

## College of San Mateo Policy on DE Training Requirements

As changes are needed to this document, they will be updated through Academic Senate or the Academic Senate subcommittees.

### Preparation for Course Delivery Online

- Faculty who teach an online/hybrid course must complete the LMS and Online Pedagogy Training facilitated by our internal CSM DE trainers. Faculty who have received training from another higher education institution must provide a certificate of completion and documentation that indicates the content covered in the training to ensure that both District approved LMS tools and Online Pedagogy were part of the professional development. Other approved options include the @One 10-10-10: Communication that Matters, Introduction to Course Design, Online Teaching and Design, and others by approval of the Instructional Designer or Instructional Technologist.
- Faculty members developing an online course should work in tandem with the DE faculty and staff, which may include the following: Accessibility Specialist, Instructional Designer, Instructional Technologist, and Distance Education Coordinator, along with other successful Online/Hybrid teaching faculty.
- Faculty must demonstrate evidence of DE training or professional development at least once every three years.