

From: [Clowers, Linda](#)
Bcc: "[Faculty Fulltime](#)"; [Faculty Parttime](#); [cg-ftpt](#)
Subject: UPDATED FOLLOW-UP: Professional Development Pathways for Teaching Online
Date: Friday, August 7, 2020 5:41:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

*** UPDATE ***

Please see **highlighted** text added below to address @ONE certification.

From: Clowers, Linda
Sent: Friday, August 7, 2020 5:26 PM
Subject: FOLLOW-UP: Professional Development Pathways for Teaching Online
Importance: High

Greetings, faculty!

A big "thank you" to those of you who have already begun submitting documentation of either 1) *minimum competency*, or 2) *full certification* to teach online during Fall 2020. Your attention to this matter is greatly appreciated!

The information below provides additional guidance to help streamline the **submission of supporting documentation by the end of Fall 2020**.

1. Faculty who choose to meet *MINIMUM COMPETENCY* without being fully certified should follow one of the "Competency Pathways" outlined in Vice President Miranda's email below and complete the online submission form via the [Cerritos College Depository of Online Teaching Training and Certification](#) as outlined here:

- Faculty who attend (or have previously attended) the specified workshops ("*Competency Pathway #1*") should **indicate the dates of attendance** on the [online submission form](#); **no additional documentation is required**, as attendance will be verified by the CTX.

Faculty who have completed external workshops that comparably address "Regular and Effective Contact" and "Accessibility" in scope and hours should **submit appropriate documentation** (e.g., completion certificate or email confirmation identifying number of hours attended) when completing the [online submission form](#). Upon validation, no additional training will be required to meet minimum competency.

- Faculty who complete the specified Canvas course modules ("*Competency Pathway #2*") should **submit appropriate documentation** (e.g., Canvas confirmation email; screenshot demonstrating completion of all required components of the modules) when completing the [online submission form](#).

NOTE: *The minimum competency option will document faculty preparedness to teach online during an emergency. However, faculty who wish to continue teaching online beyond the current pandemic will need to document full certification.*

2. Faculty who choose *FULL CERTIFICATION* should complete the online submission form via the [Cerritos College Depository of Online Teaching Training and Certification](#) upon completion of the qualifying experience and as outlined here:

- Faculty who complete "*Certification Pathway #1*" or "*Certification Pathway #2*" as outlined in the email below should **indicate the attendance and/or completion dates** on the [online submission form](#); **no additional documentation is required**, as completion of the specified activities will be verified by the Distance Education (DE) Coordinators.
- Faculty who complete *Certification Pathway #3* **or who complete the @ONE Certificate in Online Teaching and Design** should **submit appropriate documentation** (e.g., copy of certificate; transcripts; email noting certification, badges, etc.) via the [online submission form](#). Upon validation, no additional training will be required to teach online at Cerritos College.
- Faculty who complete the Cerritos College EDT 125 course (including those who completed the course prior to Fall 2020) should **indicate the semester and year of course completion** on the [online submission form](#); **no additional documentation is required**, as course completion will be verified via college records.

- Faculty who were “grandfathered” in as certified instructors via Innovation Center training at Cerritos College should **indicate the approximate date of completion** on the [online submission form](#); **no additional documentation is required**, as certification status will be verified by appropriate division office.

If you have any questions, please feel free to contact me at lclowers@cerritos.edu or Distance Education (DE) Coordinator Janet Mitchell Lambert at jmlambert@cerritos.edu.

Thanks!

From: Mun, Julie <jmun@cerritos.edu> **On Behalf Of** Miranda, E. (Rick)

Sent: Monday, August 3, 2020 7:12 PM

Subject: Professional Development Pathways for Teaching Online

Importance: High

The logo for the Office of Academic Affairs, featuring the text "OFFICE OF ACADEMIC AFFAIRS" in a white, serif font on a dark blue background.

To: Cerritos College Faculty
From: Rick Miranda, Vice President, Academic Affairs/Assistant Superintendent
Date: August 3, 2020
Subject: Professional Development Pathways for Teaching Online

Dear Cerritos College Faculty,

I hope that you have enjoyed a restful summer. As the start of the Fall 2020 semester approaches, the Office of Academic Affairs would like to share an important announcement related to teaching online in Fall 2020.

