CoBE Hybrid Course Guidelines

For the purpose of these guidelines, a hybrid course is defined as a course in which faculty are not scheduled to meet with students during a significant amount of traditionally scheduled class time. The current Hybrid Policy document requires a minimum of 50 percent of the class be presented in a face-to-face format.

The Distance Education Advisory Committee oversees CoBE hybrid courses, and makes recommendations concerning hybrid course policies and procedures. The Dean, in consultation with the administrative council, is responsible for all final decisions concerning hybrid course policy and procedures.

The following policies/procedures are recommended as they apply to hybrid courses in the College of Business and Economics at the University of Wisconsin-Whitewater.

1. A hybrid course specifications document should be submitted to the Department Chair for approval one month prior to the due date for semester schedule proofs. If approved, this document will be forwarded to the Dean for approval.

   The course specifications document should include the following items:

   a. Reasons for offering a hybrid course rather than an online, traditional or other type of hybrid course.

   b. What the faculty member intends to change compared to a traditional class.

   c. A comprehensive course syllabus including daily in-class and out-of-class activities.

   d. Identification of how “Best Practices” will be applied when teaching the hybrid course.

2. In general, hybrid courses should be accepted as an offering during the summer or winterim semesters. Summer and winterim sessions are offered in compressed schedules and students often prefer the flexibility of hybrid courses in greater numbers than traditional students during the fall and spring semesters.

3. As a regional comprehensive institution with an emphasis on teaching and learning, during the fall and spring semesters hybrid courses will only be offered:
A. as exceptions
B. if it can be demonstrated that the course is designed to enhance or improve student learning
C. if the availability of traditional classroom sections is sufficient to meet student demand and
D. the course request is approved by the Department Chair and CoBE Dean.

Additionally, when regular semester hybrid courses are approved, the instructor is expected to maintain the same contact hours per credit as in a traditional course (exclusive of office hours).

4. If online material is used in a hybrid course, the faculty member must use the CoBE D2L Content Template and meet Quality Matters guidelines.

5. Hybrid course teachers are required to complete a training session on hybrid course teaching methodology. Completion of “training update” sessions may also be required.

6. Faculty/staff will be compensated for completion of training sessions.

7. A hybrid course policy statement must be included in the schedule of classes.

Example Statements:

This is a hybrid course comprised of classroom meetings and online instruction. Section X meets at (time-time) on (day).
OR
This is a hybrid course comprised of classroom meetings and online instruction. Students will periodically complete activities outside the classroom

8. All hybrid courses, including winterim and summer courses, must require the completion of student evaluations. The student evaluations must be made available to the Distance Education Advisory Committee for review.

9. It is the instructor’s responsibility to ensure that hybrid courses (like traditional courses) are assessed at the appropriate times using the assurance of learning guidelines.