

HYBRID CLASSES

What is a hybrid class?

A hybrid class is one which requires both classroom attendance and use of Email, the Internet, and other means of electronic communication. **Classroom attendance must be 50% or more of the course required hours. Classroom meetings must be regularly scheduled on a daily or weekly basis for the duration of the class.**

In order for a class to be taught as hybrid, it must be approved for Online delivery by the Curriculum Committee and Faculty Senate. (Title 5 Section 55206) However, a hybrid class does not meet the requirements of Distance Learning. Hybrid classes are not reported as Distance Learning and they do not print in the Distance Learning section of the Class Schedule because they are less than 51% distance learning. (Title 5 Section 55210)

GUIDELINES FOR SCHEDULING HYBRID CLASSES

Following are general guidelines for scheduling hybrid classes. Adhering to these guidelines will facilitate the scheduling of hybrid classes and will facilitate inclusion of clear and concise information in the Class Schedule.

A. Meeting pattern for a hybrid class

Classroom meeting hours plus arranged hours must total at least the minimum number of hours required for the course.

B. Classroom usage by hybrid classes

A hybrid class should be scheduled with regular weekly class meetings. This will allow for the classrooms to be used effectively and reserved accurately.

C. Presentation of hybrid classes in the Class Schedule

Following is an example of a properly scheduled hybrid class as it would appear in a Fall or Spring Class Schedule as a full-semester class:

- This is a 3 unit course, requiring 3 hours of lecture per week. The minimum hours for the class are met between the meeting pattern (1½ hours per week) and the arranged hours (1½ hours per week).
- The class meets regularly on Thursdays, 9:30-10:50 a.m., so room P-30 will be reserved for every Thursday, from 9:30-10:50 a.m. throughout the semester.
- The number of arranged hours is the same every week.

71582	Th	9:30-10:50am	P-30	SMITH J	LEC
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Arrange 1½ hours per week.

This is a hybrid class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication.

An on-campus orientation meeting will be held on:

Monday, August 20 from 3:30-4:00 p.m. in P-30.

Students registering for this class must consult the following Web site:

<http://econ.palomar.edu/smith>

DATA ENTRY INSTRUCTIONS FOR ACADEMIC DEPARTMENT ASSISTANT

BASIC DATA Panel

1. Method of Instruction (MOI)

Offering a class as hybrid has no affect on the Method of Instruction (MOI) placed on the class. For example, if the class is typically taught as a Lecture class in the classroom, the MOI is 02 even though some of the hours are being taught through an alternate method.

2. Attribute

Hybrid classes must have the following attribute and attribute value assigned in the class schedule data: Attribute: HYBR – Hybrid Class
Value: HYBR – Hybrid

MEETINGS Panel

1. Classroom usage by hybrid classes

Reserve classrooms only for the time the class will be using the room.

2. Meeting pattern for a hybrid class

Class meeting pattern #1 will hold the regular, weekly classroom meeting days and times. It will also hold the arranged hours on the TBA panel.

NOTES Panel

1. Class notes for hybrid classes

Required 1st note - Arrange [X] hours per week. (Whatever “X” equals goes behind the TBA panel.)

Select appropriate note number to reflect the proper number of arranged hours per week. Arranged hours plus class meeting hours must total at least the minimum number of hours required by the course.

Required 2nd note - This is a hybrid class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication.

Select note number 180.

Optional and custom class notes may be included next.

Examples:

●Students registering for this class must consult the following Web site:

<http://graphics.palomar.edu/elablond>

●An on-campus orientation meeting will be held on Monday, August 18 from 3:30-4:00 p.m. in LL-104.

● Class Number xxxxx will be using Photoshop, ImageReady, Go Live, and Flash software.