|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| Macintosh HD:Users:Alexa:Desktop:Screen Shot 2018-03-21 at 9.04.17 PM.pngDE Policies and Procedures |
| **DE Website**[**https://www.glendale.edu/online**](https://www.glendale.edu/online)The homepage for the DE Website is “Student Focused”. Please share these links with your DE students! ­-------------The DE Faculty Center is your one-stop-shop for all DE answers at GCC!1. Click on DE Faculty Center2. Click on ‘GADER’ (alligator)3. Click ‘Blog/Vlog/FAQ/Tips’4. Click on ‘DE Course Requirements’ to learn about what must be present in a DE (online/hybrid) class at GCC!5. Click on ‘DE Policies & Procedures’ for handouts!**DE MUST SEE Website** **Quick Links!**Meet Your DE Team!Regular/Effective ContactSynchronous Office HoursStudent Rights in a DE CourseNew Course Proposal ProcessDE Standardized Ticket NotesDE Course DefinitionsDE Handbook 2018-2019DE Strategic 5-Year PlanDE Statistics 2011-2018DE @ GCC Newsletters!OEI Cohort and Rubric Committee of DE (CoDE) |

 | DE @ GCC!Fact-Sheet for Newly GCC DE Certified Faculty **Congratulations on becoming DE Certified at GCC.** **Now that you are part of the DE at GCC Team, there is some important information you will need to know before you embark on the wonderful world of teaching an online or hybrid course at GCC!** 1. **You have been added to the DE Certified Email Listserv to receive policy/procedure and GADER Reminders!**
2. **You must complete GADER hours by March 15th to remain DE Instruction Eligible, unless you just completed IOTL.**
3. **You must adhere to GCC DE policies and procedures that have been approved by governance.**

To be eligible to teach fully Online or Hybrid courses, instructors must be both DE Certified and DE Instruction Eligible.Eligibility is maintained through the annual completion of **Glendale Annual Distance Education Recertification (GADER)**. For full-time faculty, 6 hours, and for part-time faculty, 3 hours are needed annually.**DE Eligibility lapses if the GADER requirement is not completed by****March 15, 2019.**[**https://tinyurl.com/GCC-GADER**](https://tinyurl.com/GCC-GADER) **Contact Me with GADER Questions!**Macintosh HD:Users:Alexa:Desktop:bigstock-E-learning-concept-Schooldesk-95422352.jpg****Instructor Julie Gamberg**** ****DE** Faculty Development Coordinator**  defacdev@glendale.edu  (818) 240-1000 x5345 Faculty Innovation Center (SV)ulie GambergMacintosh HD:Users:Alexa:Desktop:Logo .jpg**Recertification (GADER) + Course Design + Pedagogy + Workshops + PEER COURSE REVIEW + OEI** |