



College of the Arts  
Office of the Dean

Digital Learning Instructional Certification Guidelines  
(AY 2021-22)

1. The [College of the Arts](#), College Faculty Council of the College of the Arts, and the Department of [Digital Learning Innovations](#) affirm that ensuring a high-quality digital learning experience is of critical importance for any fully online (synchronous/ asynchronous) or 66+% blended/hybrid class.
2. Faculty scheduled to teach a fully online or 66% blended/hybrid class should have taken an [Online Course Facilitation Program \(OCFP\)](#) or [Online Course Design \(OCD\)](#) course within the past five years.<sup>1</sup>
3. For those faculty scheduled to teach a fully online or 66% blended/hybrid class who have not taken an OCFP/OCD course, provisional online instructor certification can be secured in a semester-by-semester *ad hoc* fashion by taking a minimum of five hours of self-directed KSU online instruction professional development and speaking with your Chair/Director to confirm what other supports you need to be successful. These *ad hoc* criteria can be superseded by a medical accommodation requiring a course to shift instructional modality mid-semester.

Sample <i>ad hoc</i> preparations for provisional online certification	
The semester before you teach:	Discuss the support you need to be successful for your online teaching assignment (i.e. Chair/Director/Associate Dean, <a href="#">One-On-One appointment</a> with an Instructional Designer, or <a href="#">UITS COTA Technical Support Analyst</a> )
Self-directed professional development:	<p>KSU online instruction PD opportunities:</p> <p>DLI classroom module:</p> <ul style="list-style-type: none"> <li>• <a href="#">Hybrid Classroom</a></li> <li>• <a href="#">Flipped Classroom</a></li> </ul> <p>OwlTrain D2L modules, such as:</p> <ul style="list-style-type: none"> <li>• <a href="#">Using Zoom with D2L</a></li> <li>• <a href="#">D2L Brightspace Content Building</a></li> <li>• <a href="#">Using Kaltura to record and Post in D2L</a></li> <li>• <a href="#">D2L Brightspace gradebook</a></li> <li>• <a href="#">Getting started with ALLY</a></li> </ul> <p><a href="#">University Information Technology Services D2L Brightspace Training</a> <a href="#">CHSS Office of Digital Education Microtrainings</a></p>

4. Although Faculty teaching a 33% blended/hybrid class are not required to have completed an [Online Course Facilitation Program \(OCFP\)](#) or [Online Course Design \(OCD\)](#) course, they are encouraged to pursue these and other [DLI Professional Development](#), or [Owltrain D2L modules](#) for continued growth.

<sup>1</sup> Taking a comparable College of the Humanities Office of Digital Education online course instruction program, such as CHSS Synchronous, will also be accepted.