

# Northland Community & Technical College

## Standard Operating Procedure

SOP Title: Hyflex Program and Course Guidelines  
 SOP Number: ASA 10  
 Division/Dept. Academic Affairs  
 Author/Title: Brian Huschle-Provost  
 Date: 03-2020

<b>Purpose and Scope:</b>	<p>State the intent, objectives and extent of coverage of the SOP.</p> <p>Define and outline the process for scheduling hyflex courses and programs.</p>
<b>Hyflex Program and Course Guidelines</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>Hyflex Program and Course Definitions</u></p> <p>A hyflex program is a program of study in which a significant portion (67% -100%) of the required program courses specific to the technical area of study are delivered as hyflex courses.</p> <p>A hyflex course offers multiple delivery modes so that a student may choose the delivery mode(s) to use for their learning on an ongoing basis within the course. Specifically, students may elect between synchronous class meetings up to the full course contact time (or scheduled hybrid contact time), and a combination of online asynchronous, online synchronous, or synchronous video conferencing delivery, depending on the specific delivery modes offered by the instructor. One or more Minnesota State Media Codes are used to best fit course delivery. These will typically be a combination of codes 03: Mostly online; 04: Videoconferencing, originating site; 09: Blended/Hybrid; 12: Completely Online, Asynchronous; and 13: Completely Online, Synchronous.</p> <p><u>Identifying New Hyflex Courses and/or Programs</u></p> <p>Prior to offering a hyflex course, an instructor must consult with their supervisor regarding the course pedagogy and how course design supports the course outcomes. Additionally, the relationship of the specific course to the program and program delivery design as a hyflex program must be discussed. Discussion will include professional development opportunities to support the course and/or program delivery mode. Variations from the definitions and guidelines provided herein must also be discussed.</p> <p>Significant changes to a hyflex course or program (e.g., use of different delivery modes and changes in program offerings and structure) must be reviewed with the supervisor and approved before such changes are made.</p> <p><u>Flexible Mode Guidelines</u></p> <ol style="list-style-type: none"> <li>1. Change of a program to a hyflex program must be reviewed with the supervisor and submitted as a program change to AASC.</li> <li>2. Hyflex courses must use the appropriate set of media codes (as identified above).</li> <li>3. The course note must state: "Hyflex delivery: Students may participate online or in-person."</li> <li>4. The course note must include additional notation if it includes required synchronous meetings, including days and time within the scheduled class time.</li> <li>5. The course note must include additional notation if it also includes hybrid delivery, following SOP ASA 06: Hybrid Course Guidelines.</li> <li>6. The same media codes and course note must be included on each schedule upon which the course is published (e.g., campus and distance schedules).</li> </ol>	
<b>Associated Documents:</b>	MnSCU 3.36 and 3.36.1.2
<b>Notification List:</b>	Academic Deans, Student Affairs, Registrar, Scheduler, AASC
<b>Revision History:</b>	

Rev	Section/Paragraph	Reason for Change	Date
	Adoption	Guide use and development of delivery mode. Division Chairs, AASC	3/31/2020

**Approval:**

Division/Dept.

Supervisor: \_\_\_ Brian J. Huschle \_\_\_\_\_ Date \_\_ 3/31/2020 \_\_ Approved w/revisions