As some of you may be aware, the state Chancellor’s Office currently requires that colleges implement a professional development plan to ensure that all faculty teaching online during the current COVID-19 pandemic are prepared to teach via distance education. For the college to be in compliance with the Chancellor’s Office requirement, **all faculty scheduled to teach during Fall 2020 will need to document at least minimum preparation in the areas of “Regular and Effective Contact” and “Accessibility,”** the two principal components of distance education reflected in applicable regulatory standards (e.g., Title 5 of California Code of Regulations), by the end of the Fall 2020 semester.

Many Cerritos College faculty members are already fully certified to teach online (and thereby already meet the minimum competency requirement). Others have completed various professional development activities to enhance their online teaching, either at Cerritos College or other community colleges. In an effort to honor these efforts by faculty to prepare themselves for distance education, the Office of Academic Affairs has worked closely with the Distance Education (DE) Coordinators to ensure that as much of this previous preparation as possible is applicable toward the minimum competency requirement.

In order to ensure compliance with the Chancellor’s Office requirement, **the college will offer a range of professional development opportunities to provide at least minimum preparation for Fall 2020 faculty to**

teach online.

The chart below (and attached) outlines **newly developed professional development pathways** for faculty to either: 1) meet *minimum competency* by the end of Fall 2020, or 2) pursue *full certification* to continue teaching beyond the current pandemic. (Please note that faculty may continue to pursue full certification via the EDT 125 course or the @ONE certificate program.)

MINIMUM COMPETENCY	FULL CERTIFICATION
<p>1. CTX Pro Tips Workshops on Regular and Effective Contact and Accessibility To meet the minimum competency requirement to teach online during Fall 2020:</p> <ul style="list-style-type: none">Attend two of the Pro Tips workshops approved to address <i>Regular and Effective Contact</i>Attend both Pro Tips workshops focused on <i>Accessibility</i> <p>2. Canvas Course Modules on Regular and Effective Contact and Accessibility To meet the minimum competency requirement to teach online during Fall 2020:</p> <ul style="list-style-type: none">Complete both course modules (i.e., <i>Regular and Effective Contact; Accessibility</i>) <p>NOTE: Faculty who have previously attended all workshops indicated above (or external workshops that comparably address <i>Regular and Effective Contact and Accessibility</i> in scope and hours) should submit appropriate documentation via the Cerritos College Depository of Online Teaching Training and Certification; upon validation, no additional training will be required for Fall 2020. Please note that faculty will be required to document full certification to continue teaching online beyond the current pandemic.</p> <p>NOTE: Faculty who have previously been certified to teach online will be considered as having met the minimum competency requirement, and no additional action is required on their part to continue teaching online.</p>	<p>1. Online Teaching Certification Bootcamp* To qualify for certification to teach beyond the current pandemic:</p> <ul style="list-style-type: none">Complete an intensive synchronous bootcamp experience which will be centered around a relevant book on distance education and will include the development of course artifacts reflecting mastery of key online teaching principles. <p><i>* Bootcamps experiences will likely be offered during Flex Week or otherwise outside of primary terms to accommodate faculty schedules.</i></p> <p>2. CTX Pro Tips Workshop Series and Book Seminar To qualify for certification to teach beyond the current pandemic:</p> <ul style="list-style-type: none">Attend specified series of CTX Pro Tips workshops (or complete Canvas course modules where approved as an alternative)Complete an accompanying seminar experience which will be centered around a relevant book on distance education and will include the development of course artifacts reflecting mastery of key online teaching principles <p>3. Online Teaching Certification from Accredited Institution Faculty who submit appropriate documentation of (e.g., copy of certificate; transcripts) via the Cerritos College Depository of Online Teaching Training and Certification may qualify for certification to teach beyond the current pandemic.</p> <p>NOTE: Faculty can currently become fully certified by completing the @ONE <i>Certificate in Online Teaching & Design</i> program or the EDT 125 course. Faculty who are already fully certified to teach online may submit appropriate documentation via the Cerritos College Depository of Online Teaching Training and Certification; no additional training is required to continue teaching online during and beyond the current pandemic.</p>

OR

Thank you in advance for taking any necessary action by the end of Fall 2020 to ensure your preparation to teach online in accordance with the state Chancellor's Office requirement. Your ongoing support of Cerritos College students is appreciated, and we will continue to work together to ensure the quality of their learning experience.

Please feel free to contact Linda Clowers at lclowers@cerritos.edu if you have any questions regarding the minimum competency requirement.

Thank you,

Rick Miranda
Vice President, Academic Affairs

Dr. Linda Clowers
Dean of Academic Affairs and Strategic Initiatives

STAY CONNECTED



Contact Academic Affairs: (562) 860-2451, extension 2228 | Email contact: ermiranda@cerritos.edu