Required Field on SSASECT FOR CLASSROOM HYBRID, ONLINE HYBRID AND WEB COURSES – effective SUMMER 2019

A policy and procedure document was approved by Academic Affairs regarding course section delivery mode definitions and the relationship of those definitions to Distance Education.

To be in compliance with SACSCOC policy on Distance and Correspondence Education, the following Course Section Delivery Mode Definitions have been approved at WKU and should be adhered to as you create your class schedule. Please include this information in your Banner Schedule of Classes Preparation Manual.

DEFINITIONS

Classroom Course: - A course section delivered in-person, synchronously, and at a common scheduled location and time. Some of the required minutes of engagement may be fulfilled by required, out-of-class learning activities such as field trips, group projects, or attendance at special events. (Is not considered Distance Education)

**Classroom Hybrid Course: Classroom meetings replaced with online activities – a course section delivered through a combination of classroom and WKU supported learning technologies, with more than 50% of the required minutes of instruction delivered in classroom format. Examples of WKU supported learning technologies include LMS, videoconferencing, IVS, and audio/video lectures. (Is not considered Distance Education)

**Online Hybrid Course: Most course activity is completed online – a course section delivered through a combination of classroom and WKU support learning technologies, with less than 50% of the required minutes of instruction delivered in the classroom format. Examples of WKU supported learning technologies include LMS, videoconferencing, IVS, and audio/video lectures. (Is considered Distance Education)

**Online (Web) Course: A course section delivered online using WKU supported learning technologies with no more than two in-person meetings at a defined campus location on a specific day/time (not including mid-term or final examinations, or any exam dates where student identities are verified by the instructor or an arranged proctor). Courses offered through Adobe Connect or similar modalities are considered online (Web) courses. (Is considered Distance Education).

Other: A course section that doesn't fit within the above definitions, and which is based around an individualized learning experience. This category includes experiences such as independent study, internship, cooperative education, practicum, and student teaching. (Is not considered Distance Education)

** Courses must have the code described below as the Instructional Method on SSASECT in Banner.

WHAT DOES THIS MEAN FOR YOU IN THE SCHEDULING PROCESS?

As you create your schedules (Summer 2019 and beyond), if you have a section that fits the definition of a Online Hybrid course, you will need to include the code **HYOL** in the Instructional Method field on SSASECT in Banner. Likewise, if your section meets the definition of Classroom Hybrid, you will code **HYCL** in the Instructional Method field. And finally, if your section meets the definition of Web, you will code **WEB** in the Instructional Method field. Course sections meeting the other definitions defined above do not have to have any entry in the Instructional Method field.

> **HYOL – Online Hybrid Courses**
> **HYCL– Classroom Hybrid Courses**
> **WEB – Web Courses**

The above entries will generate a Standard message to appear in the "blue box" under each course section, indicating the course is web, classroom hybrid, or online hybrid. You will not be required to enter this note on SSATEXT.

Note: Once you enter a code in this field, it cannot be removed so make certain the code you enter is accurate. The entry you make in this field will not roll to the next like term, and entry will be required in the next term to reflect the appropriate Instructional Method (HYOL, HYCL or WEB) if the section created meets one of these definitions.

IMPORTANT

- **In creating sections of Online Hybrid and Classroom Hybrid courses, DO NOT USE 700 SECTION NUMBERS. 700 SECTION NUMBERS ARE RESERVED FOR ONLINE WEB COURSE SECTIONS ONLY.**

- **For the HYOL and HYCL sections, use the section number ranges (for courses other than Web) as outlined in the Section Numbering Scheme in the Banner Schedule of Classes Preparation Manual. The campus code should be "A" (Bowling Green Campus) or the appropriate regional campus designation. OR THE APPROPRIATE REGIONAL CAMPUS DESIGNATION. The session should be "D" for Day, "E" for Evening, etc. DO NOT USE WEB AS EITHER THE CAMPUS OR THE SESSION CODE FOR ONLINE HYBRID or CLASSROOM HYBRID COURSE SECTIONS.**

- **In creating online web sections, use the 700 section numbers as described in the Banner Schedule of Classes Preparation Manual. Session Code and Campus code should be W for Web based course sections.**

Connect Instructions

WKU Connect Course section where On Campus instruction will connect to a specific place:

Campus Code: A, E, O, G, Z, Y
Session Code: Connect
Building and Room: Where students will receive live instruction
Days and Times of instruction are added
If On Campus Master Course is Classroom Hybrid or Online Hybrid in the Instructional Method, the cross-listed Connect section will match.

WKU Connect Course section where On Campus instruction will connect anywhere with students using their own technology:

Campus Code: WEB
Session Code: Connect
Building and Room: Connect and Connect
Day and Times of instruction are added congruent to on campus master course

Should you have questions regarding the above information, please email registrar@wku.edu.