

Hybrid Course Delivery Response

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July 19, 2018

Recognition

The hybrid work group recommendations were shared with the Division Dean Council on June 6th. Greg Kaminski, Heather Guevara, Andy Freed, Dieterich Steinmetz, and Dana Fuller were present. Following the Council meeting, the Deans of Instruction and Academic Affairs also met and discussed the recommendations with Katy Ho, Vice President of Academic Affairs. We collectively want to recognize your work this year. We appreciate your thoroughness, research of other institutions, surveys completed, thoughtfulness in thinking through hybrid delivery, and your time and collaboration in seeing this through.

In addition to the report, a hybrid course project has been approved for funding through the President's Fund for Excellence (PFE). Some of the work group's recommendations can be addressed as part of this project. It will focus on using hybrid faculty mentors to pilot the design, development, and delivery of a "fast-track" half-day training option for hybrid course design, and to provide 1-1 guidance on effective practices of hybrid course design and delivery.

Recommendations

As you are aware, there are currently limited resources to support growth of hybrid delivery in a robust fashion. However, there are a number of the recommendations that can move forward which carry little new investment. There are others that will be partially addressed in the short term as part of the Designing and Supporting Hybrid Courses one year project financed through the President's Fund for Excellence. This communication addresses those recommendations that can be moved forward now, those that will be addressed as part of the PFE project in 2018-19, and whether or not the item is sustainable past June 2019.

Rec #	Recommended Action	PFE Project	Sustain
1	We will continue to offer and promote the modality on a limited basis including providing targeted information about what hybrid classes are, how to find them in the schedule, and some guidance for faculty who are developing hybrid classes.		Yes Limited
4	We agree the term "Hybrid" should be the standard term.		Yes
6	We agree that we need a standard definition. We need to determine how that will be done. Our suggestion is that the work group develop the definition for review by the Deans of Instruction and Academic Affairs.		Yes
8	Creation of a web page describing the instructional modes should be done. Online Learning will be responsible for this.		Yes
	NOTE: At this time, recommendations 11 and 12, if required, have implications for the Academic Policy and Standards Handbook. With regard to the short-term we support Division Deans strongly encouraging the announcement and syllabus details and oversight for this to take place at the department level.		
11	The opening announcement in Brightspace for hybrid courses should identify the course format as hybrid and refer students to the syllabus for detailed information.		Yes
12	We support the expectation that the syllabus of a hybrid course should clearly identify the format, expectations, dues dates and so on as described in the recommendation. Departments and faculty are responsible.		Yes
14	We support use of the consistent definition, but as noted in response to recommendation #6 above, we need to come to agreement on the final definition.		Yes

17	While we cannot currently support implementation of course details pages, we do agree to “Standardize the language used to describe “hybrid” in the notes area of the schedule” and to “create suggested verbiage options for instructors to use.” We would like the work group to develop this language.		Yes
18	There is agreement that administrative assistants and FDCs will need training on consistent entry for Banner. However, there currently isn’t a single point of contact or coordination regarding training. Further discussion is needed to determine oversight for training.		Yes - if staff assigned
19	Online Learning will work with the web team to implement the format for the schedule with a hybrid course icon.		Yes
23a	Instructional Technology Specialists in Online Learning will continue to offer a training series on using Brightspace, the LMS.		Yes
25a	Provide a “fast-track” half-day training option for hybrid course design.	Yes	No
26	Provide hybrid course design and delivery guidance. (Connects with rec #24, “Provide guidance for planning/designing activities,” including instructional hours, rec #7).	Yes	No
29	Online Learning can develop a hybrid template faculty can use, including a specific intro module (rec #10).	Yes	Yes

Other Comments

We appreciate the comprehensive approach taken by the work group that addresses student readiness, faculty preparation, course design, training, support, and quality. Other larger scale recommendations necessitate that PCC commit to growing the hybrid modality as an instructional priority and invest in order to support this delivery approach college-wide. While there are not funds available at this time, the recommendations and

report can be used as we move forward to identify academic priorities for PCC as well as investments.

We encourage the departments currently planning to grow the use of hybrids to provide leadership through intentional collaboration across campuses to implement clear, consistent and student-centered practices. We also hope to learn more about the impact of hybrid instruction as a result of the one year project and look forward to seeing more data about hybrid offerings after one year of standardizing terminology and schedule entry information for students.

Online Learning will seek feedback from the work group for their interest in developing the definition, format for schedule notes, and thoughts on delivery for training for admins and FDCs. Once the definitions and notes format are decided, Online Learning will establish the project scope with IT, work with the Web Team to implement the changes in the schedule and begin to develop web page content.

Communication to campus faculty and administrative assistants is a collective responsibility shared among the Deans of Instruction, Division Deans, and Faculty Department Chairs. This update is being shared with the Deans of Instruction and Academic Affairs as well as the hybrid work group members and the Division Deans. Further information will be shared as it becomes available.

We would like the hybrid work group to determine if they will address the action items under recommendations #6 and 17 and let us know. Additionally, leadership needs to be identified to move the schedule training aspects forward.