



Procedure Number:	AS 116
Procedure Title:	<b>Online/Hybrid Teaching Certification (OTC)</b>
Relevant Board Policy:	E.1.9 (Policy) Online Learning
Relevant SACSCOC Principle:	N/A
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. **Definitions:**

- a. **Online/Hybrid Teaching Certification (OTC)** provides important information and guidance for online course design and delivery. The training focuses on how to design a quality online/hybrid course **and** how to deliver a certified course effectively in an online/hybrid environment. Faculty members will meet at least once with the instructional designer. The completion of OTC will allow you to teach online and get your course certified.
- b. **A NEW course:** Has never been certified through a course review. **Note:** if a faculty member modifies a previously certified course, they must submit the first five weeks of course material for review as if it were a new course.
- c. **A CERTIFIED course:** A course created by a faculty member that has been reviewed and approved by the Distance Learning/Instructional Innovation Center (DL/IIC). Faculty members submit the first five weeks (modules) of a course as part of a new course review (II.d., or III.a.), or as part of a review process for a modified course that was previously certified by someone else (II.c.ii). Please see III.b. for process to teach a course previously certified by someone else.
- d. **A MODIFIED course:**
  - i. A previously certified course, adopted by a different faculty member who wishes to change the course in any way **except** the following: Updated information such as instructor information, due dates, or new edition of same textbook. Changes made including, but not limited to, supplementation of course material by creating videos or mini-lectures, changes in module order, or addition of course requirements or assessments (such as Honors Academy requirements or updates to common assessments) do **not** constitute modifications. DL/IIC will review these on a case-by-case basis.
  - ii. Faculty members may verify with the instructional designer in the DL/IIC if any course changes made constitute official modification.
- e. **Quality Assurance Review (QAR):** All online certified instructors will undergo a thorough course design review **every four years**. The **QAR** will take place within the fourth year and recommended updates should be completed by the fall of the following year. (Note: this review process will be phased in beginning fall 2022.)
- f. **Note:** Teaching remotely is not considered teaching online.

- II. For faculty who have taken OTC at NLC or at any of the Alamo Colleges within the Alamo Colleges District (ACD), or both, OTC–Design and OTC–Delivery at NLC, no additional OTC training is required. The following applies to courses they would like to teach:
- a. **Faculty may deliver any course that the NLC DL Office has certified them to teach.** There will be a Quality Assurance Review (QAR) of all NLC DL certified faculty members every four years (within the fourth year).
  - b. If a faculty member is certified to teach a course at one of the other Alamo Colleges and they wish to teach that course at NLC, they should submit the first five weeks of course material for review and certification to the DL/IIC.
  - c. If a faculty member wishes to teach a course that has been previously certified by another faculty member and:
    - i. **they do not** wish to modify it **and** it was certified less than four years prior, they may teach it without further review before implementation.
    - ii. **they do** wish to modify it **or** more than four years have passed since certification, they must submit the first five weeks of course material for review and certification to the DL/IIC.
  - d. If a faculty member wishes to develop and/or teach a **new** course, they must submit the first five weeks of course material for review to the DL/IIC.

III. For faculty who have never completed OTC or taught asynchronous online courses, OTC is required to teach online:

<b>a. Design or Design and Teach:</b> Develop or develop and teach a course to be delivered online/hybrid	Complete OTC and submit first five weeks of course for review.
<b>b. Teach only:</b> Teach a previously certified course. <b>This course is not eligible for modification.</b> If the faculty member wishes to modify the course subsequent to this, they need to submit the first five weeks of course material. (see I.b.)	Complete OTC (using content from the copied course for design elements). Faculty partner required, preferably the course designer, if possible.

IV. All faculty that teach online must complete the Quality Matters: Applying the Quality Matters Rubric (APPQMR) certification within the first five years of teaching online.

