

Hybrid Courses

Currently there is no state regulation defining a “hybrid course”, although there is more clarity about how to define a course as “distance learning”. A course becomes “hybrid” when any portion up to 50% of the regular face-to-face contact hours is replaced by online delivery of the course material. However, these courses are reported to the state as if they were taught entirely in the classroom. Courses in which 51% or more of the instruction is delivered online or through another distance education method are considered by the state to be “distance education” courses, and are coded as such.

However, it is necessary for state reporting of apportionment to be able to document that all sections of a course meet the required number of student contact hours – 18 hours of student contact per lecture unit or 54 hours of student contact per lab unit.

As long as all student contact hours are held face-to-face, the course is not hybrid. Simply utilizing a course management system or other DE methodology to supplement a course does not mean it is a “hybrid” course. Converting homework assignments to an online delivery format does not make a course “hybrid”. Homework assignments are normally done outside of class time and are not part of the face-to-face contact hours.

Any classroom-based course, whether lecture or lab, can:

- post homework assignments in ANGEL or other Course Management System (CMS)
- use ANGEL (or other CMS) as a means of test delivery (Note: faculty must still meet during designated finals time)
- use chat or web sites as activities
- request students to submit assignments electronically

All hybrid courses must have an approved DE addendum on file. How that addendum is completed will depend on the intent of the department offering the course. In some cases, the department may intend to offer all sections of a given course in hybrid format, while in others the intent may be to offer some sections online, some face-to-face, and still others in a hybrid format. Each of these requires different methods of developing the DE addendum and course outline to provide clarity.

If the intent of the department in submitting a DE addendum is to offer the course only in hybrid mode rather than fully online, then it is appropriate to indicate that in the Justification section of the DE addendum. One actual example:

Working students and those with other outside commitments may not be able to attend both lectures and laboratory portions of the course on campus. This version of CHEM 001A will provide lecture materials online, while maintaining face-to-face contact with students through the laboratory portion of the course.

In this case, under **Hours for Content Delivery and Instruction**, the DE addendum indicates:

Group Meetings	108.00	For lab portion of class
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This clearly documents the intent of the department to offer all labs for this course in a face-to-face manner, even though the remainder of the DE addendum spells out the contact hours for the lecture portion of the course online.

However, if a course may have sections offered in several different formats, then the course outline and the DE addendum will not show the distinction as clearly as in the example above. A more detailed breakdown of the hours of face-to-face contact and the hours of online instruction needs to be provided, and can be done as part of the schedule description.

Descriptions in the class schedule should show what part of a given section is being taught online and what part is being taught face-to-face. This can be done either through CurricUNET (for courses that will always be offered as hybrid courses) or by means of notes inserted in the schedule of classes for a specific section (when the format of the course is variable). This also may help to accurately track contact hours for apportionment and reporting to the state.

Some hypothetical examples of how this could be accomplished are given below:

Example 1: Course has 2.5 units lecture face-to-face and .5 unit lab online; all sections are taught in the same format. The schedule description in the course outline (CurricUNET – Units/Hours screen) reflects the hybrid status of the course:

. . . This course is offered in a hybrid format, with approximately 27 hours of online lab assignments . . .

Example 2: 1 unit lecture course, normally taught either fully face-to-face or fully online. One section of the class is taught in a hybrid format with 10 hours scheduled face-to-face. The schedule description for this section **only** contains a note:

. . . This section of XXX000 is taught in a hybrid format. Class meets 5 weeks from 10:40 – 12:25, with approximately 8 additional hours of instruction completed online . . .

In both examples listed above, the course outline for the course should clearly state what students will be expected to do during the online portion of the class, and should also clearly differentiate the online contact hours from the homework assignments to be completed by the student. Remember, the expectation is that each lecture unit requires 18 contact hours in addition to 36 hours of outside work by the student; each lab unit requires 54 contact hours.

Accessibility: As a final note, instructors must remember that all courses – whether face-to-face, hybrid, or distance learning – must comply with federal regulations regarding accessibility of course materials. (See chart on the following page). For questions about accessibility, contact DISC at 855-5411.

Comparison of Instructional Modalities

	Face-to-Face	Hybrid	Distance Learning
Student Contact Hours	<u>All</u> contact hours held in person – 18 hours/unit for lecture, 54 hours/unit for lab	<u>Any portion</u> of regular contact hours replaced by distance learning mode (from 1% - 50% online)	<u>51% or more</u> of contact hours replaced by distance learning mode
Uses of ANGEL or other Course Management System	Homework assignments, readings, activities, tests (if taken in class during class time).	Posting lecture or lab materials that replace any face-to-face contact, in addition to homework assignments, readings, and activities done outside contact hours.	Posting lecture or lab materials that replace any face-to-face contact, in addition to homework assignments, readings, and activities done outside contact hours.
Notice to students	Scheduled hours are listed in the schedule of classes. If course differs from full-semester calendar, dates of course are clearly listed.	If hours shown in schedule of classes are less than 18/ lecture unit or 54/lab unit, schedule must contain a note indicating the number of online hours expected of students in addition to scheduled hours shown.	Section is clearly identified in course schedule as "Online". Any on-campus meetings must be noted in schedule of classes with date and times listed.
Distance Ed Addendum	Optional	Required. <u>Hours for Content Delivery and Instruction</u> should have sufficient detail to show that students are completing the appropriate hours of instruction overall.	Required. <u>Hours for Content Delivery and Instruction</u> should have sufficient detail to demonstrate that students are completing the appropriate hours of instruction.
Syllabus	<u>All</u> courses should have a syllabus showing expectations of students, incl. class dates and times, grading policies, how to contact the instructor, assignments, and more. Consult the faculty handbook for details.	Syllabus must clearly show which portions of the class are face-to-face and which are DE. Dates of on-campus meetings should be listed, as well as all work to be done in place of face-to-face contact hours.	Syllabus must clearly show dates of all on-campus meetings and clearly define expectations of students' workloads to demonstrate appropriate rigor.
ADA Compliance	<u>All materials</u> are accessible and compliant with Electronic and Information Technology Section 508, Rehabilitation Act of 1973 (1998, 2000 Amendments) and California SB 105 (September, 2002). This includes content and instructional systems such as the course management system and any web or video content.	<u>All materials</u> are accessible and compliant with Electronic and Information Technology Section 508, Rehabilitation Act of 1973 (1998, 2000 Amendments) and California SB 105 (September, 2002). This includes content and instructional systems such as the course management system and any web or video content.	<u>All materials</u> are accessible and compliant with Electronic and Information Technology Section 508, Rehabilitation Act of 1973 (1998, 2000 Amendments) and California SB 105 (September, 2002). This includes content and instructional systems such as the course management system and any web or video content.