

Hybrid Courses Definition and Operational Procedures for Hybrid Course Approval

Definition of Hybrid Courses at Troy University

A hybrid course offered at Troy University is a course that consists of synchronous in class and asynchronous student engagement. Evidence of online contact time must equate to a maximum of 49% of course contact hours. Proximate class time is reduced to no less than 51% of course contact hours. Various delivery modalities may be incorporated within the asynchronous course to support student achievement of course learning outcomes.

(Examples of various delivery modalities that may be used: Web-based, video conferencing, web conferencing (WebEx, SKYPE, Wimba), audio conferencing, and regular/frequent face-to-face teaching/learning)

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 (Attachment 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.

Annual Reporting

At the end of each Academic Year (July 31), the deans will provide the Senior Vice Chancellor for Academic Affairs with a Summary Report that consists of the following items:

- List of hybrid courses offered (Listed by course number), faculty member teaching the course and the number of enrollments by course.

Record of Hybrid Course Approval Matrix - AOP-2-19-08-02 - Attachment 1

Course Number	Course Name	Faculty Last Name	Faculty First Name	Date Approved	Date to be Reviewed

APPROVED BY ACADEMIC STEERING COMMITTEE – FEBRUARY 19, 2008 (REVISED JULY 10, 2012)

OPR: DR. DIANNE BARRON