

Frequently Asked Questions about Hybrid Hours

Q: What are the definitions of Online, Hybrid, and Web-Enhanced courses?

A: Definitions -

- **Online Courses**
 - Conducted entirely via the Internet
 - Requires no student attendance on campus (with the exception of face-to-face examinations that can be proctored on campus or at remote locations)
 - Designated with a “W” at the end of the section number in the Schedule; Time/Days are listed as TBA, and Location is listed as ONLINE
 - Must have separate DE approval from the division curriculum committee (Addendum to the Course Outline of Record - Course Approval Application for Online/Distance Learning Delivery)
- **Hybrid Courses**
 - Conducted both via the Internet and on campus in a classroom
 - Requires some weekly student attendance via the Internet and some weekly attendance on campus
 - Designated with a “Y” at the end of the section number in the Schedule; Time/Days are listed as TBA, and Location is listed as ONLINE.
 - Must have separate DE approval from the division curriculum committee
 - Syllabus must indicate -
 - The number of hours that are “hybrid” per week
 - Whether the “hybrid” hour is lecture, lab, or lecture-lab.
 - Student attendance/participation for the “hybrid” hour is mandatory
- **Web-enhanced Courses**
 - Students attend all class hours on campus with face-to-face instruction
 - Some student participation in the class involves use of the Internet
 - Does not require separate DE approval
- **Distance Education**
 - Instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology (Distance Education Guidelines, 2008)
 - Any course that has any online attendance **required**, whether in lieu of on-campus, face-to-face attendance or not.

Q: What are the differences between online hybrid hours for lecture, lab, lecture/lab, and homework ?

A: Definitions –

- **Lecture**
 - The entire class is engaged in the academic activity (i.e., the dissemination of information) for every hour of class.

- E.g., video or podcast of an instructor's presentation (live or archived) with student attendance documented via quiz on knowledge of presentation content
- **Lecture-Laboratory**
 - The entire class is uniformly engaged in an academic activity that integrates dissemination of information and guided hands-on experience.
 - E.g., Application sharing with students in webconference via CCC Confer
- **Lab**
 - Students work independently with individual guidance from an instructor on a need or request basis (not uniformly).
 - E.g., Student portfolio of assigned work
- **Homework**
 - Student work for a class that is unsupervised by an instructor and no attendance is required
 - Minimum of two hours of homework for every lecture hour
 - expectation of one hour of outside homework for every two hours of lec/lab
 - No expectation of outside homework for lab hours

Q: Does the hybrid instructor need to be present live with the students during the online hybrid lab hours to answer lab related questions?

A: No. The instructor should be available to students for a total number of hybrid lab hours each week as stated in the course outline. The lab instruction could be synchronous (live) or asynchronous (not live). Ideally, the instructor would clearly state on the course syllabus how students can request individual guidance for lab hours (e.g., via Private Message, Discussion Forum or Chat in Etudes, email, phone).

Q: How do you know if the students are attending the lab for hybrid hours?

A: If the instructor is using online lab written instructions hours as part of the total on campus lab time, the instructor could give a quiz or an online assignment to make sure the student is participating online. Participating in an on-campus lab would not show evidence of online participation lab time.

Q: Is it okay to only post a PDF or written instructions as a lab for hybrid hours?

A: Only posting instructions on an online site does not create lab time for a student. The student must show evidence of lab online attendance and participation on an online site. The lab evidence should reflect the subject matter. Online the student should do an activity that relates to practice, observation, or testing. Examples of online sites would be Flickr, CCC Confer, Voicethread, or the Etudes site. The student must show evidence of weekly attendance online.

Q: Could a video be a lab for hybrid hours?

A: Showing a lab demonstration video during an online lab time is acceptable as long as evidence of students' participation during this online lab time is collected. The student can take a graded quiz, write a paper, take notes, take a photograph of a lab activity progress or verbally discuss the video lab demonstration. All of these artifacts must be graded by the instructor on a weekly basis online.

Q: Would the lab activity online reflect the lab content from the course outline of record?

A: The instructor needs to create a series of online activities that reflect the course outline of record suggested lab activities.

Q: Does the instructor need to be present with the students online during the week to answer questions related to the hybrid hour lecture?

A: The instructor needs to be present weekly online to answer questions about hybrid lecture-related activities. The weekly hybrid lecture hours can be asynchronous or synchronous.

Q: Are videos allowed? Videos made by the instructor?

A: Instructor can use instructional videos for hybrid hours as long as students show some evidence of their participation and understanding of the content delivered and the instructor collects/monitors student participation. These instructional videos can be made by the instructor or others. For example, the student can take a quiz, participate in a class discussion, write a paper, take notes, make an art piece, or participate in a group discussion.

Q: Is an online quiz a lecture hour online?

A: An online quiz is evidence of participation in a lecture. Results of a timed quiz can be evidence of lecture time.

Q: Do faculty need to follow the Hybrid Hour Guidelines for their fully online courses, too?

A: No. However, faculty of both Hybrid and Online courses do need to follow guidelines from the Foothill College Academic Senate regarding: 1) Regular and Effective Contact, and 2) Attendance Documentation -

- **Regular and Effective Contact**

"Faculty must provide substantive feedback within a reasonable time as outlined in the course syllabus. Faculty/Student Communication Process including the timeframe for faculty response to student communications. A **response time of 24-48 hours, Monday through Friday is desirable** but may vary based on course requirements and extenuating circumstances. It must be clear whether or not the instructor will be available after hours or on weekends and holidays."

- **Attendance Documentation**

"In compliance with federal requirements to **document student attendance in online classes, faculty must record a weekly academically related activity** such as discussion forum posting, online quiz, reflection, assignment, exam, email, field trip, telephone call or electronic communication at least through week 7 or the drop with W deadline for each student in an online class. This is in line with our commitment to best practices of Regular, Timely and Effective Student/Faculty Contact as approved by the Faculty Senate and submitted by faculty on the "Course Approval Application for Online/Distance Learning Delivery" and vital to students receiving financial aid."