



VIRGINIA UNION UNIVERSITY

POLICY IDENTIFICATION: DISTANCE EDUCATION TRAINING

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS

RESPONSIBLE CONTACT: ASSOCIATE PROVOST, ACADEMIC AFFAIRS

EFFECTIVE DATE: January 5, 2026

It is the policy of the university that all faculty members who teach asynchronous, synchronous, or blended courses must complete the faculty online certification program. This certification is valid for three years. Faculty will receive comprehensive training on platforms to increase student retention and persistence rates. This training will incorporate cutting-edge technologies, such as Artificial Intelligence (AI), Open Educational Resources (OER), and video conferencing, with a strong focus on pedagogical and academic integrity. Faculty will also receive training on designing courses to meet the requirements for Regular and Substantive Interactions as mandated by United States Department of Education (DOE) Title IV. Once the faculty online certification program is launched, faculty will be required to complete the Faculty Online Certification training program to be assigned an asynchronous, synchronous, or blended class. Faculty have 45 days from the date they are assigned an asynchronous, synchronous, or blended course to complete Modules A, B, and C. The chairperson must complete Modules A, B, and C by the end of the Fall semester, or 45 days from their hire date. The Faculty Online Certification Program consists of:

Module A-LMS Navigation

The training course will be accessed in the Canvas environment. Faculty will receive the necessary training to navigate and use the essential tools available in Canvas. To be eligible to access Module B, faculty must demonstrate **80%** mastery.

Module B -Quality Matters: Applying the Quality Matters Rubric Course

Quality Matters (QM) provides a research-based framework for designing online courses to ensure they meet high standards of instruction quality. Once completed, QM issues a Certificate of Completion. Earning the QM Certificate is a prerequisite for Module C.

<https://www.qualitymatters.org/professional-development/workshops/higher-ed-appqmr>

Module C- Course Design

As a capstone course, faculty will be required to submit an online course for evaluation. A strong pedagogical focus will be on course design, incorporating the Americans with Disabilities Act (ADA), AI, and OER. Special emphasis will be placed on the DOE's Regular and Substantive Interaction (RSI) mandate. RSI requires meaningful engagement between instructors and students. Faculty will need to demonstrate **80%** mastery to pass.