

## Proposal for Online Teaching Improvement (OTI) Units

Chapter 24 of the Iowa Administrative Code requires DMACC to develop and implement a Quality Faculty Plan designed to ensure faculty attain and demonstrate growth in instructional competencies and knowledge of their subject or technical areas. This plan must provide continuing professional development for faculty, create procedures for accurate record keeping and documentation, and identify a committee consisting of instructors and administrators who will oversee the plan. In a desire to continue to increase the quality of our online course offerings DMACC will expand our Teaching Improvement include online requirements, or OTIs.

### Guidelines for Online Teaching Improvement (OTI) Units

All adjunct and full-time faculty members will participate in at least four (4) OTI events per year to be eligible to teach a fully online course.

An OTI unit may be attained by participating either synchronously or asynchronously (i.e., pre-recorded session) in a qualifying OTI event. A qualifying event may be categorized as any online training (Distance Learning training sessions, online conferences, Blackboard training, etc.). If the event is attended asynchronously participants should be prepared to submit a reflection statement along with the OTI request.

OTI units are tracked in the Human Resources Office and will receive final approval by the Associate Executive Director of Human Resources after validating evidence has been electronically submitted.

The Quality Faculty Plan Committee, consisting of faculty and administrators, is responsible for handling any issues related to OTI units.