



# Operating Protocol & Procedure

## Details:

Number: 614

Title: Online Instruction

Category: Instruction

Office of Primary Responsibility: Vice President of Academic Services

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised: 12/9/24

Reviewed: December 2024

## Purpose:

To establish requirements to ensure rigor and quality instruction in online offerings

## Applicability:

Faculty and instructors

## Definitions:

None

## References:

Protocol 613

## Attachments:

[Semester Prep Pack for Online Instructors](#)

## Operating Protocol:

To ensure rigor and quality instruction in online offerings, all faculty/instructors who teach online are to be trained in the pedagogy, techniques, and best practice strategies of distance education.

## Procedure:

- All new online faculty/instructors are to successfully complete the Online Teaching Certification Course the semester prior to teaching online. In emergency situations, a faculty member may complete the training within the first two weeks of the semester. Within one year, faculty/instructors are to successfully complete the four-week Online Certification course.
- If the faculty/instructor fails to successfully complete the Online Certification course in the time allotted, they can no longer continue to teach online until they have met the above requirements.
- All faculty/instructors teaching online are required to comply with the CCCS Healthy Course Checklist.

- If a faculty/instructor is found to be non-compliant with the standards, they will be contacted by the myPCC eLearning office and asked to correct the problem. If the faculty/instructor needs further assistance, the myPCC eLearning office will assist them.
- If the problem is not corrected, the department chair, dean, and the Vice President of Academic Services will be notified of the non-compliance. The faculty/instructor will no longer be allowed to teach online until they have corrected the issue. If they have not successfully completed the Online Teaching Certification, they will be required to do so before they can continue to teach online. If the problem continues to exist, they will not be allowed to teach online in future semesters.
- All faculty/instructors are expected to follow all LMS requirements outlined in Protocol 613.