Online or Hybrid Course Definitions

The definitions described in the 2006 ITG Online/Hybrid Course Scheduling Standards provided a framework to establish instructional mode designation. However these definitions left room for multiple interpretations. The following standards of instructional mode were developed and proposed by the eLearning Advisory Board & Faculty Fellows to the Academic Senate in November 2010. The proposed standards were approved for adoption by the Senate unanimously on March 9, 2011. Signed by the President with full approval on April 21st, 2011.

Course Scheduling Standards & Definitions

Proposed Course Designations

When enrolling in online or hybrid courses, students need to know:

- if they need to have access to a computer with Internet connectivity
- if the class is 100% online or not
- if they need to be available for synchronous interaction anytime during the quarter

Based on these considerations we have defined 6 categories that will assist our students in making informed enrollment decisions. These designations have been designed to work with PeopleSoft and require minimum modifications to be implemented.

Process for Designation

Course designation decisions will be made by individual faculty members (see table for course designation options). Probationary and temporary faculty are encouraged to seek the advice of tenured faculty in their department for potential impacts on performance evaluation, including RTP, if applicable.

Instruction Modes	PeopleSoft Instruction Mode Values	Instruction Mode Definitions
Face-to-Face	P (default value)	Course meets face-to face for all of the course contact hours prescribed by the course type and units. Syllabus/grades may be posted online.
Web-Assisted	PW	Course meets face-to-face for all of the course contact hours prescribed for the course type and units. Syllabus/grades may be posted online. Some course materials/activities are online and require active student access.
Hybrid with Asynchronous Component	HA	Course uses both classroom and online instructional modes and meets face-to-face for 25%-75% of the course contact hours prescribed by the course type and units.
Hybrid with Synchronous Component	HS	Course uses both face-to-face and synchronous instructional modes and meets face-to-face for 25%-75% of the course contact hours prescribed by the course type and units.
Asynchronous Local	AL	100% of the course instruction is delivered in an asynchronous instruction mode. Scheduled face-to-face meetings may be required for orientation and student evaluation.
Synchronous Local	SL	100% of the course instruction is delivered in a synchronous instruction mode. Scheduled face-to-face meetings may be required for orientation and student evaluation.
Fully Asynchronous	A	100% of the course instruction is delivered in an asynchronous instruction mode. Students do not need to be on campus for any portion of course work or evaluation.
Fully Synchronous	S	100% of the course instruction is delivered in a synchronous instruction mode. Students do not need to be on campus for any portion of course work or evaluation.

NOTE:

Asynchronous instruction is defined as instruction offered via web technology, CD-rom, or placed on student-accessible PCs, available at time/location of students' choice.

Synchronous instruction is defined as instruction offered via closed circuit to a second classroom, or live remote broadcast via public airwaves, web chat room, or web-based streaming video to PCs available at specific days/times.