TO:       Dr. John R. Halstead, College President

FROM:    The College Senate: March 1, 2010

RE:            I.   Formal Resolution (Act of Determination)
                    II.   Recommendation (Urging the Fitness of)
                    III.  Other, For Your Information (Notice, Request, Report, etc.)

SUBJ:   Hybrid and On-line Courses: Definitions, Coding and Other Considerations (routing #29 09-10 UC)

Signed:________________________________________________    Date: ____/____/____

(Steven Lewis, 2009-10 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO:         Steven Lewis, The College Senate President

FROM:    John R. Halstead, College President

RE:         I. Decision and Action Taken on Formal Resolution (circle choice)
                    a. Accepted - Implementation Effective Date: Spring 2010
                    b. Deferred for discussion with the Faculty Senate on ____/____/____
                    c. Unacceptable for the reasons contained in the attached explanation

II, III.  Response to Recommendation or Other/FYI
                    a. Received and acknowledged ____/____/____
                    b. Comment: _________________________________________________________________

Signed:___________________________________________________________ Date: ___________________

(Dr. John R. Halstead, President, The College at Brockport)

DISTRIBUTION

Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at http://www.brockport.edu/collegesenate/resolutions.
COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE

Routing Number: #29 09-10 UC
Routing # assigned by Senate Office
Use routing number and title in all reference to this proposal.
Replaces Resolution: #

DEADLINE FOR SUBMISSIONS: FEBRUARY 28
Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted electronically as one document.
• Submit only complete proposals. Include support letters from department chair and dean.
• Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
• Fill out this cover page for each proposal and insert it electronically as the front page of your document. (/collegesenate/proposal.html)
• Email whole proposal with cover page as one document to senate@brockport.edu and facprez@brockport.edu.
• All updates must be resubmitted to the Senate office with the original cover page including routing number.
• Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, i.e. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

2. BRIEF DESCRIPTION OF PROPOSAL:
To develop definitions for hybrid and on-line courses and present proposals for coding these courses and related policies.

3. WILL ADDITIONAL RESOURCES AFFECTING BUDGET ARE NEEDED? _x_ NO ___ YES EXPLAIN YES

4. HOW WILL THIS EFFECT TRANSFER STUDENTS:
N/A

5. ANTICIPATED EFFECTIVE DATE:
Spring 2010

6. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

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7. SUBMITTED BY: (contact person)

<table>
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<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>P. Michael Fox</td>
<td>Academic Affairs</td>
<td>395-2504</td>
<td><a href="mailto:mfox@brockport.edu">mfox@brockport.edu</a></td>
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</tbody>
</table>

8. COMMITTEES TO COPY: (Senate office use only)

<table>
<thead>
<tr>
<th>Standing Committee</th>
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<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>_Enrollment Planning &amp; Policies</td>
<td>Committee for approval</td>
<td>1/21/10, 1/29/10</td>
</tr>
<tr>
<td>_Faculty &amp; Professional Staff Policies</td>
<td>Executive Committee</td>
<td>2/8/10</td>
</tr>
<tr>
<td>_General Education &amp; Curriculum Policies</td>
<td>GED to Vice Provost</td>
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</tr>
<tr>
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<td>Senate</td>
<td>2/15/10 (with slight change to last page) (Vote 3/1)</td>
</tr>
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<td>_Student Policies</td>
<td>College President</td>
<td>3/5/10</td>
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<td>___ Undergraduate Curriculum &amp; Policies</td>
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<td>xxx General Education &amp; Curriculum Policies</td>
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* follow special Gen Ed procedures for submission of General Education proposals at “How to Submit Proposals” on our Website.

NOTES:
Hybrid and On-line Courses – Definitions, Coding and Other Considerations

Hybrid courses exist partway along the continuum between a face-to-face and a completely on-line (asynchronous) course model. In a hybrid course, some amount of seat-time is replaced by on-line activities. Most often, hybrids have been described as replacing seat-time by up to 50%. A number of area colleges including MCC have defined a hybrid course as one that meets face-to-face for at least half of the semester. Typically, a class that would meet face-to-face twice per week in the traditional format would meet face-to-face once per week and use the non-face time for on-line discussion, activities, media streams, quizzes, and other activities. There is nothing in the nature of the hybrid course model that restricts faculty to this pattern, however. Alternatively, hybrid courses might meet face-to-face for half the semester and meet only on-line for the remainder. Other time sequence arrangements are also possible.

