [Online Teaching Training and Certification submission form](#). The Distance Education (DE) Coordinators will review documentation to validate that the certification training included four (4) key components (i.e., Regular and Effective Contact; Accessibility; Course Design; Assessment) which represent the current standard for full certification to teach online. If you have already submitted this documentation, no additional action is required at this time.
- ***Certified via EDT 125?*** Full-time faculty who successfully complete EDT 125 during Fall 2020 may elect to receive the one-time \$500 stipend **or** to claim unit credit for salary advancement. Full-time faculty will **not** receive both forms of compensation. Part-time faculty who successfully complete EDT 125 during Fall 2020 are eligible for the one-time stipend only. Faculty certified via EDT 125 should complete and submit the **EDT 125 DE Compensation Form** (see attached) to indicate how they prefer to be compensated. The compensation form may be submitted at any time through January 8, 2021; however, action related to compensation (i.e., stipend payment; awarding of unit credit) will not be initiated until a signed form has been received to document faculty election of the form of compensation.

Stipend for Full Certification (for faculty certified prior to March 30, 2020)

- In order for the college to compile a single database of faculty certified to teach online, all faculty certified before March 30, 2020 should complete the [Online Teaching Training and Certification submission form](#). Faculty who were “grandfathered” in via Innovation Center training or who completed EDT 125 do not need to include documentation of *initial* full certification when completing the form; other fully certified faculty should include appropriate documentation (e.g., certificate, transcripts).
- To qualify for the one-time \$500 stipend for full certification, faculty will also need to have completed at least four (4) hours of professional development training addressing one or more of the key principles of online teaching: *Regular and Effective Contact; Accessibility; Course Design; Assessment*) **since March 30, 2020**. **This training is not required to continue teaching online; however, it is required to qualify for the stipend.**

Below are the options for completing the afore-mentioned four (4) hours of professional development and instructions for submitting appropriate documentation.

- a. Faculty may opt to complete the **self-paced modules** in “Regular and Effective Contact” and “Accessibility” which are accessible now via Canvas. Upon completion of the modules, faculty should email screenshots of the final survey for each module and send via email to DECoordinators@cerritos.edu (with the Subject line of “Stipend for DE Certification”). *Please contact DE Coordinator Janet Mitchell-Lambert at jmlambert@cerritos.edu if you encounter difficulty accessing the self-paced modules in Canvas.*

-OR-

- b. Faculty have the option of attending at least four (4) hours of **Center for Teaching Excellence (CTX) workshops** or **other campus-based training** (e.g., *Equity in the Classroom* training; 3-Day Canvas Accessibility training) addressing one or more of the key principles identified above. Upon completion of applicable workshops, faculty should send an email to DECoordinators@cerritos.edu (with the Subject line of “Stipend for DE Certification”) identifying the workshop titles and dates of attendance.

-OR-

- c. Faculty may complete at least four (4) hours of **external training** addressing one or more of the key principles of online teaching identified above. Upon completion of applicable training, faculty should submit appropriate documentation (e.g., certificate of completion; other verification of completed training experience) via email to DECoordinators@cerritos.edu (with the Subject line of “Stipend for DE Certification”). The documentation should include a description of the training so that it can be validated as addressing one or more of the key principles of online teaching identified above.

- **Certified via EDT 125?** Some full-time faculty who completed EDT 125 for full certification prior to March 30, 2020 have already been compensated with unit credit for salary advancement. Faculty who have already claimed unit credit are not eligible for the \$500 stipend. As such, faculty who were certified via EDT 125 should complete and submit the **EDT 125 DE Compensation Form** (see attached). Faculty who have already claimed unit credit should use the form to certify that they have already been compensated. Faculty who

have not yet received compensation for completing EDT 125 should use the form to indicate how they prefer to be compensated: 1) the \$500 stipend; **or** 2) unit credit for salary advancement. Faculty will **not** receive both forms of compensation. The DE Compensation Form may be submitted at any time through January 8, 2021; however, action related to compensation (i.e., stipend payment; awarding of unit credit) will not be initiated until a signed form has been received to document faculty election of the form of compensation.

NOTE: Faculty who are not interested in receiving the \$500 stipend for full certification do not need to take any action beyond completion of the [Online Teaching Training and Certification submission form](#).

ADDITIONAL INFORMATION

Faculty will be notified regarding the status of their online submission forms, and compensation will be processed upon validation by DE Coordinators and approval by the Board of Trustees. Please note that faculty who qualify for compensation will be compensated for **either** minimum competency **or** full certification (but not both). Faculty who have completed specified training for both will only be compensated for full certification (i.e., \$500 stipend). Upon validation of submitted documentation by the DE Coordinators, the stipend will be processed and will be included in the faculty member's paycheck. The stipend will show as an additional line item.

For additional information about the various pathways to DE minimum competency and/or full certification, please email the DE Coordinators at DECoordinators@cerritos.edu.