



December 19, 2023

Dear UAA Faculty,

Thank you for your dedication to excellence in online instruction.

Teaching online courses with no set meeting time calls for substantial dedication and attention to detail. Building connections with students, developing a vibrant community of learners, and encouraging students to connect when there is no specific meeting time add to the challenge. I recognize and value the dedication that faculty across UAA's campuses have been bringing to asynchronous teaching. In addition to your own dedication and professionalism as educators, many of you have made a concerted effort to seek out and participate in faculty development programming and certification programs designed to help you do your best work in this mode of instruction and to ensure that you're meeting the practices that are now referred to as [Regular and Substantive Interaction](#).

DoE, NWCCU, and Documentation of RSI Training

As we have shared before, both the federal Department of Education and our institutional accrediting body, NWCCU, have called for additional demonstration and documentation of institutional commitment in online instruction and distance education. UAA's Online Learning Council, a body that includes representation from Faculty Senate, Faculty Development & Instructional Support, the Council of Deans, Community Campus Directors, and the Office of Academic Affairs, has been working to ensure that faculty who wish to teach online - no set time courses are familiar with the expectations associated with these courses and have the expertise needed for this type of teaching assignment.

Documenting Your Expertise in Distance Education

Many full- and part-time faculty members have completed training and have certification that may be used to demonstrate expertise in online - no set time instruction. If you have completed trainings such as #Pivot, the AI&e Online Teaching Certificate, some of the Tech Fellows communities, or Quality Matters (QM), documentation of these programs may be used to confirm your commitment to excellence in online instruction. Faculty who have developed a tenure, promotion or retention file are likely to have included documentation of these programs in the file. If you have participated in one or more of these programs and require a copy of your documentation, please email uaa_ai@alaska.edu. If you have developed expertise in online - no set time teaching elsewhere, you may submit documentation of training from another institution, an organization, or a successful course review (e.g., QM certification) that demonstrates your expertise in best practices associated with asynchronous online instruction.

If you are teaching in the online - no set meeting time course delivery mode in the spring semester, your supervisor (i.e. the dean or campus director) or their designee needs documentation of your training and expertise in this mode of instruction. Deans and campus directors will inform you of who should receive this documentation for your particular college or campus. Please email your documentation with the subject line: **"Teaching Online - No Set Time documentation"** by **January 12, 2024**. If you have not completed training on this mode of instruction, information follows on an

opportunity that is available through Faculty Development and Instructional Support. If you are planning to complete the UAA training explained below in January 2024, send a notice of that and follow up with the certificate as soon as it is available.

Register for UAA Training, 2023-24

If you have not completed training on this topic, please register for **Teaching Online - No Set Time** at: <https://forms.gle/JrxocWLpsrcqNdjC7>. Offered by the Instructional Design Team in Faculty Development & Instructional Support, this brief, online, asynchronous training focuses on and illustrates what you can do to teach students effectively in an online, asynchronous course.

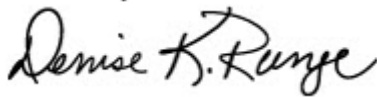
The training:

- Is on Blackboard
- Is Online - No Set Time (fully asynchronous)
- Includes optional support sessions on Zoom
- Takes ~2 hours to complete, less time if your course already meets RSI (there is a short grace period and no late penalty)
- Cannot be completed in one sitting/day, as you need feedback on some activities to complete others

Direct questions about the training to the Instructional Design Team (uaa_design@alaska.edu).

Again, thank you for your dedication to excellence in online teaching and learning.

Sincerely,

A handwritten signature in black ink that reads "Denise K. Runge". The signature is written in a cursive, flowing style.

Denise Runge, Provost and Executive Vice Chancellor for Academic Affairs