1   **Course Components and Instruction Modes**

2   **I. Course Components**

3   Course Component refers to the teaching format used to designate the types of courses
4   available to provide instruction in approved curriculum. The standard course components are
5   lecture, seminar, laboratory, activity, recitation, and supervision. Specific courses or course
6   sections are designated as employing one or more of the course components listed above,
7   typically classified in increments of at least one unit for a selected course component.

8   **II. Instruction Modes**

9   The three instruction modes OF THE COURSE COMPONENTS are face-to-face, online, and
10   hybrid. The instruction mode is determined by the proportion of face-to-face compared to
11   online instruction. THESE INSTRUCTION MODES CAN BE FURTHER SPECIFIED INTO LEARNING
12   MODES BASED ON THE CSU CHANCELLOR'S OFFICE'S DEFINITIONS.

13   a. In a face-to-face instruction mode, students meet IN-PERSON with an instructor
14   physically present DURING in a contained, university-assigned class time and physical
15   space for at least 75% of the instruction provided CLASS MEETINGS. CLASS MEETINGS
16   OUTSIDE OF THE UNIVERSITY-ASSIGNED CLASS TIME AND/OR PHYSICAL SPACE MUST
17   INVOLVE COMPARABLE INSTRUCTIONAL ACTIVITIES SUCH AS FIELD TRIPS, SERVICE-
18   LEARNING EXPERIENCES, DIRECTED STUDY, OR TECHNOLOGICALLY-MEDIATED
19   INSTRUCTION. FACE-TO-FACE INSTRUCTION MUST ACCOUNT FOR AT LEAST 75% OF THE
20   INSTRUCTIONAL TIME PROVIDED.

21   b. In an online-ONLY instruction mode, 100% of the instructionAL TIME of a course occurs
22   online. This includes all class meetings, instructional materials, office hours and support,
23   class activities, assignments, exams, and assessments. Online-ONLY course
24   COMPONENTS may be synchronous, asynchronous, or a combination of the two. The
25   LEARNING MODE AND meeting pattern (SYNCHRONOUS MEETINGS, field-TRIPS, ETC.) of
26   the course must be published in the schedule of the classes before students enroll.

27   c. Hybrid instruction modes blend face-to-face instruction with more than 25% and less
28   than 100% online instructionAL TIME.

29   d. LEARNING MODES IN THE TABLE BELOW ARE BASED ON THE CSU CHANCELLOR'S OFFICE
30   LEARNING MODE REPORTING EXAMPLES, AVAILABLE ON CSYOU TOOLS & SERVICES
31   UNDER ACADEMIC AFFAIRS TOOLS, ACADEMIC PLANNING DATABASE.

CODE	INSTRUCTION MODE	DESCRIPTION	DEFINITION
01	**ONLINE ONLY**	**ASYNCHRONOUS NO MEETINGS**	INSTRUCTION IS DELIVERED ONLINE ASYNCHRONOUSLY (I.E. NOT AT

			SCHEDULED DAYS/TIMES) AND REQUIRES NO FACE-TO-FACE MEETINGS WITH STUDENTS THROUGHOUT THE TERM.
02	**ONLINE ONLY**	**SYNCHRONOUS NO CAMPUS MEETINGS**	INSTRUCTION IS DELIVERED ONLINE SYNCHRONOUSLY (I.E. AT SCHEDULED DAYS/TIMES) AND REQUIRES NO FACE-TO-FACE MEETINGS WITH STUDENTS THROUGHOUT THE TERM.
03	**HYBRID (ALLOWED)**	**ASYNCHRONOUS MEETINGS ALLOWED**	INSTRUCTION IS DELIVERED ONLINE ASYNCHRONOUSLY (I.E. NOT AT SCHEDULED DAYS/TIMES) AND MAY REQUIRE FACE-TO-FACE MEETINGS WITH STUDENTS THROUGHOUT THE TERM FOR ONE OR MORE OF THE FOLLOWING: ORIENTATION, MID-TERM AND/OR FINAL EXAM, AND OVERVIEW OF NEXT PHASE OF COURSE CONTENT.
04	**HYBRID (ALLOWED)**	**SYNCHRONOUS MEETINGS ALLOWED**	INSTRUCTION IS DELIVERED ONLINE SYNCHRONOUSLY (I.E. AT SCHEDULED DAYS/TIMES) AND MAY REQUIRE FACE-TO-FACE MEETINGS WITH STUDENTS THROUGHOUT THE TERM FOR ONE OR MORE OF THE FOLLOWING: ORIENTATION, MID-TERM AND/OR FINAL EXAM, AND OVERVIEW OF NEXT PHASE OF COURSE CONTENT.
05	**HYBRID**	**ASYNCHRONOUS WITH MEETINGS, HYBRID**	INSTRUCTION IS DELIVERED IN A COMBINATION OF ASYNCHRONOUS (I.E. NOT AT SCHEDULED DAYS/TIMES) ONLINE AND FACE-TO-FACE MEETINGS. FACE-TO-FACE PORTION OF INSTRUCTION MUST MEET WEEKLY OR BI-WEEKLY AT SCHEDULED DAYS/TIMES.
06	**HYBRID**	**SYNCHRONOUS WITH MEETINGS, HYBRID**	INSTRUCTION IS DELIVERED IN A COMBINATION OF SYNCHRONOUS (I.E. AT SCHEDULED DAYS/TIMES) ONLINE AND FACE-TO-FACE MEETINGS. BOTH THE FACE-TO-FACE AND ONLINE PORTIONS OF INSTRUCTION MUST MEET WEEKLY OR BI-WEEKLY AT SCHEDULED DAYS/TIMES.
09	**FACE-TO-FACE**	**FACE-TO-FACE**	INSTRUCTION IS DELIVERED AT LEAST 75% IN PERSON WITH A LIVE INSTRUCTOR AND

