

Partially Online Classes

(formerly known as Hybrid)

What is a Partially Online class?

A partially online class is one which requires classroom attendance with an online component and the use of Email, the Internet, and other means of electronic communication. Classroom meetings must be regularly scheduled on a weekly basis for the duration of the class whether for FUL or short-term sessions. Classroom attendance is mandatory.

In order for a class to be taught as partially online, it must be approved for online delivery by Curriculum Committee and Faculty Senate.

Notes:

- A fully online class requires no in-person contact of any kind.
- An otherwise fully online class having in-person orientations or testing are considered partially online.
- HYFLEX is not the same as partially online.

Guidelines for Scheduling Partially Online Classes

Instruction Mode (MOI)

With **all components combined**:

- if 50% or more of contact hours are face-to-face (in a classroom), keep the 02 or 04 MOI (or other as applicable).
- If 51% or more of the contact hours are online, MOI = 71 or 72 as appropriate.

Attributes

- For partially online classes, the ACCT value must be H.

Meeting Patterns

Classroom usage

A partially online class must be scheduled with regular weekly meetings in a classroom. For reference: Scheduling a meeting modality every other week or once-per-month is not permitted. Regular meeting patterns enable accurate apportionment reporting and allow for the classrooms to be used effectively and reserved accurately.

Efforts must be made to optimize classroom usage. For example, if two partially online classes meet at the same time (e.g. 1:00 – 2:20 p.m.), but on different days of the week, the classes could be scheduled in the same classroom.

Data Entry

Classroom meeting hours plus arranged hours **must** be as close as possible to the maximum number of contact hours required for the course.

- **Class meeting pattern #1:** Enter the weekly classroom Facility ID, meeting days, and times.
- **Class meeting pattern #2:** Enter the online portion of the class
 - **For asynchronous online meetings:** Facility ID = ONLINE, Pat = OL, do not enter days or times. Enter the arranged hours in the TBA panel.
 - **For synchronous online meetings:** Facility ID = LIVE WEB, enter the days, and times of the synchronous meetings

TBA Panel

Enter the weekly or total online hours of the class as appropriate.

- Weekly online hours for FUL session classes
- Total online hours for all other classes.

Class Notes

Class notes must provide enough information to inform students of the time commitment for the class.

- **First Note:** Add a free format note to indicate the number of online/arranged hours:
 - **Example for FUL Session Classes:** “An additional 1 hour and 25 minutes of instruction per week will be completed asynchronously online.”
 - **Example for all other sessions/short term classes:** “An additional 27 hours of instruction will be completed asynchronously online.”
- **Second Note:** Add note number 180
- **Additional Notes:** Add note numbers 159 and 158 (in that order)