

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-006-201

Updates to Course Designation Standards (AS-2370-011/AA, as approved by President J. Michael Ortiz via memo, April 15, 2011)

Academic Affairs Committee

Date: September 2019

Executive Committee  
Received and Forwarded

Date: February 3, 2021

Academic Senate

Date: February 10, 2021  
First Reading  
March 10, 2021  
Second Reading

## **Background**

**Your Name:** Laura Massa

**Your Email:** lmassa@cpp.edu

**Title of Referral:** Updates to Course Designation Standards (AS-2370-011/AA, as approved by President J. Michael Ortiz via memo, April 15, 2011)

**Names and Titles of proponents:** Sep Eskandari, Associate Provost, Academic Planning and Faculty Excellence  
Victoria Bhavsar, Director, Center for the Advancement of Faculty Excellence

**Keywords:** Instruction modes, bisynchronous

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

**Deadline Date:**

**Justification for deadline:**

**Background:** These updates are requested to bring the set of instruction modes up-to-date. The requested update to instruction modes is attached.

**Recommended Resources:** Sep Eskandari, Associate Provost, Academic Planning and Faculty Excellence  
Victoria Bhavsar, Director, Center for the Advancement of Faculty Excellence  
Department Chairs  
Memo April 15, 2011 President Ortiz to Chair Alex re AS-2370-011/AA

**Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/698510837/instruction\\_mode\\_definitions.doc](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/698510837/instruction_mode_definitions.doc)

**Attachment 2:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/698510837/memo\\_april\\_15\\_2011\\_president\\_ortiz\\_to\\_chair\\_alex\\_re\\_as-2370-011aa.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/698510837/memo_april_15_2011_president_ortiz_to_chair_alex_re_as-2370-011aa.pdf)

## Discussion

Updating the Instruction mode definitions to match current capabilities and understandings is necessary.

Note: additions noted with underline, deletions noted with strikethrough

<b>Instruction Mode Definitions</b>	
Face-to-Face:	Course meets face-to-face <u>in a classroom (instructor + students in one location)</u> for all of the course contact hours prescribed by the course <u>type classification</u> and units. Syllabus, <u>grades and course materials</u> may be posted online.
<del>Web-Assisted:</del>	<del>Course meets face-to-face for all of the course contact hours prescribed for the course type and units. Syllabus/grades may be posted online. Some course materials/activities are online and require active student access.</del>
Hybrid with Asynchronous Component:	Course uses both classroom and <del>online</del> <u>asynchronous</u> instructional modes and meets face-to-face for <del>25%-75%</del> <u>a portion</u> of the course contact hours prescribed by the course <u>type classification</u> and units.
Hybrid with Synchronous Component:	Course uses both classroom and <del>online</del> <u>synchronous</u> instructional modes and meets face-to-face for <del>25%-75%</del> <u>a portion</u> of the course contact hours prescribed by the course <u>type classification</u> and units.
Asynchronous Local:	<del>100% of the course instruction is delivered online. Scheduled face-to-face meetings may be required for orientation and student evaluation.</del>
Synchronous Local:	<del>100% of the course instruction is delivered online. Students enrolled must access some portions of course content at specific pre-arranged times to participate interactively with others. Scheduled face-to-face meetings may be required for orientation and student evaluation.</del>
Fully Asynchronous:	100% of the course instruction is delivered <u>online</u> in an asynchronous instruction mode. <u>No scheduled meetings are required.</u> <del>Students do not need to be on campus for any portion of course work or evaluation.</del>
Fully Synchronous:	100% of the course instruction is delivered <u>online or via remote broadcast</u> in a synchronous instruction mode. Students do not need to be on campus for any portion of course work or evaluation.
<u>Bisynchronous:</u>	<u>100% of the course instruction is delivered online using both synchronous and asynchronous instructional modes. The synchronous meeting pattern meets at an approved time module/meeting pattern.</u>
<b>Note</b>	
<b>Asynchronous instruction</b> is defined as <u>online</u> instruction that allows students to view instructional materials at any time. <del>offered via web technology, CD-rom or placed on student-accessible PCs, available at time/location of students' choice.</del>	

**Synchronous instruction** is defined as online or remote broadcast instruction delivered during scheduled class meetings. ~~offered via closed circuit to a second classroom, or live remote broadcast via public airwaves, web chat room, or web-based streaming video to PCs available at specific days/times.~~

## Recommendations

To adopt these as the current instruction mode definitions:

<b>Instruction Mode Definitions</b>	
Face-to-Face:	Course meets face-to-face in a classroom (instructor + students in one location) for all of the course contact hours prescribed by the course classification and units. Syllabus, grades and course materials may be posted online.
Hybrid with Asynchronous Component:	Course uses both classroom and asynchronous instructional modes and meets face-to-face for a portion of the course contact hours prescribed by the course classification and units.
Hybrid with Synchronous Component:	Course uses both classroom and synchronous instructional modes and meets face-to-face for a portion of the course contact hours prescribed by the course classification and units.
Fully Asynchronous:	100% of the course instruction is delivered online in an asynchronous instruction mode. No scheduled meetings are required.
Fully Synchronous:	100% of the course instruction is delivered online or via remote broadcast in a synchronous instruction mode. Students do not need to be on campus for any portion of course work or evaluation.
Bisynchronous:	100% of the course instruction is delivered online using both synchronous and asynchronous instructional modes. The synchronous meeting pattern meets at an approved time module/meeting pattern.
<b>Note</b>	
<b>Asynchronous instruction</b> is defined as online instruction that allows students to view instructional materials at any time.	
<b>Synchronous instruction</b> is defined as online or remote broadcast instruction delivered during scheduled class meetings.	