

SMCCCD Academic Senate Standing Committee on Teaching and Learning (DTLC)

Distance Education Modality Definitions

Approved by the SMCCCD Academic Senate on March 14, 2022

Definitions should not be interpreted without support from the Distance Education Team at your campus. There are nuances that are granular and for accreditation purposes and all other this needs to be clear.

Modality	Banner SSADETL Program Attribute Code	Description
Online--Asynchronous	ONLN	<p>FULLY ONLINE (FO)</p> <p>Instruction involves regular and substantive online interaction that takes place asynchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.</p>
Online--Partially Synchronous	SYNC	<p>FULLY ONLINE (FO)</p> <p>Instruction involves regular and substantive online interaction that takes place synchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.</p> <ul style="list-style-type: none"> ● Intentionally planned and required online class meetings, which are posted in the schedule, catalog, and syllabus ● Only part of the regular and effective contact is done via the synchronous meetings ● Contact hours: Consistent, pre-scheduled time throughout the semester, clearly identifying the total amount of hours, day/s, and location/s. ● Online meetings should be held in District-approved platforms so as to be FERPA-compliant.
Online--Fully Synchronous	SYNC	<p>FULLY ONLINE (FO)</p> <p>Instruction involves regular and substantive online interaction that takes place synchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.</p> <ul style="list-style-type: none"> ● Intentionally planned and required online class meetings, which are posted in the schedule, catalog, and syllabus

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Hybrid	HYBR	<p>Curriculum is designed intentionally and thoughtfully to integrate F2F and online learning experiences. F2F time is reduced, but not eliminated, with the balance of learning being facilitated asynchronously.</p> <ul style="list-style-type: none"> ● Contact Hours: Hours that a student receives the active instruction; 30-70% of the normal contact hours are now done online (and not F2F) <ul style="list-style-type: none"> ○ For planning purposes, consider a set selection of percentages for F2F/online contact hours: 30/70, 40/60, 50/50, 60/40, or 70/30 ● Face-to-face: Instructors must post pre-scheduled class meeting times and location on WebSchedule and in their course syllabus. The F2F portion is meant to be 'mandatory' for students. <ul style="list-style-type: none"> ○ Online meetings should be held on District-approved platforms so as to be FERPA-compliant ● Asynchronous Component: Work may include assignments done on the LMS and/or related sites. ● Significant Assessments: Instructors must post whether required exams are online or in-person in WebSchedule and the course syllabus. ● Lectures: Could be conducted in-person or asynchronously, as long as the contact hours are maintained. ● Contact hours: Consistent, pre-scheduled time throughout the semester, clearly identifying the total amount of hours, day/s, and location/s.
HyFlex ¹	HYFX	<p>The curriculum is designed intentionally and thoughtfully to provide choice to learners in their mode of engagement with the learning.</p> <p><i>Students choose between attending/participating in-person or online for each class meeting.</i> Online participation is available in synchronous (e.g., Zoom meeting) or asynchronous (e.g., Zoom or Panopto recording) modes; sometimes both and sometimes in only one online mode. The flexibility is for the students; faculty are expected to be teaching from the classroom.</p> <ul style="list-style-type: none"> ● Contact Hours: Consistent, pre-scheduled time throughout the semester, clearly identifying the total amount of hours, day/s, and location/s. <ul style="list-style-type: none"> ○ Students should not be required to attend live class meetings, whether online or in-person; participation should be measured based on other criteria.

¹ NOTE: The California State Chancellor's Office for Community Colleges (CCCCO) has **not** yet approved HyFlex as a modality option. DTLC created this definition based on pedagogical/andragogical standards, but will update it once the CCCCCO comes out with their approved definition.

		<ul style="list-style-type: none"> ○ Online meetings should be held on District-approved platforms so as to be FERPA-compliant. ○ Synchronous meetings should be recorded. ● Synchronous Students: Those students who are participating synchronously will complete course contact hours through the class meetings, in-person, or virtually. ● Asynchronous Students: Those students who are participating asynchronously will complete course contact hours through watching recorded lectures and tutorials, completing labs, readings, discussions and activities, all to be done on the LMS and/or related sites. ● Assessments: All significant assessments (i.e., exams, projects, midterms) should be able to be made available in all modalities when needed.
F2F	n/a	<p>All regular and substantive instruction is done in person, in the classroom.</p> <p>Web-Enhanced Component: Homework hours, in the form of preparing for class, discussions, etc., can be completed on the LMS (e.g. Canvas) as needed. This is not meant for contact hours.</p>

Table 1: SMCCCD Distance Education Modality Definitions

Resources

- [Towards a Location-Based Taxonomy for Post-Pandemic Technology-Enhanced Didactic Instruction](#)
- [ASCCC Support New Distance Education Definitions](#)
- [Outline of course delivery modes](#)