



<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER Page 1 of 4
	CHAPTER:	Academics
	SUBJECT:	Hybrid and Online Course Credit Hour Assignment
RELATED POLICIES:	EFFECTIVE DATE:	06/01/06
	SUPERSESION:	01/01/06
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	 Dr. David Svaldi Interim President	

I. POLICY

It is the policy of Adams State College (ASC) to govern the credit hours assigned to hybrid or online courses. Courses will be assigned credit hours based on the guidelines presented below.

II. PURPOSE

The purpose of this policy is to provide guidelines for the assignment of credit hours to hybrid and online undergraduate or graduate degree courses. Extended Studies has an approval policy in place for professional development courses that includes assignment of credit hours for hybrid and online courses and are, therefore, exempt from this policy.

III. DEFINITIONS

- A. Asynchronous - Web Based Instruction in which the communication does not take place at the same time; examples include private mail and bulletin boards
- B. Brokered Course -A course that is developed by an external organization to which ASC credit is assigned. They are designed to address the expansion and/or enhancement of skills of individuals in professional settings. They are either undergraduate or graduate level, narrow in content focus, limited in time, and designed to address the staff development needs of an individual or organization. They may be delivered on-site, online or as a hybrid course.
- C. Degree Course – For purposes of this policy, the term degree courses refers to courses offered by Adams State College that could be applied to degrees either as required courses or as electives. They are not brokered courses or professional development courses.
- D. Electronic Correspondence Course – Electronic correspondence courses differ from online courses in that they are not semester based; open entry and open exit are the norm. Students work independently in a self-paced format. Electronic correspondence courses are the non-print equivalent of traditional correspondence courses. Typically, they are based on a one year completion.
- E. Hybrid Course – A course that is delivered in a physical classroom (face-to-face) and in the institution supported course management system. The Web delivered components meet the same *Best Practices for Electronically Offered Degree and Certificate Programs* (Higher Learning Commission) used for online courses and significantly impacts learning while reducing the amount of classroom time.

Hybrid courses have a portion of the content delivered in the institution supported course management system. This may be any percentage of time that substitutes online time for seat time. The course is semester based.

CHAPTER	SUBJECT	POLICY #	Page 2 of 4
Administration/Organization	Administrative	100-01	EFFECTIVE 01/01/06

F. Online Course – A course that is delivered exclusively in the institution supported course management system where students access instructions, instructor’s office, all course materials (lectures, assignments, resources, etc.) and communicate via email, discussions, and/or chats with the instructor and other students. Online classes have 100 percent of the content delivered through the institution supported course management system. Face-to-face meetings (such as orientation or exam reviews) are only held if they are not content based and appeared in the registration class schedule. The course is semester based.

G. Professional Development Course - A course that is designed to address the expansion and/or enhancement of the skills of individuals in professional settings. They are either undergraduate or graduate level, narrow in content focus, limited in time, and designed to address the staff development needs of an individual or organization. They may be delivered on-site, on-line or as a hybrid course.

H. Supplemental Course – A course that is delivered exclusively in a physical classroom (face-to-face) but the instructor supplements face-to-face instruction with valuable online resources supported by the institution course management system or the Web, such as a grade book, syllabus, assignment submission, library electronic reserve, etc.

Supplemental courses have 100 percent of content delivered/taught face-to-face and none (0%) of the content delivered/taught online. The course is semester based. Nielson Library uses only the institution’s approved course management system to electronically reserve materials.

I. Synchronous - Web-Based Instruction in which communication is simultaneous. Examples include chat rooms, two-way interactive voice chat (Horizon Live Wimba), interactive video.

IV. PROCEDURES

A. General

- i. Institutional syllabi for hybrid and online degree courses are submitted to the Department Chair.
- ii. Brokered and professional development courses will proceed through Extended Studies’ course approval process and are excluded from the following procedures.
- iii. An institutional syllabus will serve as a template and will cover all 392/592 workshops and 379/579 special topics.
- iv. Syllabi must follow the institutional syllabi format, including learning outcomes.
- v. .If possible, the Chair will compare the hybrid or online course syllabus to the same course taught face-to-face.
- vi. The Chair will request information from the instructor of course as needed.
- vii. Training in the development of online and/or hybrid courses will be offered to the Chairs as needed.
- viii. The Chair will make its recommendation for credit assignment to the Provost or designee.

B. Philosophy

- i. Hybrid and online courses differ from traditional face-to-face courses in the way “seat time” must be figured.
- ii. For purposes of this policy, categories of course approval will be assigned as follows:
 1. Face-to-face into online or hybrid
 2. New online course
 3. New hybrid course
- iii. Best practices
 1. The Higher Learning Commission (HLC) and the Colorado Commission on Higher Education (CCHE) have not published Best Practices for establishing credit hours for online or hybrid courses.
 2. At ASC, instructor-to-student and student-to-student interaction are an important characteristic of online and hybrid courses. This is, partly, what distinguishes them from electronic correspondence courses.

