



Distance Education and Hybrid Classes Procedure

Procedure Number: 229

Responsible Office: NOVA Online, Academic Affairs

Forms: N/A

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1. Purpose

In January 2023, NOVA adopted the Council of Regional Accrediting Commissions (C-RAC) 21st Century Distance Education Guidelines. These guidelines stress the need for higher education institutions to establish strong and high-quality distance learning frameworks. The following procedures underscore the importance of ensuring effective distance education while also building trust among students, faculty, accrediting bodies, and the broader educational community. By following this guidance, NOVA commits to maintaining rigorous academic standards, enhancing student engagement and success, and ensuring accountability in NOVA's asynchronous, synchronous remote, hybrid, and hyflex course offerings.

2. Definitions

Distance Learning Modality (DLM): VCCS-wide course attribute that indicates how instruction is delivered, with options including:

- No Set Meeting Time (ASYNC)
- Scheduled Meeting Time (SYNC)
- Attend Online or In-Person (FLEX)

ASYNC: A course that has pre-recorded lectures, assignments, and materials that can be accessed at any time are asynchronous. There are still regular deadlines and course structure. This is not a “correspondence course”. However, there is no required time, day, or location for a student to attend a live session each week. Asynchronous sections are coded with an E (e.g. electronic).

SYNC: A distance learning course that has live meeting times in an online environment or through other remote delivery method that requires no traditional home campus attendance/activities should be designated as synchronous. Ex. Tuesdays at 1pm there is a required live lecture or classroom session through online video conferencing with the instructor. These classes should be scheduled with the required meeting times specified. Synchronous sections are coded with a V (e.g. virtual).

Course Location: When choosing a Distance Learning Modality, one of two course locations must be indicated:

- Synchronous classes have a location code of Virtual-RT (SYNC).
- Asynchronous classes have a location code of Virtual (ASYNC).

FLEX: A course that has synchronous meeting times where the student may attend virtually (DLM) or in-person. Hyflex sections are coded with an X (e.g. flex).

Hybrid Class Designated On-Campus: Hybrid courses that meet 50-99% of the time virtually (DLM), synchronously or asynchronously, and are on-campus the rest of the time must be designated as On-Campus Distance-Hybrid for SCHEV reporting. Assigning the instruction mode of 'Hybrid (HY)' AND the course attribute value of 'Scheduled Meeting Time' will allow a student to narrow their search to only hybrid classes (under the Instruction Mode search) with scheduled meeting times for the synchronous portion (under the course attribute search). Hybrid sections are coded with Y (e.g. hybrid).

Hybrid Class Designated Off-Campus: Hybrid courses that meet 50-99% of the time virtually (DLM), synchronously or asynchronously, and are off-campus the rest of the time must be designated as Off-Campus Distance-Hybrid for SCHEV reporting. Assigning the instruction mode of 'Hybrid' AND the course attribute value of 'Scheduled Meeting Time' will allow a student to narrow their search to only hybrid classes (under the Instruction Mode search) with scheduled meeting times for the online portion (under the course attribute search). Hybrid sections will be coded with Y (e.g. hybrid).

3. Procedure

Training and Certification

All faculty delivering courses via any Distance Learning Modality are required to participate in ongoing professional development to include attention to technology, instructional design, learning science, pedagogy, assessment, and methods of using data for improvement. To maintain educational quality and ensure equitable learning experiences for students, NOVA Online (NOL) provides certification programs for asynchronous and hybrid teaching. In addition to certifications, the Canvas and Educational Technology Support Services Team (CETSS) provides ongoing training and support related to accessibility, educational technology, NOVA's Learning Management System, Canvas.

Scheduling

Campuses are responsible for entering all synchronous (Zoom), hyflex, and hybrid courses in the Schedule of Classes and coding them according to College SIS procedures. NOVA Online is responsible for entering all asynchronous courses in the Schedule of Classes, to include asynchronous courses with an on-campus laboratory component.

To meet Department of Education and SCHEV guidelines for institutional transparency and disclosures, class notes, regardless of modality must follow the College Schedule of Classes Guidelines for Distance Learning Modality:

- Under course attribute values, all distance learning courses will be marked as DLM.
- Courses that have no set meeting time will be coded as Asynchronous (ASYNC).

- While courses that have live meeting times in an online environment or through other remote delivery method that requires no traditional home campus attendance/activities should be designated as synchronous (SYNC).
- Courses that allow students to attend remotely or In-Person will be coded as (FLEX).

Schedulers will follow the supplemental course instructions and will align with VCCS reporting expectations, including Online (WW) and Hybrid (HY).

Open Educational Resource (OER) distance learning courses require additional coding, see 212P for additional guidance.

Class notes should include relevant-to-student information on course modality, technology requirements, and when applicable, OER guidance.

Ex. Live Online Class

This class meets in real-time via Zoom on the day(s) and times indicated on the schedule. This course utilizes free materials. You'll need reliable internet and a device capable of running Zoom to participate.

Ex. Hybrid Class

50% of class time meets in person, on campus; students are expected to attend class in person on the days and times listed on the schedule. 50% of class work is completed online, independently, via CANVAS. Class meets face-to-face (insert schedule). This course utilizes free materials. Computer with Internet access required.

Ex. 2nd Twelve-Week Online Course Offered by NOVA Online

NOVA Online courses are 100% online requiring students to have reliable access to a computer and internet service. This class has no scheduled meeting times. Due dates can be found in the syllabus. This course utilizes free materials. Computer with Internet access required.