

Successful online teaching requires following a number of state/federal policies around student contact and attendance that are different for online classes compared to face-to-face classes. Please initial each of the following statements, so that we can document that each faculty member accepting an assignment to teach an online course is knowledgeable about these rules and requirements.

\_\_\_1) Faculty teaching online classes must have regular access to a computer with reliable internet connection.

\_\_\_2) Faculty should be aware of training in online pedagogy and use of a course management system, either through Jane Rice, @One, STOT or another approved or accredited program.

\_\_\_3) Faculty are responsible for the same course administrative functions as those teaching in a traditional classroom, including choosing books and curriculum, verifying course rosters, adding students, and entering grades. Faculty are responsible for creating and loading syllabi, assignments, and calendars to the course website.

\_\_\_4) SMCCCD requires that faculty use their smccd.edu email account as the primary contact for students.

\_\_\_5) To ensure student authentication, faculty are required to use the district provided Moodle (WebAccess) shell as the primary entry to their online course.

\_\_\_6) The US Department of Education requires that regular and effective contact between students and faculty is taking place in all online courses. The Cañada College faculty distance education handbook outlines best practices for regular and effective contact. Faculty are responsible for organizing their online courses to meet this requirement.

\_\_\_7) New federal guidelines around 'attendance' in online courses are meant to protect institutions from students who are receiving financial aid assistance but who are not participating in class. Instructors must drop students based on whether they are actively completing course activities, such as assignments, assessments, posting on discussion forums, etc – not just "logging in." Participation (and instructor-initiated drop) policies must be clarified in the syllabus for online courses.

\_\_\_8) To ensure equal opportunity for students with disabilities, online courses should use materials that are accessible to all. For example, videos should be captioned, images should include descriptions (alternate text) and documents should be structured with appropriate headings. Faculty are responsible for ensuring that their online courses meet the requirements for accessibility.

\_\_\_9) For accreditation and faculty evaluation, guests must be allowed entry into an online course.

Instructor: \_\_\_\_\_

Semester: \_\_\_\_\_

Course: \_\_\_\_\_

crn: \_\_\_\_\_