C. Criteria

- i. Face-to-face Course into Online or Hybrid Course

CHAPTER	SUBJECT	POLICY #	Page 3 of 4
Administration/Organization	Administrative	100-01	EFFECTIVE 01/01/06

1. When assigning credit hours to an approved course that has been taught face-to-face and will now be taught online or as a hybrid, the Chair will review syllabi to ensure course content and expected learning outcomes remain the same.
 2. The Chair will review instructor-to-student and student-to-student interaction to ensure learning is not taking place in isolation.
 3. If these criteria are met, the credit hour assignment will match the face-to-face credit hour assignment.
- ii. New Online Course
1. When assigning credit hours to a new online course, the Chair will first examine the course syllabus in the institutional format, looking closely for student-to-student interaction and instructor-to-student interaction.
 2. CCHE recommends that for every hour of credit, students must engage in 12.5 hours of instructional time. Over the course of a 15-week semester, this equates to 50 minutes of instructional time per week per credit. Online and hybrid courses should be assigned credit hours based on a similar understanding, though the activities for electronic instructional time will be different from traditional face-to-face instruction.
 - a. Instructional time will include asynchronous or synchronous learning where students are gaining new information and/or interacting with the instructor. Instructional time may include but is not limited to
 - i. Posted modules or lessons written or procured by the instructor
 - ii. Chat room discussions with the instructor and/or other students
 - iii. Bulletin board discussions with the instructor and/or other students
 - iv. Email discussions with instructor and/or other students
 - v. Other activities that include instructor interaction and involvement
 - b. In addition, student activities outside of instructional time should be included in the syllabus. The number of hours spent outside of instructional time can be difficult to determine based on learning styles, abilities, rates of retention, subject matter of the course, and so forth. A general guideline is that students should expect to spend double the amount of instructional time in activities and assignments. Examples of activities include
 - i. Writing papers
 - ii. Reading articles or text
 - iii. Small group work
 - iv. Visiting other websites
 - v. Presentations
 - vi. Completing assignments from the textbook
 - vii. Other activities that do not include direct instructor interaction and involvement
- iii. New Hybrid Course
1. When assigning credit hours to a new hybrid course, the Chair will first examine the course syllabus in the institutional format, looking closely for student-to-student interaction and instructor-to-student interaction.
 2. CCHE recommends that for every hour of credit, students must engage in 12.5 hours of instructional time. Over the course of a 15-week semester, this equates to 50 minutes of instructional time per week per credit. Online and hybrid courses should be assigned credit hours based on a similar understanding, though the activities for electronic instructional time will be different from traditional face-to-face instruction.
 - a. Instructional time will include asynchronous or synchronous learning where students are gaining new information and/or interacting with the instructor. Instructional time may include but is not limited to
 - i. Posted modules or lessons written or procured by the instructor

CHAPTER	SUBJECT	POLICY #	Page 4 of 5
Administration/Organization	Administrative	100-01	EFFECTIVE 01/01/06

- ii. Chat room discussions with the instructor and/or other students
 - iii. Bulletin board discussions with the instructor and/or other students
 - iv. Email discussions with instructor and/or other students
 - v. Other activities that include instructor interaction and involvement
- b. Face-to-face instruction will be counted as instructional time.
 - c. In addition, student activities outside of instructional time should be included in the syllabus. The number of hours spent outside of instructional time can be difficult to determine based on learning styles, abilities, rates of retention, subject matter of the course, and so forth. A general guideline is that students should expect to spend double the amount of instructional time in activities and assignments. Examples of activities include
 - i. Writing papers
 - ii. Reading articles or text
 - iii. Small group work
 - iv. Visiting other websites
 - v. Presentations
 - vi. Completing assignments from the textbook
 - vii. Other activities that do not include direct instructor interaction and involvement

V. RESPONSIBILITY

- A. The course instructor is responsible for an accurate and articulate institutional course syllabus.
- B. The Department Chair is responsible for thoroughly examining the course syllabus for hybrid and/or online courses and for following the criteria listed above in making a credit hour assignment.
- C. The Department Chair is responsible for recommending to the Provost credit hour assignment for current or former courses being delivered in a new format (online or hybrid).
- D. The Department Chair is responsible for recommending a credit hour assignment to the Curriculum Review Committee for new undergraduate courses or to the Graduate Council for new graduate courses.
- E. If needed, training in evaluating quality hybrid and online courses will be provided to the Department Chairs by Academic Instructional Technology Committee or designee. This training is to be used solely for understanding electronically offered courses and assigning credit hours, not in evaluating the instructor or course, which is a separate policy
- F. The Provost or designee has final approval for the credit hour assignment.

VI. AUTHORITY

CCHE has stated that Adams State College must have a policy in place to govern credit hour assignment for online and hybrid degree courses.

VII. HISTORY
June 01, 2006