Instructional Modes with Guidelines

The following are the new state-wide definitions and Highline College-specific guidelines for class instructional modes.

Online Scheduled (OS)

An online class where instruction takes place synchronously (virtual meetings held at specific days and times noted in the class schedule) using internet/web-based tools. The class may include activities held asynchronously (without a set time to attend). Remote proctored exams are an allowable activity for this instruction mode.

Guidelines

These were previously called 'virtual' or Zoom classes. This code should be used with classes when all class meetings occur in real time on Zoom.

This code should also be used with classes that have reduced seat time, but meet on Zoom (aka Zoom Hybrids). These classes should have a class note that reads "This class requires additional asynchronous online activities in addition to the scheduled virtual meetings." If the class has reduced seat time, the percentage rules for hybrid classes apply.

These sections cannot require visits to the Highline campus or other predetermined location. Classes with visits to a specific location should be scheduled as Online Scheduled w/In-Person (OW). An optional meeting to meet international students' visa requirements is permitted.

Online Scheduled w/In-Person (OW)

An online class where instruction takes place synchronously (virtual meetings held at specific days and times noted in the class schedule) using internet/web-based tools.

In-person activities such as assessment, exam, and/or orientation are required for class completion. The number of in-person activities must not be greater than the number of credits enrolled, e.g., a five-credit class is limited to five in-person activities. If the number of in-person activities exceeds the number of credits enrolled, the class should use the Hybrid Instruction Mode.

The expectation of in-person activities must be included in the class notes and the meeting pattern added to the schedule, when known.

Guidelines

The maximum number of hours for in-person activities must not exceed the number of credits for that course. For example, a five-credit class could have up to five hours of in-person activities. A three-credit class could have up to three hours of in-person activities.

For in person activities, it is recommended that flexible options be provided for students, e.g. multiple choices of times to come to college facilities to complete the activity.

It is not necessary to schedule a class using this code if an optional meeting to meet international students' visa requirements is scheduled.

If more in-person time/meetings are required, then the course should be coded as Hybrid (HY).

Online Asynchronous (OA)

A class in which all required instruction occurs online asynchronously (without a set time to attend but within a specified time frame) using web-based tools. There are no required real-time (synchronous) class meetings; however, the instructor may choose to offer optional hours and other activities where attendance is not required. Remote proctored exams are an allowable activity for this classification.

Guidelines

These classes were previously called Online classes.

If a class has a required real-time virtual or on-campus activity, then it should be coded as Online Asynchronous w/In-Person (OB). It is not necessary to schedule a class as OB if an optional meeting to meet international students' visa requirements is scheduled.

Scheduled virtual meetings which students receive credit for attending are permitted once per quarter. However alternatives to real-time Zoom interaction must be available, must be clearly advertised to students, and must have the same instructional goals as the Zoom interaction. Content covered in these sessions should be available to students who can not attend via other means.

These sections cannot require visits to the Highline campus or other predetermined location. Classes with visits to a specific location should be scheduled as Online Asynchronous w/In-Person (OB). An optional meeting to meet international students' visa requirements is permitted.

If a class requires students to be in person at a location then it should be OB.

Online Asynchronous w/In-Pers (OB)

A class in which all required instruction occurs online asynchronously (without a set time to attend but within a specified time frame) using web-based tools.

Scheduled in-person activities (assessment, exam and/or orientation) are required for class completion.The number of in-person activities must not be greater than the number of credits enrolled (e.g., a five-credit class is limited to five in-person activities). If the number of in-person

activities exceeds the number of credits enrolled, the class should use the Hybrid Instruction Mode.

The expectation of in-person activities must be included in the class notes.

Guidelines

These were previously called online classes, but listed on-campus dates as part of additional scheduling rows.

The maximum number of hours for in-person activities must not exceed the number of credits for that course. For example, a five-credit class could have up to five hours of in-person activities. A three-credit class could have up to three hours of in-person activities.

For in person activities, it is recommended that flexible options be provided for students, e.g. multiple choices of times to come to college facilities to complete the activity. It is not necessary to schedule a class using this code if an optional meeting to meet international students' visa requirements is scheduled.