			PHYSICALLY ASSEMBLED STUDENTS THROUGHOUT THE TERM.
10	**ONLINE ONLY**	**POLYSYNCHRONOUS NO CAMPUS MEETINGS**	INSTRUCTION IS DELIVERED IN A COMBINATION OF ASYNCHRONOUS (I.E. NOT AT SCHEDULED DAYS/TIMES) AND SYNCHRONOUS (I.E. AT SCHEDULED DAYS/TIMES) ONLINE MEETINGS AND REQUIRES NO FACE-TO-FACE MEETINGS WITH STUDENTS THROUGHOUT THE TERM.
11	**HYBRID**	**POLYSYNCHRONOUS MEETINGS ALLOWED**	INSTRUCTION IS DELIVERED IN A COMBINATION OF ASYNCHRONOUS (I.E. NOT AT SCHEDULED DAYS/TIMES) AND SYNCHRONOUS (I.E. AT SCHEDULED DAYS/TIMES) ONLINE MEETINGS AND MAY FACE TO FACE MEETINGS WITH STUDENTS THROUGHOUT THE TERM.

32 **III. Curriculum Development and Approval**

33 a. The instruction mode has a significant impact on the learning experience of students. Thus,
34   the instruction mode(s) for a new or modified course shall become part of each new
35   curriculum proposal. The instruction mode shall be approved through the curricular
36   approval process. A course COMPONENT may be approved for more than one instruction
37   mode. If a course is offered in multiple sections, then different sections may have different
38   instruction modes.

39 b. For both new and modified courses proposing online-ONLY and/or hybrid instruction
40   modes, the course proposal must include a justification of the appropriateness of the
41   proposed instruction mode(s).

42 c. For both new and modified courses proposing online-ONLY and/or hybrid instruction
43   modes, the course proposal must include a description of how the student-to-student and
44   student-to-instructor interaction appropriate for the instruction mode and course
45   component (E.G. lecture, lab, seminar, activity) will be accomplished.

46 d. For both new and modified courses, the course proposal must include the need for
47   specialized technical skills, computer hardware, and/or computer software for each
48   instruction mode.

49 e. FOR BOTH NEW AND MODIFIED COURSES, THE COURSE PROPOSAL MUST ADDRESS
50   ACCESSIBILITY FOR ANY REQUIRED INSTRUCTIONAL MATERIALS.

51 **IV. Operational Procedures**

52 a. The University shall publish the following information in the *Schedule of Classes*:

53   1. The instruction mode of each course offering that is online-ONLY or hybrid.

54   2. <u>The need for specialized technical skills, computer hardware/mobile devices, and/or</u>

55   <u>computer software/mobile applications for all instruction modes, if applicable.</u>

56   3. Regularly scheduled times for online class<u>es</u> <u>SESSIONS</u> MEETINGS, if applicable.

57   4. Any required off-site meetings for any courses that include such a requirement.

58   5. Notification to students that an instructor may drop them from an online-ONLY course

59   if they do not log in within the first four days of instruction.

60   <u>b.</u> <u>Instructors may choose any instruction mode that has been approved for a course</u>

61   <u>provided the mode to be used is identified in the Schedule of Classes.</u>

Course Components and Instruction Modes

I. Course Components

Course Component refers to the teaching format used to designate the types of courses available to provide instruction in approved curriculum. The standard course components are lecture, seminar, laboratory, activity, recitation, and supervision. Specific courses or course sections are designated as employing one or more of the course components listed above, typically classified in increments of at least one unit for a selected course component.

