

**UOCC Guidelines for approval of undergraduate online / hybrid classes - passed by UOCC 5/25/2017, (revised with clarification from Winter Curriculum Report 2018)**

The goal of these guidelines is to aid proposers in addressing UOCC review of online or hybrid classes.

Senate Motion US15/16-22, passed April 6<sup>th</sup> 2016, states:

- that approval by the UOCC of a new undergraduate online or hybrid class will require a description from the proposer of how classroom time will be replaced with alternative forms of engagement of students with the academic content and engagement between the students and the instructor, and perhaps engagement among the students, as appropriate to the instructional context. Providing students with class presentations (e.g. PowerPoint materials with associated recorded audio lecture) may be included in this category but will not be sufficient to account for all engagement; and
- Already existing undergraduate online and hybrid classes and new online versions that are added to existing classes will also be required to follow this model and will be reviewed by the UOCC for equivalence and appropriate assignment of credit hours by Fall 2019 or after being taught 3 times since Spring 2016

The UOCC online review task force reviewed proposals for online and hybrid classes to develop guidelines that satisfy this requirement for engagement. While many activities are highly useful in courses, not all interactions constitute engagement i.e. replacing 40 hours of lecture for a 4 credit class. Therefore, proposers should detail how many hours are spent on each of the appropriate alternative forms of engagement, in either written or table format.

The UOCC regards the following as appropriate alternative forms of engagement to substitute for contact hours:

1. Recorded lectures, either synchronous or asynchronous.
2. Instructor moderated discussion boards
3. Synchronous learning platform activity with Instructor
4. Quizzes with Instructor feedback
5. Projects with Instructor feedback
6. Other activities with Instructor direct interaction

The UOCC regards the following non-classroom important activities as typically not qualifying as a hybrid or online substitute consideration for classroom time:

1. Posting of supplemental content materials
2. Announcements
3. Assignments
4. Office hours, online or otherwise

The syllabus needs to describe the online activity with clarity. One sample of each online activity must be provided for review (for example, a link to one recorded lecture, an example of a blog post, etc.).

Proposals for courses that will be taught only in online or hybrid classes should supply an online Student Engagement Inventory (SEI) whereas courses that will be taught in both online/hybrid format and in regular classroom setting should provide one SEI for each format, as shown for a 4 credit class in the simplified examples below:

**Example 1 For a class that will be taught online only:**

<b>Student Engagement Inventory</b>	<b>Hours student engaged</b>	<b>Explanatory comments (if any):</b>
Lecture	0	
replacement for lecture	20	viewing recorded lectures: provide sample
	10	Activities on Instructor moderated discussion board: provide sample
	10	Additional project with instructor feedback: provide sample
Assigned readings	40	x pages total
Project	4	project for class
Writing assignments	35	x writing assignments
Online interaction	1	online quiz taking
Total hours:	120	

**Example 2 For a class that will be taught hybrid only:**

<b>Student Engagement Inventory</b>	<b>Hours student engaged</b>	<b>Explanatory comments (if any):</b>
Lecture	10	Discussion sections / labs or short lecture
replacement for other hours of lecture	20	viewing recorded lectures: provide sample
	10	Activities on Instructor moderated discussion board: provide sample
Assigned readings	40	x pages total
Project	4	project for class
Writing assignments	35	x writing assignments
Online interaction	1	online quiz taking
Total hours:	120	

**Example 3 For a class that will be taught both online and in classroom:**

<b>Student Engagement Inventory</b>	<b>Hours student engaged in classroom course</b>	<b>Hours student engaged in online course</b>	<b>Explanatory comments (if any):</b>
Lecture	40	0	3 hours lecture, 1 hour discussion section or lab
replacement for lecture	0	20	viewing recorded lectures: provide sample
	0	10	Activities on Instructor moderated discussion board: provide sample
	0	10	Additional project with instructor feedback: provide sample
Assigned readings	40	40	x pages total
Project	4	4	project for class
Writing assignments	35	35	x writing assignments
Online interaction	1	1	online quiz taking
<b>Total hours:</b>	<b>120</b>	<b>120</b>	

**Example 4 For a class that will be taught both hybrid and in classroom:**

<b>Student Engagement Inventory</b>	<b>Hours student engaged in classroom course</b>	<b>Hours student engaged in hybrid course</b>	<b>Explanatory comments (if any):</b>
Lecture /discussion section or lab	30	0	lecture
	10	10	discussion section / lab
replacement for lectures		20	viewing recorded lectures: provide sample
		10	Activities on Instructor moderated discussion board: provide sample
Assigned readings	40	40	x pages total
Project	4	4	project for class
Writing assignments	35	35	x writing assignments
Online interaction	1	1	online quiz taking
<b>Total hours:</b>	<b>120</b>	<b>120</b>	

These guidelines were developed by UOCC following the review of several online course proposals and represent examples of the type of information that helps the committee understand proposed courses. We expect to revise and expand these guidelines as new instructional modalities are proposed.