

## Class Format Option Policy

### Policy Statement

#### **Purpose**

The purpose of this policy is to acknowledge the acceptance of, and to delineate the criteria for, using an online format in place of an on-site class meeting.

#### **Scope**

This policy applies to courses that have formally prescribed meeting days and times listed in the Schedule of Classes.

#### **Policy**

MiraCosta College recognizes that online environments are a pedagogically sound format for student learning, and classes can maintain flexibility in format, with the limitation, given that

1. students are aware of this possibility with reasonable notification;
2. students are given adequate preparation for the format shift and;
3. the shift in format does not exceed the maximum stated in this policy, or in the course's AP&P course outline.

The maximum shift in format (from on-site to online) is dependent upon two factors. First, whether the course has AP&P approval to be taught online or as a hybrid. Second, whether students were notified in the Schedule of Classes that the replacement of on-site class meetings might take place with an online format. The maximums are as follows:

1. Courses that do not have AP&P approval to be taught online or as a hybrid: Single class meeting
2. Courses that do have AP&P approval to be taught online or as a hybrid, but students were not notified in the Schedule of Classes about a possible shift in format: Single class meeting
3. Courses that do have AP&P approval to be taught online or as a hybrid, AND students were notified in the schedule of classes about a likely shift in format: 13% of on-site hours

### Procedure Statement

#### **Purpose**

The purpose of this procedure is to provide instruction to faculty seeking flexibility in instructional format by replacing an on-site class meeting with an online format.

#### **Scope**

This procedure applies to faculty that are contracted to teach a class that has meeting times and days formally prescribed in the published Schedule of Classes.

#### **Procedure**

1. This procedure details how and the extent to which faculty can use an online format in place of meeting on-site. All of the criteria detailed here must be fulfilled:

1.1. *Reasonable Notification.* Students are to be given at least one week's notice regarding the shift in format from on-site to online.

The use of an online format in place of more than a single class meeting requires [A] notifying students in the Schedule of Classes and [B] that the course has AP&P approval to be taught using an online/hybrid format. If faculty feel it is likely that they will invoke this option, they shall inform their Chair in order to get the notification in the Schedule of Classes for the subsequent

semester, faculty. The Chair will then work with the Dean to get the notification in the Schedule of Classes. The notification itself will be fairly standardized; for example an icon, or a brief note such as ‘Online activities may take place instead of meeting in the classroom (up to four class meetings) at the discretion of the instructor. [C] Students are also to be informed in the class syllabus that the replacement of an on-site class meeting with an online format *may* take place (specifying the maximum number of on-site class meetings that could be replaced; described below).

1.2. *Rationale for the Shift to an Online Format.* For courses without AP&P online/hybrid approval, Title V limits the shift to an online format specifically to an *ad hoc* decision made by the instructor during the semester to seize a pedagogical opportunity (not just because the instructor was sick). For a course with AP&P online/hybrid approval, the use of an online format should ideally be designed into the course itself (e.g., listed in the syllabus), though the decision to shift to an online format can also be made *ad hoc*.

1.3. *Student Preparation:* Students shall be given adequate preparation for the structure, assessment, and expectation for their engagement in the online learning format. The amount of preparation will be related to the ongoing use of the technologies already required by the course, and faculty shall be prudent in preparing students for use of technologies and participation in activities not routinely utilized.

1.4. *Limits on Use of the Online Format in Place of Meeting On-Site*

1.4.1: Courses where students were notified in the Schedule of Classes about a possible shift in format for some class meetings (only allowed if a course has AP&P approval to be taught online or as a hybrid): A maximum of 13% of class time hours may be taught using an online format in place of meeting on-site. For a semester length course that meets twice a week, this would be four class meetings. For a semester length course that meets once a week, this would be two class meetings.

1.4.2: Courses where students were not notified in the Schedule of Classes about a possible shift in format for some class meetings: A maximum of a single class meeting may be shifted to an online format.

2. Whether or not the instructor has notified students in the Schedule of Classes, the following shall apply:

2.1. At least one week prior to the class meeting (that will be shifted to an online format) the instructor shall

2.1.1. Notify the students by making an in-class announcement and send them an e-mail notification, and;

2.1.2. Notify the secretary, who will post a notice on the classroom door on the appropriate day.

3. The following exceptional situation is noted whereby the course routinely uses a significant online complement to the on-site class meetings.

3.1. This exception is, specifically, to the criterion for *Reasonable Notification*; the requirements for *Student Preparation* and the *Limits on Use of the Online Format in Place of Meeting On-Site* still apply.

3.2. The instructor may use an online format in place of meeting with the class on-site with less than one week’s notification and, in addition to the additional steps noted in part (2), the instructor shall:

3.2.1. Notify the department chair and the appropriate dean.