



# College of Alameda Distance Education Newsletter

NEWS & UPDATES

FEBRUARY 2019

“There’s such a rich array of data that the students can share with us if we let them.”

–Michelle Pacansky-Brock

## How Can I Teach A Course Online?

### Curriculum

- First, express your interest in teaching an online course to your department chair and have a discussion about the department’s course offerings and needs. Your department chair can confirm if the course outline of record already has an approved distance education addendum.
- If it does not, you will need to work with your department chair to complete a distance education addendum and submit it to Curriculum Committee for approval.

### Preparation

Review Peralta Administrative Procedure [AP 4105](#) regarding distance education. Recommended training preparation includes:

- [@ONE the Online Network of Educators](#) courses.
- [EDT Courses](#) offered through Merritt College.
- The [PCCD Online Equity Training](#) course.

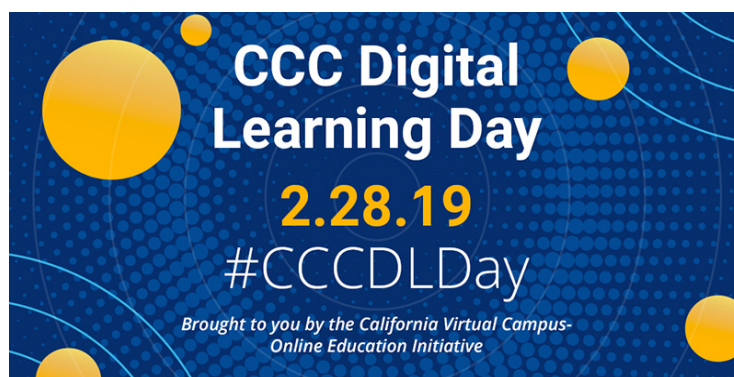
## Distance Education Coordinator Office Hours

Visit CoA Distance Education Coordinator Jennifer Fowler in weekly office hours Thursdays from 10:30AM-11:30AM in D-218 or via Zoom at: <https://cccconfer.zoom.us/j/7966185976>. Visit office hours to:

- Develop a hybrid or online course.
- Receive online teaching tools, resources, and instructional design support.
- Learn about distance education policies.
- Share and exchange best practices.



## CCC Digital Learning Day: Free Online Teaching Conference



Digital Learning Day is a free, online conference for online educators. Throughout the day on **Thursday, February 28<sup>th</sup>** there will be a series of online sessions focused on how the digital era is shaping teaching and learning as well as how we communicate. Register for [Digital Learning Day](#) here.