

## College of Charleston Policy on Alternative Online Education Certification

*Proposed by the Online Education Steering Committee and approved by  
Provost Austin on January 18, 2022.*

During the pandemic, many faculty members were compelled to teach online despite not completing the required Online Education (OE) readiness course. Consequently, in April and September 2020, the Online Education Steering Committee proposed, and the provost approved, a policy on [Emergency Remote Teaching \(ERT\)](#) for the Fall 2020 and Spring 2021 semesters to provide an alternative to the seven-week OE Readiness course. This alternative requirement consisted of experience in emergency remote teaching, completion of the self-paced OE readiness course, and approval of a course planning document by the department chair or program director.

With most courses now offered face-to-face, the decision to teach online is once again made by the department chair or program director for pedagogical or scheduling reasons. Faculty teaching online should thus take advantage of the full pedagogical training and mentoring available through the seven-week OE readiness course. Therefore, the following is in effect:

1. The [temporary policy on Emergency Remote Teaching \(ERT\) as a substitute for DE \(now OE\) Certification](#), approved on September 4, 2020, expires on August 15, 2022.
2. Faculty planning to teach online beginning Fall 2022 and in all future semesters must complete, or have already completed, the seven-week OE Readiness course.
3. Individual alternative OE certifications, based on a particular faculty member's teaching and training experience, must be approved by the department chair/program director, dean, and provost in accordance with [Section 5.2 of the OE Policy](#).
  - a. Incoming faculty members assigned to teach online in their first semester at the College of Charleston can be required to take the self-paced OE course before or while teaching online, and to take the seven-week OE course the following semester.
  - b. Incoming faculty members with extensive online teaching experience but not with our Learning Management System (LMS) can be permitted to learn the LMS with their school instructional technologist and then granted an alternative OE certification.
4. If there is substantial interruption of instruction resulting in suspension of in-person classes, [the ERT policy](#) would be reinstated on a temporary and limited basis.