

Course Designations for Instructional Method

Start Date: In effect for Fall 2013; courses must be updated.

Rationale: To collect appropriate fees, to accurately describe what we are offering students, to more easily track and account for our courses, and to comply with state and federal laws related to the offering of on-line and other distance education courses, the university needs to provide each course with an *Instructional Method* designation.

Designations in short. The drop-down menu includes 17 choices. Our courses should be designated as one of those listed below. Do not use a designation that is not on this list.

B – Blended; 50 – 84% online

C – 25 – 49% online

D – 1-24% online/ face-to-face

E – eline, CONHS

CC – Off-campus, local, no campus access

F – Face-to-face/ no web-enhancements

I – Fully online / 85% - 100% online

IV – two-way interactive video

OS – Outside of Corpus Christi Area

Do not use B1, B2, CS, ME, NT, T1, TR, V1, VT

Definitions of some of the proposed designations for “Instructional Method:”

- **B** - blended courses, where 50 to 84% of instruction is offered online.
 - A 3-SCH course that meets once a week in half of a traditional T-Th or M-W time slot, but contains sufficient online instruction to be equivalent in content and learning outcomes to a traditional T-Th or M-W 3-SCH course.
 - A 3-SCH course that meets for 3 hours every other week for fifteen weeks, but has equivalent content and learning outcomes to a traditional 3-SCH course and with web-based learning activities and assignments.
 - A course that meets on dispersed weekends spread across a semester with contact hours of slightly fewer than 50% of the traditional contact hours, but with web-based learning activities and assignments.
- **B courses will be coded “6” for Hybrid/Blended courses on SSASECT-Attendance Method.**
- **C** - 25% to 49% of instruction is online in lieu of traditional contact hours. Activities done outside class time that would have been done during class time if technologies weren’t in place would qualify the course as a C.
 - Redesign of a traditional MWF course so that it only meets two days a week.
 - Quizzes and tests are conducted online outside of class.
 - Assignments and activities are conducted using online tools outside of class.

The code of “C” will be used on SSASECT-Instructional Method as “1” for Face to Face on SSASECT-Attendance Method.

- **D** - Courses that are 1-24% online and use web-based material as supplements (web-enhanced courses), but that still meet for a traditional number of contact hours.
- **E** – eline courses offered by CONHS
- **F** – Courses in which students meet for a traditional number of contact hours and do not have **any** web-enhancements.
- **I** - at least 85% of the instruction is offered online. A course offered entirely online. A course with one or two organized meetings during the semester, but otherwise entirely online. **I courses will be coded “2” for Internet on SSASECT-Attendance Method.**

Checklist for Determining Appropriate Course Designation

The designation applies if one of the check boxes is checked for a course.

D - courses that are 1-24% online and use web-based material as supplements (web-enhanced courses), but that still meet for a traditional number of contact hours.

- syllabus online.
- grades on Bb
- use chat
- use Bb email
- use discussion forums

C - 25% to 49% of instruction is online in lieu of traditional contact hours. Activities done outside class time that would have been done during class time if technologies weren't in place would qualify the course as a C.

- redesign of a traditional MWF course so that it only meets two days a week.
- quizzes and tests are conducted online outside of class.
- most assignments and activities are conducted using online tools outside of class.

B - blended courses, where 50 to 84% of instruction is offered online.

- 3-SCH course that meets once a week in half of a traditional T-Th or M-W time slot, but contains sufficient online instruction to be equivalent in content and learning outcomes to a traditional T-Th or M-W 3-SCH course.
- 3-SCH course that meets for 3 hours every other week for fifteen weeks, but has equivalent content and learning outcomes to a traditional 3-SCH course and with web-based learning activities and assignments.
- course that meets on dispersed weekends spread across a semester with contact hours of slightly fewer than 50% of the traditional contact hours, but with web-based learning activities and assignments.

I - at least 85% of the instruction is offered online.

- entirely online.
- one or two organized meetings during the semester, but otherwise entirely online.
- as many as 8 hours of face-to-face meetings