Educational Technology Committee
Passed in committee on Feb 9, 2011

Policy for Online Classes

The following policies govern the scheduling of classes which have hours listed as being completed online. This includes classes which are scheduled to be taught with 100% of the hours online or any portion of the hours online (hybrid).

1. *No class can be scheduled as being online or hybrid until the class has been approved by the college curriculum committee as an online course.*
2. *No class with online hours can be scheduled with STAFF as the instructor in the published schedule.*
3. *No class with online hours can be scheduled with an instructor who has not been approved to teach online at Pierce*.*
4. *Classes that do not appear in the printed schedule of classes are required to be advertised for 30 days prior to the start of the class.*
5. *All classes which are scheduled for online hours need to be reported to the Distance Education Coordinator (DE) during the schedule prep period so as to be properly included in the web schedule. The department chair will determine if the instructor is qualified to teach online based on the guidelines below and will report this along with the scheduling information to the DE Coordinator. The DE Coordinator will verify the qualifications and report any problems back to the Department Chair who will be responsible for ensuring the guidelines are met.*

*The following guidelines govern qualifications for teaching online:
Prior to teaching online, all new online instructors shall attend and complete six hours of online pedagogy training and six hours of Moodle tools training which can be accomplished through:

- *the PierceOnLine Boot Camp*
- *three online pedagogy and three Moodle tools workshops offered through Pierce Professional Development*
- *@ONE online training*
- *Etudes CTI plus three Moodle tools workshops*
- *a course/conference otherwise approved by the Educational Technology Committee.*
- *A degree or certificate from accredited institution in educational technology, online curriculum*

Moodle is the only course/learning management system supported by Pierce College.