

Policy Procedure: Distance Education and Hybrid Classes

Procedure Number: 229P

Contact Information: Associate VP for E-Learning

Forms:

Last Reviewed Date: 05/14/2020

1. Schedule of Classes Guidelines
 - a. Campuses are responsible for entering all hybrid courses in the Schedule of Classes, whether distance education hybrids or non-distance education hybrids, and coding them according to College SIS procedures.
 - b. To improve the clarity of information provided to students, class notes in the Schedule of Classes for all hybrid courses must follow the College Schedule of Classes Guidelines for Hybrid Classes.
 - i. Hybrid courses that meet face-to-face less than 50% of the time must be coded as a hybrid to meet SCHEV and VCCS requirements.
 - ii. Courses that meet face-to-face 50% of the time or more are not coded as hybrids, but should be identified as hybrids in the Schedule of Classes, and include the standard College hybrid class note.
 - iii. Classes where the instructor and students are in different locations through the use of technology (synchronous distance education classes) require special coding to show whether distance education is being delivered or received by that particular section. (Consult the specific coding for guidelines from College Information Systems for details.)
 - iv. Hybrid classes that meet face-to-face 50% or more are a campus class listed in the campus section of the schedule and have a campus section number. The academic deans are responsible for correct PeopleSoft coding according to VCCS and SCHEV standards, and for tracking compliance with the College-wide standards on hybrid courses.
 - c. All hybrid classes must use the hybrid icon in the Schedule of Classes.
 - d. Include at least the following standard College hybrid course statement: "Hybrid class. Includes both classroom meetings and significant additional online work which replaces some classroom meetings. Class meets face-to-face (insert schedule). Computer with Internet access required."
 - e. Include the required note as the first note in PeopleSoft, because only the first note shows in the online schedule available on the NOVA website.
2. Training and Certification
 - a. NOL will provide training and develop a certification process which will include course design training, technology training, and training on successfully teaching a hybrid

course. Training should be ongoing – hybrid faculty are required to regularly update their skills by attending periodic refresher workshops to work on course updates, learn new strategies, share with other faculty about what is and is not working, see demonstrations of what other faculty are doing, etc.

3. Administration of Hybrid Classes

- a. Hybrid classes that meet between 30 and 49% face-to-face are jointly administered by the campus and NOL. They are campus classes listed in the campus section of the Schedule of Classes and have a campus section number, but the campus must coordinate these classes with NOL when the Schedule of Classes is developed so NOL can track and report student success according to SACSCOC guidelines, ensure correct PeopleSoft coding according to VCCS and SCHEV standards, and track compliance with the College-wide standards on training, course quality, student support, etc.
- b. Classes where the instructor and students are in different locations at the same time through the use of technology (synchronous distance education classes) will be jointly administered by the sponsoring campuses and NOL. An on-campus face-to-face section is a campus class listed in the campus section of the schedule and has a campus section number, but the campus must coordinate these classes with NOL when the Schedule of Classes is developed so NOL can arrange technical support, track and report student success according to SACSCOC guidelines, ensure correct PeopleSoft coding according to SCHEV standards, and track compliance with the College-wide standards on training, course quality, student support, etc. The section at the remote site will carry a section number at that campus. Campus deans are responsible for coordinating scheduling and room use for these synchronous distance education classes.