- V. Contact the DL/IIC for special circumstances to be reviewed on a case-by-case basis for partial credit toward OTC:
- a. Completion of the APPQMR certification
  - b. Peer Review Course (PRC)
  - c. Association of College and University Educators (ACUE) certification
  - d. ACD Badge Training
  - e. Online certifications external to ACD
  - f. OTC: Design **or** OTC: Delivery

Attachments: Appendix A – Sample OTC Form, Appendix B-Process Steps to Become OTC Certified

Originator: Dr. Laura E. Boyer

Date Approved: 5/24/2022

Updated:

Last Updated:

Approved: \_\_\_\_\_  
 Vice President for Academic Success

## Appendix A – Sample OTC Form

This is a sample of what that form looks like:

### OTC Registration Form

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Instructor Name: \_\_\_\_\_ ACES Email: \_\_\_\_\_

Division: \_\_\_\_\_

**1. Have you completed Online Teaching Certification (OTC) through Northeast Lakeview College or other Colleges?**

\_\_\_ No. \_\_\_\_\_ Yes, at \_\_\_\_\_

OTC Semester/Year: \_\_\_\_\_

**2. What course will you offer?** \_\_\_\_\_

**3. What modality will the course be taught in?**

\_\_\_ Fully Online (85-100% online) \_\_\_\_\_ Blended/Hybrid (51-84% online)

**4. When would you like to start OTC?** (If you think you may be teaching a course online, you are encouraged to take OTC no later than the immediate semester prior to the course start)

**Spring** (2nd week of February)

**Summer** (2nd week of June)

**Fall** (2nd week of September)

**5. Chair: When will this faculty member teach this course as an Online/Hybrid Course for the first time at NLC?**

Semester/Year Course Will Be Offered: \_\_\_\_\_

Suggested DL Faculty Partner: \_\_\_\_\_

**AUTHORIZATION**

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Online Teaching Certification Participant Agreement** (please enter your initials below to verify that you have read, understand, and agree to the statements)

\_\_\_ *I understand that in order to teach a course online, all instructors at the Alamo Colleges must participate in Online Teaching Certification (OTC). To meet the process and guidelines that Northeast Lakeview College has in place, this and all newly developed online or hybrid courses will go through a final review before they can be placed in the course catalog for registration.*

\_\_\_ *During OTC, I take the student perspective in order to use the tools of the Canvas Learning Management System and learn about the pedagogy and standards of best practices for the online learning environment.*

\_\_\_ *I understand that it is important that I log in to the OTC training at least three times a week, read the material presented in the Modules and complete the activities and assignments contained within. I will complete all tasks by the designated course end date.*

## Appendix B: Process Steps to become OTC certified

### START OF THE PROCESS

Faculty discusses with the chair your interest in OTC or the department's need to offer the course you want to teach Online/hybrid

If the chair agrees, fill out the OTC Application Form, have it signed by the Academic Chair, and submit the form to the NLC Instructional Innovation Center by deadline\*

OTC faculty will begin cohort instruction\*\*

**Fall:** 2nd week of **September**

**Summer:** 2nd week of **June**

**Spring:** 2nd week of **February**

At the beginning of OTC, the faculty will schedule an Orientation meeting (30 - 45 minutes) with the Instructional Designer to go over the requirements of OTC

**Cohorts will complete OTC instruction and online/hybrid course construction in 8 weeks**

### END OF SEMESTERS

OTC faculty will schedule consultation with Instructional Designer at conclusion of OTC Training course (if needed)

Faculty will have the first 5 weeks/modules of the course content ready for review by the deadline

Instructional Designers review the course and send the review back to faculty

Faculty will have three weeks to incorporate edits/modifications from the Readiness Review

Faculty notifies instructional Designers of the modification completion and schedule a final presentation (15 - 30 minutes)

Instructional Designers will verify edits are made before confirming the final presentation

A certificate will be issued for faculty after the completion of OTC

\* One week before OTC opens each semester. For example, the first week of September for Fall OTC or the first week of June for Summer OTC.

\*\* Any exceptions to this schedule will occur on a case-by-case basis.