

October 30, 2012

Dr. Larry White, Chair CAA
Dr. Nora Pat Small, Chair CGS

Re: Online instructor certification

The online learning committee report that was distributed in Spring 2012 (see <http://castle.eiu.edu/psych/online/>) contained the following recommendation for CAA/CGS policy regarding the appropriate level of training required to teach online courses at EIU:

CAA and CGS should review their Technology Delivered Course Policy with specific direction to remove "EIU Online Learning Modules" as an option for certification, while adding the certification option of Illinois Online Network's "Master Online Teacher" certificate.

The rationale for this recommendation is that we felt watching less than one hour of online training videos would not be sufficient training to ensure quality online instruction. Secondly, by adding the Illinois Online Network's "Master Online Teacher" certificate to the list of acceptable training, it helps establish the expected level of rigor for being qualified to teach online courses at EIU. The Online Course Development Institute offered at EIU will continue to be acceptable (and encouraged) training. Below is the existing CAA/CGS technology-delivered course policy with the proposed changes inserted.

CAA Approval: April 2, 2009
CGS Approval: April 21, 2009

All new proposed courses to be technology delivered and all previously approved courses without technology delivery seeking to add sections that are technology delivered must submit to CGS or CAA a New/Revised Course Proposal Form including the three questions assuring student learning through technology-delivered format (Part II, 4, a, b, and c). These requests for approval for technology delivery are agenda items to be routed in the normal fashion through department curriculum committees, college curriculum committees, etc. Any instructors of technology delivered courses/sections must submit proof of having completed the ~~EIU Online Learning Modules~~, the Online Course Development Institute (OCDI), [*Illinois Online Network's "Master Online Teacher" certificate*] or another documented and equivalent training activity before teaching the courses/sections for the first time.

Thank you,
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