



SOUTH MOUNTAIN COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

Dear eLearning instructors,

We hope you are looking forward to the upcoming semester. You are being contacted by the CTL and eLearning Committee because you are teaching an eLearning class this semester. As your mentors, we are responsible for ensuring that you are aware of the expectations our campus has of all online instructors. Please see the information provided by the South Mountain Community College eLearning Committee regarding specific action items and timelines. In short, here are some specific details for you:

The semester timeline:

Action Item:	Deadline:
Self-enroll in “SMCC Preparing to Teach Online”	Before the first day of your online course
Complete all elements in “SMCC Preparing to Teach Online.”	Before the first day of your online course
Contact your Division Mentor	Following completion of “Preparing to Teach Online” course
Complete and Upload your Self-Evaluation (SOAR Document) in the final module of “Preparing to Teach Online”	Before the 45 th Day

The Canvas course contains all of the necessary information and documentation needed to assist you with completing the requisite training and self-evaluation. All training and professional growth provided in the online course are geared toward best practices, and are not content-specific. The SOAR document and other materials have been vetted by the Faculty Senate, eLearning Committee, Shared Governance and Division Chairs, as well as fellow SMCC faculty. We are committed to helping you to be a successful eLearning instructor.

Below is a link to self-enroll in the Canvas course:

<https://learn.maricopa.edu/enroll/F7GYBB>

Please know that all dates are firm. Instructors who are unable to complete the training and self-evaluation (SOAR) will not be eligible to teach eLearning courses.

Thank you in advance for working on this important SMCC accreditation initiative to provide our students the best possible eLearning environment. Please don't hesitate to contact us with any inquiries.

Sincerely,
CTL and the eLearning Committee

Division mentors:
CFASS- Corey Moore
Counseling- Thomas Aubrey
LA- Carol Smith and Jennifer Avila
CTL- Jeannette Shaffer
mCLCTL- Stephen Hustedde
MSE- Jacqueline Levy and Marlon Jones