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# Online Training Procedures

## 1. PURPOSE

Bridge is Westminster College’s online training system used to deliver training content to Faculty, Adjunct Faculty, Staff, and Student Employees. This procedure outlines the process and requirements to develop, deploy, and update training modules delivered through Bridge.

## 2. TRAINING CATEGORIES

### A. REQUIRED TRAINING

Required training includes content required under college policy and/or law where assigned courses must be completed by learners as a condition of employment. General Counsel will advise as to areas where training is required in order to meet compliance requirements. Non-completion of training with this designation will result in corrective compliance up to and including termination of employment under applicable college policies.

### B. RECOMMENDED TRAINING

Recommended training includes topics not legally required but critical for safety, efficiency, and best practices. Cabinet members can identify training topics, assigned learners, and associated consequences of non-completion to meet objectives in their functional areas.

### C. IN LIBRARY

The Library contains optional courses often focused on topics related to professional development. These courses are not assigned to specific learners or groups; they reside in Bridge’s learning library, accessible by everyone. Any staff or faculty member can propose and/or create developmental training.

## 3. ROLES

### A. LEARNERS

Individuals assigned to complete one or more courses in Bridge.

### B. TRAINING ADMINISTRATOR (TA)

The Training Administrator is the authorized manager for the Bridge system. This position works under the direction of the Executive Director of Human Resources to manage workflow and processes within Bridge.

### C. GROUP MANAGER (GM)

Group Managers are individuals assigned to coordinate the delivery of training content to a specific Learner group on campus (i.e. faculty, staff, campus safety authorities, supervisors, etc.)

### D. AUTHOR

Authors are subject matter and/or content area experts responsible for developing and updating course content.
E. MANAGER
The direct manager of faculty, staff, or student employees. Managers are responsible for monitoring the completion of courses assigned to their employees (in Bridge, called “Team”) and taking action to ensure all required and recommended courses are completed.

4. PROCEDURES

1. A training topic is identified through the development of a college-wide policy, departmental initiative, working group, or individual area of interest.

2. For Required and Recommended training topics, the individual with responsibility for the training topic will work with the Executive Director of Human Resources to complete a training plan including the following:
   - An outline of the training content
   - Identification of an Author
   - Identification of the Learners
   - Identification of a Group Manager (GM) if applicable
   - Timelines and deadlines
   - Communication plan
   - Responsibility and process for follow-up on non-completion
   For Developmental course that will reside in the learning library, skip to step 3.

3. Once the training plan has been finalized the TA will coordinate with Author, the ID, and the Group Manager (as applicable) to finalize course content and load the course into Bridge. For Developmental courses, no additional steps are necessary.

4. The GM will communicate with Learners, track and monitor completion rates as per the Training Plan.

5. For Required courses only, the TA monitors completion rates and reports on non-compliance of required courses to the Executive Director of Human Resources.

6. The Author is responsible to update content under their purview for regulatory changes and relevancy. This is done in conjunction with communication with the TA.

5. RESOURCES

Campus Policy and Procedures

Teaching and Learning Resources (TLR) committee. Meets monthly during the academic year and provides feedback and support to campus-wide resources and teaching/learning initiatives.