

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-004-212

Clarification of Hybrid Modalities Report

Academic Affairs Committee

Date:

Executive Committee  
Received and Forwarded

Date: April 6, 2022

Academic Senate

Date: April 13, 2022  
First Reading

**Your Name:** Eden Haywood-Bird

**Your Email:** [ehaywoodbird@cpp.edu](mailto:ehaywoodbird@cpp.edu)

**Title of Referral:** Clarification of Hybrid modalities

**Names and Titles of proponents:** Eden Haywood-Bird, Interim Chair- early childhood studies department

**Keywords:** Hybrid distance education, Hybrid hours policy

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:**  
No

**Deadline Date:**

**Justification for deadline:**

**Background:** With the creation and implementation of the new CPP modality document (March 2021), an unintended consequence appears to be the sorting of all Hybrid modalities into the "distance education" (DE) bucket. It has also been clarified by Laura Massa in the September 13 CCC meeting that if any section of a course is offered in a DE modality this then sorts all sections of that course into the DE bucket. Dr. Massa also clarified in the September 13 CCC meeting that it is possible to create an amended credit hour policy which delineates hybrid courses into either the DE bucket or the face-to-face bucket based on the percent of time students spend in the face-to-face classroom. This would allow departments to offer some limited flexibility to students in modality within courses without all sections being considered DE without submitting a substantive change to WSCUC. Many departments offered hybrid course sections of many different courses prior to the pandemic as a way to decrease classroom congestion, as well as meet students scheduling requests and needs.

**Actions Requested:**

1. Amend the current CPP Credit Hours Policy (accepted Dec 2018 and attached to this referral) to clearly explain what percent of meetings of a hybrid class must be face-to-face to be considered a non-DE course. I suggest 50% be the minimum requirement for face- to-face meetings based on SDSU credit hour policy (attached to this referral) WASC included on their resource web page for accredited programs.
2. Amend the CPP Updated Course Designation Standards (accepted March 2021) to include course designations that differentiate between DE hybrid courses and non-DE hybrid courses. One suggestion is to designate all hybrid courses that meet face-to-face less than the defined percentage detailed in the revised credit hour policy with a DE at the end of the section. This is similar to the way service learning courses are designated with an S (ECS 4300S), labs are designated with a L (ECS 4300L), and activity courses with an A (ECS 4300A). This is only one idea.

**Recommended Resources:** Laura Massa

CPP Credit Hour Policy (attached)

CPP Updated Course Designations (attached)

Link to WASC Credit Hour policy guidance: <https://www.wscuc.org/resources/credithour/>

SDSU Credit Hour Policy (Linked on above WASC web page and attached here)

**Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/860777564/undated\\_course\\_designations.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/860777564/undated_course_designations.pdf)

**Attachment 2:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/860777564/sdsu\\_credit\\_hour\\_sample.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/860777564/sdsu_credit_hour_sample.pdf)

**Attachment 3:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745906/860777564/cpp\\_credit\\_hour\\_policy.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745906/860777564/cpp_credit_hour_policy.pdf)

**Discussion**

OMG so much discussion. We also held two informational campus wide meetings for feedback. People were wonderful generous with their time and the idiosyncrasies of technology. But as a statistics professor used to joke (warning anachronistic joke)- “It’s usually the nut with the mouse...”. In the end, we received quite a bit of feedback on several referrals, but for this referral, the gist of it comes down to this.

- 1) The CSU offers a completely online GE program which students may take and transfer to CPP.
- 2) If we were to remain designated as in person with WSCUC, we could not offer online classes due to students perhaps having taken the online GE program. Hence we are going to be accredited with WASC as distance education.
- 3) Though we are changing our designation with WSCUC to distance education, we are not changing the mission or goal of our university to be primarily in-person.
- 4) The majority of our classes are expected to be offered in an in-person modality.
- 5) Hybrid classes can be considered in person if, they meet in-person 50% of the time.
- 6) Illness, emergency, “acts of god,” or occasional conference travel are not considered problematic regarding the 50% target. The expectation is that 50% of the course will be scheduled in person.
- 7) International students may take only a limited number of online courses before having their student visa status endangered. Ensuring hybrid is considered in person helps facilitate international students maintaining student visas.
- 8) Should there be a compelling reason to offer a course that meets in person less than 50% of the time, an additional referral requesting this can be submitted. This was discussed at public meetings, and no one required this option. Yet. We always like to remind people referrals are an ongoing thing. Laws should be updated as circumstance and needs change. So a new referral for this modality can be submitted at any time. This class would have a separate name and definition.
- 9) We discussed creating an additional category similar to the old asynchronous local and synchronous local (hybrid but you only met in person limited numbers of times), however, when we looked at what classes were taught in that modality, we found that

almost all of them were actually internship classes, hence the appropriate modality should be face-to-face. The remaining classes primarily used these modalities for online courses with a few upfront days of in-person instruction on how to use online courses. This seems anachronistic now.

- 10) It was suggested we use definitional wording consistent with existing policies. We altered our wording to be more similar, but exact commensurate wording seemed a bit dated, and we would suggest updating those instead.
- 11) After consulting with the EC, we agreed to update all the definitions and language.

## Recommendations

We recommend the following updates to Policy no: 1456:

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1456  
COURSE DESIGNATION STANDARDS

<b>Instruction Mode Definitions</b>	
In-person	Course meets in person (in a designated location or locations) for all of the course contact hours prescribed by the course classification and units. Students may be expected to access course materials, and participate in course activities online.
Hybrid Asynchronous Component	Course meets in-person (in a designated location or locations) a minimum of 50% of course contact hours prescribed by the course classification and units. Remaining course contact hours are completed asynchronously online.
Hybrid with Synchronous Component	Course meets in-person (in a designated location or locations) a minimum of 50% of course contact hours prescribed by the course classification and units. Remaining course contact hours are completed synchronously online. Students are expected to attend synchronous hours remotely.
Hybrid bisynchronous	Course meets in-person (in a designated location or locations) a minimum of 50% of course contact hours prescribed by the course classification and units. Remaining course contact hours are completed synchronously and asynchronously. Students are expected to attend synchronous hours remotely.

Fully Asynchronous	All course contact hours prescribed by the course classification and units, are delivered online in an asynchronous instruction mode. No scheduled meetings are required.
Fully Synchronous	All course contact hours prescribed by the course classification and units, are delivered online in a synchronous instruction mode. No in-person scheduled meetings are required. Students are expected to attend remotely.
Bisynchronous	All course contact hours prescribed by the course classification and units, are delivered online. Course contact hours will be delivered synchronously and asynchronously. Students are expected to attend synchronous hours remotely.
HyFlex	All course contact hours prescribed by the course classification and units, are delivered in-person, synchronously, and asynchronously. Instruction is provided in the classroom, and for each class meeting, students may choose to attend in-person, synchronously online, or asynchronously online.
<p><b>Note</b></p> <p>Asynchronous instruction is defined as online instruction that allows students to view instructional materials at any time.</p> <p>Synchronous instruction is defined as online or remote broadcast instruction delivered during scheduled class meetings</p>	