Selection, Training, and Evaluation of Online History Instructors

Fall 2009

Discipline Statement
The discipline of History is serious about its responsibility for providing quality online education. For this reason, primary development of online courses and class sections resides with the full-time historians. The full-timers are responsible for ensuring that all History offerings, whether in online, on-site and hybrid settings, meet or exceed the high standards of our discipline and department.

Qualifications

Pedagogical Preparation

History instructors planning to teach online must have:
1. all the standard qualifications of a history instructor
2. some knowledge of online pedagogy
3. significant experience teaching online or an online teaching certificate from MiraCosta's Program for Online Teaching or a university extension program

In addition, discipline specialists may recommend that instructors take particular workshops focusing on pedagogy in order to keep current in methodology and perspectives.

Technical Training

History instructors are free to choose the technologies they want to use in teaching online. They are not limited to any particular course management system or set of online tools. There is, however, an expectation that online history instructors will keep themselves current in the newer technologies, particularly updated versions of the applications they prefer to use. For example, Blackboard users are expected to be highly proficient using Bb. Online faculty may be encouraged to attend AIS workshops to keep up to date.

Assignment of Online Faculty

Full-time Tenured
Full-time tenured history faculty are assigned to online offerings in keeping with the precendents set for history assignments.

Full-time Untenured
Full-time untenured history faculty are assigned to online offerings in keeping with the precendents set for history assignments, so long as the qualifications above are met and their TRC has no objection.

Associate Faculty
If the proposed online faculty member is already an associate in the department, they may be assigned to an online section by the person designated by the department and historians to do the
scheduling. If this person does not have at least one year of recent online experience at MiraCosta, consultation will be made with the history instructors who do.

**Course Preparation**

*Full-time Faculty*
In general, full-time faculty are expected to develop their courses on their own time. In accordance with college policies, full-time instructors will best retain ownership of their online classes by creating them during time not subject to special consideration, such as flex and normal prep time. Full-timers developing online materials during sabbatical or through other compensation arrangements should determine ownership as part of the sabbatical application, in accordance with Board Policy and Administrative Procedure 3715 on Intellectual Property.

*Associate Faculty*
Recognizing the additional burden of online course development for associate faculty, history instructors who are to be assigned to teach online and need to develop a new online class will have the option of earning up to their maximum flex hours as part of a mentoring and/or monitoring arrangement with one of the full-time online history instructors.

**Evaluation Criteria and Practices**

*Full-time Tenured Instructors*
The work of tenured history instructors is subject to the provisions of the *TFM Handbook*.

*Full-time Untenured Instructors*
The work of untenured history instructors is subject to the provisions of the *Tenure Candidate Handbook*.

*Associate Instructors*
At present, the evaluation of all associate history instructors' work is done on a roughly two-year cycle, and includes a pre-visit, class visit, and post-visit discussion between the associate and the full-time instructor evaluating the class. The procedure for evaluation will conform to the *Faculty Collective Bargaining Agreement*; such areas not covered there or in the *Associate Faculty Professional Growth and Evaluation Handbook* will follow the online provisions of the *TFM PG&E Handbook*, particularly as regards the limitations on access. However, online sections may be subject to more frequent evaluations at the discretion of the full-time tenured discipline specialists, who may request evaluation each semester if deemed necessary, but by no more than one historian.

Criteria: All online history classes will be evaluated for

1. pedagogy: appropriateness of pedagogical approach
2. technology: effective use of tools to encourage learning
3. contact: regular and effective contact with students
4. content: adherence to the course of study
Practice
It is recommended that online faculty use self-assessment tools such as Visiting an Online Class: A Discussion Guide for Colleagues, the Program for Online Teaching's Teaching Well Online Checklist, CSU Chico's Rubric for Online Instruction to evaluate their own work prior to formal evaluation. Evaluators may use a rubric tool that will be available in advance to faculty being evaluated, or use an open format to discuss the four criteria.

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