PROCEDURE MANUAL

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	Last Revision Date: 09-06-2018
	Effective Date: 03-08-10

Section:	Instructional	**Subject:**	Modes of Teaching

PURPOSE

Identify the modes of teaching for full-time and part-time faculty.

GLOSSARY OF TERMS

1. Definition of Courses
    Face-to-Face: a course where all instruction takes place at a physical location with the professor directly interacting with students. This type of class includes Interactive Television Network (ITN) courses or courses using similar technology.

    Web-based: a course delivered via the Internet and is completed without face-to-face instruction or required physical attendance in a classroom.

    Hybrid: a course combining both web-based learning and face-to-face components. A hybrid course is one for which regularly scheduled classroom time is replaced consistently throughout the semester by required activities completed at distance and managed online. The face-to-face components of the hybrid course must comprise 50% of the course contact hours.

PROCEDURE

1. For a face-to-face course, each instructional unit (credit) requires 800 minutes of contact time.

2. In a hybrid course, a minimum of 50% of the contact time must be face-to-face; the remaining course time will be spent online.
    2.1 Hybrid courses should have the direct face-to-face contact time spread equitably throughout the course.
    2.2 The schedule of face-to-face versus online time for each course must be established between the faculty member and the Associate Dean/Dean. The schedule and first day handouts verified by the Associate Dean/Dean a week before the class begins cannot be altered during the semester.
    2.3 Exceptions to the hybrid ratio may be decided by the Vice President of Learning Services or designee.

GENERAL GUIDELINES

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When replacing a face-to-face class meeting with online time in an emergency situation, these online activities should take the same amount of time as the face-to-face meeting being replaced. Some examples of appropriate content can include:

- interactive activities such as learning games or review materials;
- discussion boards; chats or other forms of student interaction;
- audio or video lectures,
- student group work.

Online class activities in this circumstance should not include reading textbooks, writing essays, and completing projects that are normally done outside of class.