



Ken Scott, EdD

Sr. Instructor – CIS; Director – CISCO Academy/SkillsUSA

H. Council Trenholm State Technical College, Montgomery, Alabama

League for Innovation in the Community College, STEMtech Conference, 31OCT – 3NOV, 2010



PAGE 2 OF 2: TRAINING THE TRAINER METHODS, MATERIALS, AND MANPOWER COMPONENTS

Online Certification Process

Distance Education Policies, Practices and Certifications

User Guide & Policy Manual (Synonymous Terms: Distance Education, Online Education, Web-Based Education)

PURPOSE of DISTANCE EDUCATION POLICIES, PRACTICES and CERTIFICATIONS. The purpose of the distance education initiatives (policies, practices and certifications) at H. Council Trenholm State Technical College (TrenholmState) is to address three specific goals: (1) to provide our students with the flexibility of course access and delivery modes to meet their collective and individual learning needs; (2) to provide our faculty a course management system(s) and guidelines to support instructional practices as actively promoting student success via web-based teaching/learning; and, (3) to address the training needs of faculty (full-time/adjunct) who desire to teach in a web-based format, whether that format is on-line, blended or supplemental to their face-2-face (f2f) classes. The College strives to serve the needs of those who, for whatever reason, find it difficult to continue education and training through the traditional educational methods of attending on-campus, f2f classes. The College ensures that the distance education curriculum offerings and training provided to students and faculty, respectively, are of exceptionally equitable quality and content when compared to education and training provided through traditional f2f classroom methods of instruction and skills development. [Note: Policies address the conduct of both students and employees of TrenholmState as these groups interact via distance education practices; practices identify the guidelines of "how" the distance education process is conducted in online, blended or supplemental-instruction courses; and, certifications pertain to full-time-and-adjunct faculty who desire to teach distance education courses.]

Generic Timetable for Completion/Online Courses

Fall Semester	Spring Semester	Course in Online or Approved Format for Summer Term
Moodle training and course development by last day of classes	Testing Completed at Midterm Includes Areas 1 – 4; Status notification will be NLT 30 calendar days from the first day of classes in the semester	
Spring Semester	Summer Term	Course in Online or Approved Format for Fall Semester
Moodle training and course development by last day of classes	Testing Completed at Midterm Includes Areas 1 – 4; Status notification will be NLT 30 calendar days from the first day of classes in the semester	
Summer Term	Fall Semester Term	Course in Online or Approved Format for Spring Semester
Moodle training and course development by last day of classes	Testing Completed at Midterm Includes Areas 1 – 4; Status notification will be NLT 30 calendar days from the first day of classes in the semester	

Certification for Teaching Online and Mentoring: (Required Knowledge & Skills Validation)

"Introduction to Moodle" PD Session: Faculty-F; Mentor-M; Support-IT

F-1	Enroll in DE101 (Trenholm's Distance Education Faculty Resource Center in Moodle) and open/review the "course" on a weekly basis as materials will be updated on a regular basis
F-2	Create an instructor profile and/or curriculum vitae which demonstrates experiences and personal/professional samples of previous work for "student" access
F-3	Customize course settings within the Moodle Administration option
F-4	Edit the course calendar in the Moodle course to reflect critical dates, e.g., Midterm, last day to W, etc.
F-5	Use the help features within Moodle and at the moodle.org web site, e.g., "user guide"
F-6	Upload files from a personal computer to a Moodle course
F-7	Add course activities (assignments, journals, lessons) to a Moodle course
F-8	Add learning resources (labels, text pages, text documents, slide presentations, links to websites) to a Moodle course
F-9	Send/retrieve emails and messages from within the Moodle course environment
F-10	Demonstrate the procedure for enrolling students using the enrollment key, e.g., what is the procedure students must follow to enroll in the Moodle course successfully
F-11	Adhere to appropriate copyright usage in the Moodle course, inclusive of maintaining records of permissions to use copyrighted materials
F-12	Set up and demonstrate the use of off-site access to Moodle courses, via VPN
F-13	Perform copy/paste between Moodle courses
F-14	Back-up the Moodle course and course documents and be proficient at demonstrating this vital process

Certification for Teaching Online and Mentoring: (Required Knowledge & Skills Validation)

"Introduction to Moodle" PD Session: Faculty-F; Mentor-M; Support-IT

F-15	IT-1	Establish a personal folder for Moodle use on the college server (faculty request, IT outcome)
F-16	IT-2	Transfer files from personal computer folder to personal folder on the college server using ftp and be proficient at instructing others in this process, both real and virtual aspects
F-17	IT-3	Create links in a Moodle course to files stored on the college server folder(s) as well as links to other resources which include http/https sites and other "linkable" items
F-18		Create different types of questions for the Moodle course test question bank (true/false, multiple choice, matching, short answer, numerical, etc.)
F-19		Add images or links to files within test questions
F-20		Create and post quizzes/tests with customized settings
F-21		Customize and use the Moodle course gradebook
F-22		Create and monitor class discussion forums, surveys, and polls
F-23		Retrieve statistics/data on student activity within the Moodle course
F-24		Know common myths about online teaching and learning
F-25		Know the most common reasons students enroll in an online class
F-26		Know the most common reasons students withdraw from or fail an online class
F-27		Know general principles of effective online instruction, time management via web-learning, etc.
F-28		Be familiar with the policies that govern distance education at Trenholm State Technical College
F-29		Be familiar with the policies and guidelines issued by the college's accreditation agency that relate to distance education
F-30		Be familiar with copyright laws that apply to online education, including readily accessible copies of "permissions" provided by copyright holders

Certification for Teaching Online and Mentoring: (Required Knowledge & Skills Validation)

"Introduction to Moodle" PD Session: Faculty-F; Mentor-M; Support-IT

M-1	Have developed an online course and have it successfully reviewed (and approved for semester scheduling) by the Distance Education Committee
M-2	Have conducted a student orientation to an online course under the guidance and supervision of an approved mentor (this includes the process of enrolling students in the Moodle course using the enrollment key)
M-3	Have taught online courses for at least 2 semesters (this requirement may be met by documentation of online course instruction at another institution and/or other CMS/LMS)
M-4	Have implemented or can demonstrate a future implementation in an online class with at least one unique teaching tool that either utilizes cutting-edge technology or uses older technology in an especially unique and effective way that can be shared with other online instructors, locally, system-wide, and may be considered for presentation at conferences
M-5	Have earned a recommendation for serving as a mentor from the Distance Education Committee, which will consider recent peer reviews and student reviews of online courses taught
M-6	Be willing to serve on the Distance Education Committee if the need arises and/or be willing to provide professional development training as the "distance education needs" of the college require
M-7	Be certified by the distance education certification process for teaching online & mentoring "validation checklist" or other approved documented materials

Note: The certification process also carries the following options for approval: (1) Approved as Submitted; (2) Approved, With Recommendations; (3) Disapproved With Comments (4) Disapproved, Training Requirements Incomplete

Distance Education Requires Careful Planning: "You Make The Call"