If more in-person time/meetings are required, then the course should be coded as Hybrid.

In-Person (P)

A face-to-face class with scheduled meeting times which does not require the use of web-based tools.

Guidelines

If the course uses Canvas, the WE code must be used.

The class must meet in person for the full number of contact hours specified by the number of credits in the course catalog.

In-Person (Web Enhanced) (WE)

A face-to-face class with scheduled meeting times which requires the use of web-based tools.

Guidelines

With a few exceptions, the HCEA contract requires all classes to publish a Canvas site (§303.2.7). Any class that has one of those exceptions gets coded as In-Person (P). Everything else is coded as WE. Current exemptions are listed in the Instruction Cabinet policy.

The class must meet in person for the full number of contact hours specified by the number of credits in the course catalog.

Hybrid (HY)

A class that displaces some, but not all face-to-face instruction time with web-based tools. On-site or remotely-proctored exams are allowed for this classification.

Guidelines

Scheduling options for hybrid classes are:
- 20% asynchronous online, 80% face-to-face
- 40% asynchronous online, 60% face-to-face
- 50% asynchronous online, 50% face-to-face
- 60% asynchronous online, 40% face-to-face
- 80% asynchronous online, 20% face-to-face
- Lab science classes: lecture activities are online, labs are face-to-face

The online portion of the class must include instructional activities and content. These activities and content must address course outcomes and be of sufficient workload to meet credit load requirements.

The asynchronous portion of a hybrid class cannot require visits to the Highline campus or other predetermined location.

For the asynchronous portion of the class, scheduled virtual meetings which students receive credit for attending are permitted with you via Zoom or other means once per quarter. Alternatives to real-time Zoom interaction must be available, must be clearly advertised to students, and must have the same instructional goals as the Zoom interaction. Content covered in these sessions should be available to students who can not attend via other means.

Classes that meet virtually, but displace some face-to-face instruction time with asynchronous web-based tools should be coded as Online Schedule (OS), with a note that reads "This class requires additional asynchronous online activities in addition to the scheduled virtual meetings."

The ratio of face-to-face versus on-line time for each course offering must be established at the time the course is scheduled and cannot be altered during the quarter. Further, both face-to-face and on-line times must be scheduled at regularly spaced intervals throughout the quarter.

Flexible (FL)

A class in which the student can choose to attend face-to-face or take the class using a mix of online scheduled or online asynchronous. Students may switch between modes throughout the term.

The class must include at least one of the following instruction mode combinations:
- In-Person and Online Asynchronous
- In-Person and Online Scheduled

- In-Person, Online Scheduled, and Online Asynchronous

The exact mix of modes must be included in the class notes.

Guidelines

These were previously coded as 'Optional'.

Face-to-face and Zoom times can be scheduled as full seat time, or hybrid (reduced seat time) for all three options. Hybrid and online components should follow the scheduling guidelines for those instructional modes.

An alternative method for hyflex classes is to cluster two or more sections, each with a different mode, e.g. cluster an asynchronous online and an in-person class.

Self-Paced (OZ)

Conducted asynchronously online. Students use web-based tools to follow a syllabus, list of required readings, and instructions on how to complete lessons. Instructors grade assignments and give feedback online. Uses the same FTE calculations as all other instruction modes.

Guidelines

This mode is used for self-paced online classes.

This code cannot be used for correspondence courses.

Individualized Instruction (IS)

One-to-one instruction in which a student meets individually with an instructor according to a mutually agreed upon schedule and plan. This instruction mode may include internships, personalized tutoring, or specialized content classes where students collaborate with faculty or staff to develop individualized learning agreements and/or learning outcomes. May also include practicums, co-ops, or service-learning activities.

Guidelines

No change from previous use.

This code is not used for co-ops and internships. Those should be coded as Other (Z).

Other (Z)

A class that uses other modes of delivery that do not fit within the listed instruction mode categories.

Guidelines

No change from previous use.

This code is used for Coop/Internship classes.

For a brief period it was used when coding math courses that had required on-campus exams.