

# Northland Community & Technical College

## Standard Operating Procedure

SOP Title: Hybrid Course Guidelines  
 SOP Number: ASA 06  
 Division/Dept. Academic Affairs  
 Author/Title: Brian Huschle-Provost  
 Date: 01-2020

<b>Purpose and Scope:</b>	<p>State the intent, objectives and extent of coverage of the SOP.</p> <p>Define and outline process for determining use of hybrid delivery and notating delivery format for students.</p>
<b>Guidelines for Application of Hybrid Courses</b>	
<b>Procedural Steps &amp; Responsibilities:</b>	Document specific, procedural, consequential, step-by-step instructions. List the titles and departments responsible for specific aspects of the SOP
<p><u>Hybrid Course Definition</u>          A hybrid course at Northland is a course which combines online and synchronous classroom delivery. To be designated as a hybrid course the online component will constitute at least 25% and no more than 75% of the course. These percentages align with Minnesota State Media Code definition – Code 09: Blended/Hybrid. Proctored examinations are NOT considered part of the minimum 25% synchronous classroom times. As with any course design, the specific structure and delivery mode should promote student success and achievement of course learning outcomes.</p> <p><u>Hybrid Course Scheduling</u>          1. The course schedule should use the appropriate media code: 09.          2. The course schedule must utilize the “notes” field to identify the proportion of reduced seat time by the first day of student registration (i.e. percent online delivery – e.g., 25%, 33%, 50%).          3. The scheduled class contact time must be reflected on the class schedule in one of three ways.          - The class schedule (days and/or times) directly reflect the reduced synchronous classroom time. The note states: “Hybrid: XX%. Meets as scheduled: Reduced contact time reflected in schedule.”          - The class is scheduled for full contact time, and the note includes specific hybrid dates as such: “Hybrid: XX%. Course is not scheduled to meet on [list dates].”          - The class is scheduled for full contact time, and the note includes this notation: “Hybrid: XX%. Expectations for attendance are provided within the first week of class; if necessary, contact the instructor for more information.”</p> <p><u>Identifying New Hybrid Courses</u>          Prior to an initial hybrid course offering, individuals must consult with their supervisor regarding pedagogy and how course design supports course outcomes, as well as professional development opportunities to prepare for teaching online. Any variation from the above guidelines must also be reviewed and approved by the supervisor.</p> <p>Any changes in an ongoing hybrid course (e.g., percent hybrid, hybrid delivery format, revisions to the common course outline, etc.) must be reviewed with the supervisor prior to making adjustments and continuing the hybrid format.</p>	
<b>Associated Documents:</b>	
MnSCU 3.36 and 3.36.1.2	
<b>Notification List:</b>	
Academic Deans, Student Affairs, Registrar, Scheduler, AAS	
<b>Revision History:</b>	

Rev	Section/Paragraph	Reason for Change	Date
1	Para 2, Item 5	Added per agreement in AASC meeting notes	17 Oct 2016
2	All 3 sections	Per revisions with eLearning, Division Chairs, and AASC approval	Feb 2018
3	First two sections.	Clarifying scheduling notations. Division Chairs and AASC approval	<b>03/31/2020</b>

**Approval:**

Division/Dept.

Supervisor: \_\_ Brian J. Huschle \_\_\_\_\_ Date \_\_ 03/31/2020 \_\_ Approved w/revisions