

Date: April 23, 2020

Re: DE Readiness for Fall 2020

To: Fran Welch, Provost

From: Distance Education Steering Committee

In response to your request to revisit the feedback from chairs, program directors, and deans regarding this committee's initial Fall 2020 Contingency Plan for DE Readiness Exceptions, the DE Steering Committee met on April 20 and 22, 2020, to endorse the following revised proposal for Fall 2020 online teaching requirements.

Scenario #1: Normal Semester without Interruption

Faculty teaching online and hybrid classes are required to have completed either of the following:

(1) the standard DE Readiness course, **OR**

(2) Spring 2020 or Summer 2020 emergency remote teaching (ERT), an on-demand self-paced DE course, and departmental/program approval informed by a draft syllabus and a guiding tool for assessment of skills. This assessment tool may be either created by the department/program or supplied by the College as a formative, self-assessment checklist.

Scenario #2: Normal Semester with Interruption Requiring Emergency Remote Teaching (ERT)

Returning faculty who taught Spring 2020 would convert their classes with the acquired skills and resources provided during the spring 2020 semester. Those resources would also be made available in fall 2020 along with the self-paced DE course. New faculty teaching face-to-face courses will also be provided with ERT resources and the opportunity to enroll in the self-paced course to aid with remote delivery of their face-to-face classes during the period of campus closure.

Scenario #3: No Return to Campus: Online and Emergency Remote Teaching Only

Faculty who are DE certified (completion of the traditional DE Readiness course) will teach online. Returning roster faculty without DE Readiness certification who used emergency remote teaching in Spring 2020 will follow the same process outlined in Scenario #1 above. New roster faculty and returning adjuncts must instead have completed a DE readiness course during the summer (either the traditional or express versions of the course).

Emergency Remote Teaching as a substitute for DE Certification

Faculty who teach in Scenario #3 (when only online courses are offered) are permitted to teach online courses in subsequent terms without any additional DE training unless they teach new online courses. This additional training will not be either the self-paced or the traditional course. The traditional course is still planned after Fall 2020; it will be taken by new faculty (or other faculty who never taught in 2020 at all) to qualify for online teaching.

The Provost can make additional one-time exceptions based on Section 4.2 of the policy found here:

https://academicaffairs.cofc.edu/documents/procedures-and-practices/Distance_Ed_Policy.pdf

4.2 Faculty Faculty who teach a class online must first complete the College's DE Readiness and Orientation course. Exceptions to this requirement must be approved in writing by the Provost and with the recommendation of the relevant Dean.

Additional notes:

Emergency remote teaching experience is defined as last-minute preparation of an online course in an emergency campus closure. Beginning in Spring 2020, TLT provided special modules and information pages to assist the transfer of classroom content to synchronous Zoom meetings, the creation of asynchronous videos, and uploading of course materials to OAKS. By the end of the semester, an on-demand self-paced DE readiness course was also available.

Late faculty hires who are unable to complete any of the Summer 2020 DE readiness courses, but who are scheduled to teach online sections in the Fall, would complete the on-demand self-paced DE course as soon as possible. Depending upon the time of hire, and per the approval of the department chair/program director, the new faculty hire may enroll in the self-paced DE course while simultaneously teaching their online course(s) at CofC.

Independent studies (including applied music lessons), internships, and ensemble classes do not require DE training.

Graduate students and undergraduate peer teachers who teach labs and co-requisite 1-credit hour courses online will take the on-demand self-paced DE course while mentored by an assigned faculty member of the department/program in question.

Synchronous courses taught via ZOOM per the face-to-face course schedule may be temporarily exempt from DE training with approval of department chair/program director.

The self-paced DE course will be made available all year round to support faculty DE efforts.