II. Instruction Modes

The three instruction modes of the course components are face-to-face, online, and hybrid. The instruction mode is determined by the proportion of face-to-face compared to online instruction. These instruction modes can be further specified into learning modes based on the CSU Chancellor's Office's definitions.

a. In a face-to-face instruction mode, students meet in-person with an instructor physically present during class meetings. Class meetings outside of the university-assigned class time and/or physical space must involve comparable instructional activities such as field trips, service-learning experiences, directed study, or technologically-mediated instruction. Face-to-face instruction must account for at least 75% of the instructional time provided.

b. In an online-only instruction mode, 100% of the instructional time occurs online. This includes all class meetings, instructional materials, office hours and support, class activities, assignments, exams, and assessments. Online-only course components may be synchronous, asynchronous, or a combination of the two. The learning mode and meeting pattern (synchronous meetings, field-trips, etc.) must be published in the schedule of the classes before students enroll.

c. Hybrid instruction modes blend face-to-face instruction with more than 25% and less than 100% online instructional time.

d. Learning modes in the table below are based on the CSU Chancellor's Office learning mode reporting examples, available on CSYOU Tools & Services under Academic Affairs Tools, Academic Planning Database.

CODE	INSTRUCTION MODE	DESCRIPTION	DEFINITION
01	**Online Only**	**Asynchronous No Meetings**	Instruction is delivered online asynchronously (i.e. not at scheduled days/times) and requires no face-to-face

			meetings with students throughout the term.
02	**Online Only**	**Synchronous No Campus Meetings**	Instruction is delivered online synchronously (i.e. at scheduled days/times) and requires no face-to-face meetings with students throughout the term.
03	**Hybrid (Allowed)**	**Asynchronous Meetings Allowed**	Instruction is delivered online asynchronously (i.e. not at scheduled days/times) and may require face-to-face meetings with students throughout the term for one or more of the following: orientation, mid-term and/or final exam, and overview of next phase of course content.
04	**Hybrid (Allowed)**	**Synchronous Meetings Allowed**	Instruction is delivered online synchronously (i.e. at scheduled days/times) and may require face-to-face meetings with students throughout the term for one or more of the following: orientation, mid-term and/or final exam, and overview of next phase of course content.
05	**Hybrid**	**Asynchronous with Meetings, Hybrid**	Instruction is delivered in a combination of asynchronous (i.e. not at scheduled days/times) online and face-to-face meetings. Face-to-face portion of instruction must meet weekly or bi-weekly at scheduled days/times.
06	**Hybrid**	**Synchronous with Meetings, Hybrid**	Instruction is delivered in a combination of synchronous (i.e. at scheduled days/times) online and face-to-face meetings. Both the face-to-face and online portions of instruction must meet weekly or bi-weekly at scheduled days/times.
09	**Face-to-Face**	**Face-to-Face**	Instruction is delivered at least 75% in person with a live instructor and physically assembled students throughout the term.
10	**Online Only**	**Polysynchronous No Campus Meetings**	Instruction is delivered in a combination of asynchronous (i.e. not at scheduled days/times) and synchronous (i.e. at

			scheduled days/times) online meetings and requires no face-to-face meetings with students throughout the term.
11	**Hybrid**	**Polysynchronous Meetings allowed**	Instruction is delivered in a combination of asynchronous (i.e. not at scheduled days/times) and synchronous (i.e. at scheduled days/times) online meetings and may face to face meetings with students throughout the term.

III. Curriculum Development and Approval

a. The instruction mode has a significant impact on the learning experience of students. Thus, the instruction mode(s) for a new or modified course shall become part of each new curriculum proposal. The instruction mode shall be approved through the curricular approval process. A course component may be approved for more than one instruction mode. If a course is offered in multiple sections, then different sections may have different instruction modes.

b. For both new and modified courses proposing online-only and/or hybrid instruction modes, the course proposal must include a justification of the appropriateness of the proposed instruction mode(s).

c. For both new and modified courses proposing online-only and/or hybrid instruction modes, the course proposal must include a description of how the student-to-student and student-to-instructor interaction appropriate for the instruction mode and course component (e.g. lecture, lab, seminar, activity) will be accomplished.

d. For both new and modified courses, the course proposal must include the need for specialized technical skills, computer hardware, and/or computer software for each instruction mode.

e. For both new and modified courses, the course proposal must address accessibility for any required instructional materials.

IV. Operational Procedures

The University shall publish the following information in the *Schedule of Classes*:

1. The instruction mode of each course offering that is online-only or hybrid.
2. Regularly scheduled times for online class meetings, if applicable.
3. Any required off-site meetings for any courses that include such a requirement.
4. Notification to students that an instructor may drop them from an online-only course if they do not log in within the first four days of instruction.