


Office of the Vice President for Academic Affairs
Academic Affairs Division

MEMORANDUM

TO: All Interested Faculty

FROM: Dr. R. Ray D. Somera 
Vice President for Academic Affairs

SUBJECT: Teaching DE in AY 2017-2018

DATE: December 2, 2016

I am re-issuing my last year's memo regarding DE teaching so that you can plan well ahead of time.

As GCC moves past the pilot phase of our Distance Education course offerings, we now have to think of growing our DE offerings, in keeping with the DE Strategic Plan. For AY 2017-2018, the college's priority is to have the high-enrolled courses in our General Education curriculum (i. e., English, Math, Science, Social Science) to have online or hybrid options. Additionally, we will also consider the following parameters:

1. Only courses that have completed the LOC curriculum approval process **one semester prior to** its scheduled offering will be allowed to proceed;
2. Continuing Education should only offer online or hybrid courses that meet immediate community or industry needs.

Faculty who express interest in teaching DE must plan accordingly so that they fulfill the following **two** requirements the semester before being scheduled to teach:

1. Getting a *Certificate for Online Adjunct Teaching (COAT)* certification or *Online Learning Consortium (OLC)* certification using PDRC funding; and
2. Completing a Moodle course or Learning Management Software (LMS) training through Remote Learner, GCC's third party vendor for remote server hosting, **or** a CE course offering on Moodle teaching.

Once the above requirements are completed, creating a course shell in Moodle is the next step. Guidance in building course content in Moodle will be provided by Wes Gima of the Academic Technology Office. Please touch base with him to let him know of your interest in teaching a DE course or courses.

Select programs, in consultation with the AVP, will be allowed to work on packaging their courses as an online/hybrid program, with the possibility of turning in an ACCJC substantive change request sometime in the near future.

The college's evaluation of the process of online teaching certification, scheduling of DE offerings, building course content, and assessing DE classes will be continuous and ongoing.

English faculty **Tressa Dela Cruz** will serve as the **DE Faculty Liaison** for the current semester as well as for spring 2017 semester. In this critical role, she will try to connect, monitor and invigorate the various components of DE on campus, inclusive of administrators, staff, faculty and students.

Finally, the old Moodle server will cease to exist after December 30, 2016. Please direct your questions, if any, to MIS Administrator Frank Camacho at francisco.camacho@guamcc.edu regarding this issue.



Dr. R. Ray D. Somera
Vice President for Academic Affairs