

#### 4. RECOMMENDATIONS ON HYBRID OPTIONS

Following the recommendations of the Calendar Implementation Taskforce convened by Chair of the Faculty Jeff Popke, all Fall 2020 and Spring 2021 face-to-face block courses will be taught as hybrids, with a mix of in-person and online instructional time. This document, created by the Distance Education and Learning Technology Committee, describes two hybridization models: 44% asynchronous and 16% asynchronous (for full details, see Appendix A). While the responsibility for scheduling rests with chairs and program directors, DELTC strongly recommends that chairs and program directors offer as much flexibility as possible to individual faculty to choose disciplinarily and pedagogically appropriate hybrid models for courses.

Example:

<b>Original time (15 weeks)</b>	<b>Block schedule options</b>
MWF 8-8:50	MWF 8-9:30 + 16% asynchronous (~1 hr/week)
	MWF 8-9 + 44% asynchronous (~2.5 hrs/week)
	MW 8-9:30 + 44% asynchronous (~2.5 hrs/week)

The Distance Education and Learning Technology Committee recommends the time outside of class be taught asynchronously and offers some examples and resources to faculty. Both the Calendar Implementation Taskforce and DELTC recommend that faculty do not change the asynchronous percentage after a class has started. Schedule changes could be disruptive to students, the faculty, and the course.

##### **Asynchronous Models**

##### **44% — Asynchronous**

By selecting this model, faculty will supplement the face-to-face in-class material with added asynchronous elements within the Canvas system. These may include recorded lectures, presentations, and interactive lessons. The most common method is the flipped classroom, where the faculty presents traditional face-to-face in-class material asynchronously outside of the class, and then the face-to-face classroom is where students work through projects, research, and concepts in a collaborative setting. However, faculty can combine these elements (some face-to-face in-class, some asynchronous) to reach their pedagogical goals and not necessarily flip the entire class. This model works best with project-based classes.

##### **16% — Asynchronous**

By selecting this model, faculty will supply a smaller percentage of material asynchronously for their students. Faculty may engage in this method already. Quizzes, Discussion Boards, and Peer Groups are examples of learning that took place in the face-to-face classroom but have now been moved to asynchronous delivery. This model works best with lecture-based classes.

##### **Syllabus Guidance**

Since this scheduling option is new, the DELTC recommends faculty include language in their syllabi specifying the face-to-face class meeting time, the technical requirements for the students, and expectations for the asynchronous class time. Faculty should not require students in hybrid learning environments to spend more than 49% of the course time outside of class; this does not include study/homework time.

The syllabus examples below are taken from two different general education courses and demonstrate some of the different ways that faculty might communicate the hybrid-instructional model to students in the course. In them, the instructors name the models, are clear about the schedule (days and times), and then note the percentage of the course time that will be asynchronous (online). They clarify what types of asynchronous activities they will expect of students and note why reliable access to certain types of technology/tools and Internet access is important. For your own courses, there may be different types of digital tools that are appropriate, and students should know in advance what they need in order to be successful; we would encourage you to include something in your syllabus, similar to these examples, in order to clearly communicate up front with students about digital/online expectations.

### **MWF Syllabus Example One**

This class uses a hybrid-instructional method. We will meet in class on Monday, Wednesday, and Friday from 8:00 to 9:30 am. In addition, approximately 16% of the class will be conducted online in an asynchronous format, which means you will have activities such as discussion boards, online quizzes, journaling, reviewing lectures, and peer-reviewing assignments outside of class in Canvas (canvas.ecu.edu). This class requires reliable access to a computer and a microphone for recording of presentations and to provide peer review feedback. Webcams are an option for office hour interactions but not required. [Please review the ECU Computer Recommendation.](#)

### **MWF Syllabus Example Two**

This class uses a hybrid-instructional method. We will meet in class on Monday, Wednesday, and Friday from 8:00 to 9:00 am. In addition, approximately 44% of the class will be conducted online in an asynchronous format, which means you will have activities such as discussion boards, online quizzes, journaling, reviewing lectures, and peer-reviewing assignments outside of class in Canvas (canvas.ecu.edu). This class requires reliable access to a computer and a microphone for recording of presentations and to provide peer review feedback. Webcams are an option for office hour interactions but not required. [Please review the ECU Computer Recommendation.](#)

### **TTH Syllabus Example One**

This class uses a hybrid-instructional method. We will meet in class on Tuesday and Thursday, from 9:30 to 11:45 am. In addition, approximately 16% of the class will be conducted online in in Canvas (canvas.ecu.edu) through supplemental video lectures, discussion boards, online quizzes, and small-group activities. All online work will be asynchronous in nature. To be successful in this course, students will need reliable access to a computer with internet access sufficient for viewing videos. Webcams are an option for office hour interactions but are not required. [Please review the ECU Computer Recommendation.](#)

### **TTH Syllabus Example Two**

This class uses a hybrid-instructional method. We will meet in class on Tuesday and Thursday, from 9:30 to 11:00 am. In addition, approximately 44% of the class will be conducted online in in Canvas (canvas.ecu.edu) through supplemental video lectures, discussion boards, online quizzes, and small-group activities. All online work will be asynchronous in nature. To be successful in this course, students will need reliable access to a computer with internet access

sufficient for viewing videos. Webcams are an option for office hour interactions but are not required. [Please review the ECU Computer Recommendation.](#)