Through the use of the College’s course management system (currently ANGEL), some faculty offer part of their course(s) on-line. The course notes on the Schedule of Classes on-line may make this apparent, but the College has not yet developed a coding system to alert prospective and registering students that the format of a course is other than traditional.

Asynchronous courses offered through SLN are identified by the section number (.61) and SLN under the heading “campus”. Additionally, the location of the course is LRNET SUNY. Under the “Look Up Classes” section of the Campus Information System, students may scroll down under “Campus” to “SUNY Learning Network” and find a complete listing for all SUNY LearnNet courses offered through The College at Brockport. There is no current mechanism to identify non-SLN on-line or hybrid courses using this portal.

A coding system to alert students about the nature of the hybrid courses should be developed as soon as possible.

In the case of hybrid courses, efficient use of classroom space would be promoted by establishing a regular weekly pattern of classroom use for the face-to-face class meetings.

Proposals for Consideration by College Senate:

A. Definitions:

1) **Traditional courses** do not include any reduction of face-to-face classroom seat time even if they include use of on-line elements such as posted electronic materials, e-mails, student discussion groups, and other interaction modes.

2) **Hybrid courses** are courses in which there is a significant blend of on-line instruction and face-to-face student instruction/interaction with faculty. This definition provides wide flexibility in the amount of on-line and face-to-face instructional time to be provided in the hybrid course.

3) **On-line courses** do not include any face-to-face instruction in the campus classroom and may be asynchronous without scheduled activities on-line or may include synchronous elements in which students and faculty interact on-line at specified times. Occasional on-campus testing may be required of on-line students.

B. Related considerations:

1) In an effort to provide proper and accurate advisement of students, The College at Brockport will develop a coding system that will identify hybrid and on-line courses on each semester’s course schedule.

2) Course notes, also available from the electronic course schedule, will specify the actual amount of on-line and face-to-face contacts required for each hybrid course.
3) For full-time faculty, requirements for presence on campus, campus office hours, service, scholarship and all other faculty responsibilities are not changed by teaching on-line or hybrid courses. In the case of part-time instructors, any non-instructional duties related to teaching on-line or hybrid courses will be specified by contract.

4) As usual, registration of courses, ensuring quality of instruction, scheduling of courses, and the mix of on-line/hybrid and traditional courses in an instructor’s teaching load are determined by the department chairperson in consultation with the instructor and are subject to approval by the school dean.

5) All completely on-line (asynchronous) courses taught by the College will be offered through the SUNY Learning Network (SLN).

6) The attached form will be filed along with the College’s usual Course Registration Form to register hybrid and on-line courses.
Hybrid and On-line Course Approval Form
(For new courses, this form must be accompanied by the standard Course Registration Form)

Course/Section Number:________________ Course Title:______________________________

Department:_____________________________________

Format:

On-Line Synchronous _____ [See Policy on Hybrid and On-line Courses
Asynchronous _____ for definitions and information {Website}]  
Hybrid Synchronous _____ 
Asynchronous _____

Proposed Schedule: Indicate all specific day/time schedules that students are expected to be available for face-to-face and/or synchronous on-line instructional sessions. Face-to-face meetings of hybrid courses must adhere to standard scheduling time blocks. Course notes in the College’s on-line schedule will state the day/time of these meetings.

Rationale for on-line or hybrid offering – Why is this course content, with its assignments, tests, and/or papers appropriately offered in the on-line or hybrid format? [Please attach a complete syllabus with reading list.]

Course Plan Details: How will this course provide for student/instructor contact, student/student contact, information transmission methodology, evaluation of student learning by participants, student evaluation of course?

Technology Needs: What specific technologies are to be utilized in the conduct of this course? Indicate specific equipment required or specific hardware/software requirements. NOTE: Instructional Designs Specialist (IDS) approval below indicates that all technological needs can be met.

Training: What experience/instruction has the instructor received in the use of the technology involved?

Faculty member: _____________________________ Date: ______________

Department Chair: ___________________________ Date: ______________

IDS Approval: _______________________________ Date: ______________

Dean: ________________________________ Date: ______________

After obtaining signatures please return to the Registrar’s Office

NOTE: Face-to-face meetings must be scheduled during standard MWF or TR time blocks for courses offered during the spring and fall semesters, and during the standard time blocks written for WinterSession and SummerSession courses. Where possible, departments should balance multiple hybrid course offerings to make efficient use of all days in the chosen on-campus time block.