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Hybrid Courses Definition and Operational Procedures for Hybrid Course Approval

Definition of Hybrid Courses at Troy University

A hybrid course offered at Troy University consists of three key elements: (1) Web-based learning activities are introduced through internet based instruction on blackboard or other delivery media approved by the academic dean; (2) Evidence of online contact time must equate to a maximum of 49% of course contact hours. “Seat time” is reduced to no less than 51% of in-class course contact hours; (3) the web-based and face-to-face components of the course are designed to interact pedagogically to take advantage of the best features of each.

Operational Procedures

Hybrid Course Design

The course must meet the commonly defined student course learning objectives and incorporate the best online practices into each hybrid course. Instructional designers are available to assist faculty with hybrid course design. The assessment of student learning outcomes in hybrid courses will be reported in a manner consistent with the reporting of all other student course learning outcomes.

Hybrid Course Review and Approval

Colleges will review faculty hybrid course requests through the Discipline Coordinating Committee (DCC) or comparable faculty peer review group. Each college review committee is responsible for the review and recommendation of hybrid courses prior to offering the courses in this teaching modality. The review committee shall provide recommendations to the faculty members and the dean of the college as needed. The final decision to offer approved hybrid courses resides with the dean of the college.

Warehousing Approved Hybrid Courses

All colleges are responsible for maintaining a list of approved hybrid courses and a list of faculty members approved to offer the hybrid courses. A Record of Hybrid Course Approval Matrix is attached (Atch. 1) as a template to support the warehousing project. Each college will review all approved courses and faculty approvals on a three year rotation.

How to Section Code Hybrid Courses

Approved courses will be coded with an “H” in the third character location of the course section code for future scheduling (See attached Course Section Code Sheet – Atch. 2).

Annual Reporting

At the end of each Academic Year, the deans will provide the Provost with a Summary Report that consists of the following items:

1. List of hybrid courses by course number
2. A list of hybrid courses by instructor with course enrollment numbers

APPROVED BY ACADEMIC STEERING COMMITTEE, FEBRUARY 19, 2008

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