**Decision Tree PART II: Steps for Yuba College Faculty to teach Courses Online**

**Have you and your course been validated by the Yuba College distance Education Committee? (DEC)**

**IF THE ANSWER IS YES TO QUESTIONS ABOVE**

* **CONGRATULATIONS! You are ready to teach online at Yuba College!**

**IF THE ANSWER IS NO TO QUESTIONS ABOVE**

Your Dean will contact DEC Co-Chair, Kyra Mello at [kmello@yccd.edu](mailto:kmello@yccd.edu) to schedule course validation of your course by the DEC.

You must complete the following three steps before the first day of class:

1. [Create Sandbox in Canvas](https://yc.yccd.edu/academics/distance-education/distance-education-for-yuba-college-faculty/#sandbox%20course)
2. Complete a minimum of one-third of our online course in your course shell in Canvas using the Online Education Initiative (OEI) Rubric as your guide.
3. Add DEC Committee members into your course for purposes of validation (you will receive an email from Kyra Mello, DEC Co-Chair with committee members and instructions)

NOTE: If you have questions about this process or timeline, email DE Co-Chair [Kyra Mello](mailto:kmello@yccd.edu). For support, training/coaching contact DE Co-Chair [Linda Staffero](mailto:lstaffero@yccd.edu).

**Decision Tree PART II:**

**Has your faculty member and their course been validated by the DEC?**

**IF THE ANSWER IS YES TO QUESTIONS ABOVE**

**CONGRATULATIONS! Your faculty member is ready to teach online at Yuba College!**

**IF THE ANSWER IS NO TO QUESTIONS ABOVE**

Dean will contact DEC Co-Chair, [Kyra Mello](mailto:kmello@yccd.edu) to schedule validation of faculty member’s course with the Distance Education Committee.

Your faculty member will need to complete the following three steps before the first day of class:

1. [Create Sandbox in Canvas](https://yc.yccd.edu/academics/distance-education/distance-education-for-yuba-college-faculty/#sandbox%20course)
2. Complete a minimum of one-third of our online course in your course shell in Canvas using the Online Education Initiative (OEI) Rubric as your guide.
3. Add DEC Committee members into your course for purposes of validation (you will receive an email from Kyra Mello, DEC Co-Chair with committee members and instructions)

As needed, the faculty member may schedule one-on-one DE Coaching with DEC Co-Chair [Linda Staffero.](mailto:lstaffero@yccd.edu)