



## **PCCD Distance Education Committee**

### **Recommended Instructor Preparation for Teaching Online and Hybrid Classes**

The PCCD Distance Education Committee makes the recommendations below for instructor preparation to teach online and hybrid classes at any of the Peralta colleges. Additionally, the DE Committee recommends that PCCD AP4105 be amended to reflect these recommendations, and that items governed by the CBA are prioritized for immediate negotiation.

Prior to making instructor assignments to online or hybrid classes, college administration verifies successful completion at least one of the following, within previous 3 years:

1. A minimum of 3 PCCD Educational Technology (EDT) courses
2. A minimum of 3 instructor facilitated @ONE courses, or the Online Education Standards and Practices course
3. Successful completion of an online teaching certificate by a college or university
4. Demonstration of successful course review, using the OEI Rubric, by a California Community College
5. Approval by a Peralta college local peer review process

Additionally, college administration should verify that all online and hybrid instructors participate, annually, in professional development related to Distance Education. Suggestions are:

1. Attending and/or presenting at a:
  - a. conference
  - b. webinar
  - c. college workshop
  - d. flex day session
2. Instructor facilitated courses on online teaching and pedagogy
3. Communities of practice (peer-to-peer)
4. Mentoring
5. Member the PCCD District Distance Education Committee or college Distance Education Committee
6. Professional literature review and summary
7. Instructional Designer or DE Coordinator collaboration
8. Training with, or implementation of, the PCCD Online Equity Rubric