### **Resources**

[Teaching Large or Hybrid Courses](#)

[Designing Successful Short Format Classes](#)

[Introduction to Hybrid Teaching](#)

[Blended Learning Toolkit](#)

### **Appendix A: Details of Hybrid Options**

1 credit = 750 minutes

Fall 8W1

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 15 class days, including exam period

Fall 8W2

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 14 class days, including exam period

Spring 8W3

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 15 class days, including exam period

Spring 8W4

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 15 class days, including exam period

Percentages of asynchronous instruction below are calculated based on Fall 8W2, which has the smallest number of class days. This ensures that students receive sufficient asynchronous instruction. There is an “extra” TR in the other blocks, which faculty can use as needed or as a flex day in the event there is a need to cancel a class meeting. This 15<sup>th</sup> day is not necessary for contact hours in the calculations below.

This assumes exam periods are the same length as regular class periods; if longer, the effect on asynchronous percentage would be negligible.

Other notes

- 2.5-hour (3 s.h.) seminar courses and evening (after 5pm) courses keep existing meeting times, extended by 5 minutes, and be offered as hybrids with ~3 hours of online learning per week.
- Evening (after 5pm) classes should have class times extended by 5 minutes and be offered as hybrids with ~3 hours of online learning per week.



**8W1, 8W3**

<b>Original time (15 weeks)</b>	<b>Block schedule options</b>
MWF 8-8:50	MWF 8-9:30 + 16% asynchronous (~1 hr/week)
	MWF 8-9 + 44% asynchronous (~2.5 hrs/week)
	MW 8-9:30 + 44% asynchronous (~2.5 hrs/week)
MWF 10-10:50	MWF 10-11:30 + 16% asynchronous (~1 hr/week)
	MWF 10-11 + 44% asynchronous (~2.5 hrs/week)
	MW 10-11:30 + 44% asynchronous (~2.5 hrs/week)
MWF 12-12:50	MWF 12-1:30 + 16% asynchronous (~1 hr/week)
	MWF 12-1 + 44% asynchronous (~2.5 hrs/week)
	MW 12-1:30 + 44% asynchronous (~2.5 hrs/week)
MWF 2-2:50	MWF 2-3:30 + 16% asynchronous (~1 hr/week)
	MWF 2-3 + 44% asynchronous (~2.5 hrs/week)
	MW 2-3:30 + 44% asynchronous (~2.5 hrs/week)
MW 2-3:15	MW 2-4:15 + 16% asynchronous (~1 hr/week)
	MW 2-3:30 + 44% asynchronous (~2.5 hrs/week)
TR 9:30-10:45	TR 9:30-11:45 + 16% asynchronous (~1 hr/week)
	TR 9:30-11 + 44% asynchronous (~2.5 hrs/week)
TR 12:30-1:45	TR 12:30-2:45 + 16% asynchronous (~1 hr/week)
	TR 12:30-2 + 44% asynchronous (~2.5 hrs/week)
TR 3:30-4:45	TR 3:30-5:45 + 16% asynchronous (~1 hr/week)
	TR 3:30-5 + 44% asynchronous (~2.5 hrs/week)

**8W2, 8W4**

<b>Original time (15 weeks)</b>	<b>Block schedule options</b>
MWF 9-9:50	MWF 9-10:30 + 16% asynchronous (~1 hr/week)
	MWF 9-10 + 44% asynchronous (~2.5 hrs/week)
	MW 9-10:30 + 44% asynchronous (~2.5 hrs/week)
MWF 11-11:50	MWF 11-12:30 + 16% asynchronous (~1 hr/week)
	MWF 11-12 + 44% asynchronous (~2.5 hrs/week)
	MW 11-12:30 + 44% asynchronous (~2.5 hrs/week)
MWF 1-1:50	MWF 1-2:30 + 16% asynchronous (~1 hr/week)
	MWF 1-2 + 44% asynchronous (~2.5 hrs/week)
	MW 1-2:30 + 44% asynchronous (~2.5 hrs/week)
MWF 3-3:50	MWF 3-4:30 + 16% asynchronous (~1 hr/week)
	MWF 3-4 + 44% asynchronous (~2.5 hrs/week)
	MW 3-4:30 + 44% asynchronous (~2.5 hrs/week)
MW 3:30-4:45	MW 3:30-5:45 + 16% asynchronous (~1 hr/week)
	MW 3:30-5 + 44% asynchronous (~2.5 hrs/week)
TR 8-9:15	TR 8-10:15 + 16% asynchronous (~1 hr/week)
	TR 8-9:30 + 44% asynchronous (~2.5 hrs/week)
TR 11-12:15	TR 11-1:15 + 16% asynchronous (~1 hr/week)
	TR 11-12:30 + 44% asynchronous (~2.5 hrs/week)
TR 2-3:15	TR 2-4:15 + 16% asynchronous (~1 hr/week)
	TR 2-3:30 + 44% asynchronous (~2.5 hrs/week)