Napa Valley College Clearance to Teach Online Courses

Napa Valley College must comply with the provisions of the August 1999 Distance Education: Access Guidelines for Students with Disabilities, the 2008 Chancellor's Office Distance Education Guidelines (2008), Section 508 of the Federal Rehabilitation Act (1998) and the Americans with Disabilities Act (1990, amended 2008) to ensure the accessibility of NVC online courses to all students, including students with disabilities

Process for faculty NEW to teaching distance education courses at Napa Valley College:

1. Prior to offering a faculty member a full online course or a hybrid course with more than 50% delivered online, program coordinators, chairs, or deans must first direct the interested faculty member the Dean of Language Arts, Educational Support and Learning Technologies.
2. All faculty (current and newly hired) must be trained to teach in the online course management system (currently Canvas). Those with prior training at another institution in the current LMS but new to teaching online at NVC should meet with the DE mentor to review a course taught elsewhere and for concerns specific to NVC's instance of Canvas (including location of the portal, resources, etc.)
3. At least 4 (four) weeks prior notice for training must be given to the DE mentor before the course is offered to ensure multiple training sessions if necessary. If training for a summer session course, training must occur in the spring semester prior to the summer session in question.
4. The DE mentor will schedule a meeting or training session to assess the faculty member's needs prior to teaching online.
5. After the initial training, the faculty member should begin designing the course shell for review prior to launching the course online. Faculty should consult the Online Education Initiative (OEI) rubric when designing the course. The following should be designed prior to the second review by the DE mentor (note: the DE review is not a senate or administrative faculty evaluation process):
   a. A home/front page that identifies the course, the section number, the instructor, contact information and how to begin/navigate
   b. A "Week 0" which includes an orientation for students, helpful hints, etc. which can be obtained by using the NVC course template currently available in the Canvas Commons.
   c. The first two weeks of content which includes use of several dynamic areas of the learning management system including, but not limited to, the Discussion Board, Messages, and Announcements
6. After the review, the DE mentor will note either "training complete" or "more training recommended" on the review form. Once signed off as "ready to teach," the DE mentor will notify the supervisor that the faculty member may be scheduled to teach one or two online courses. (Note: NVC's current policy limits faculty to two online courses in one semester and a DE review is not a guarantee of employment) Upon completion of training, faculty will receive a certificate of completion.