

DRAFT: Guidelines for Documentation of Hybrid Course Hours !

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Developed by Committee on Online Learning (COOL)

Hybrid courses are those scheduled with one or more weekly hybrid hours that are conducted via the Internet rather than in a face-to-face class session on campus. In the Schedule, these hybrid courses are designated with a "Y" at the end of the section number; Time/Days are listed as TBA, and Location is listed as ONLINE. Hybrid courses must have [separate DE approval](#) (Course Outline of Record Course Approval Application for Online/Distance Learning Delivery) from the division curriculum 0.2 (he) 0.2 (dul) 0

Sample Hybrid Hour Documentation

Examples of ways that faculty can document weekly student attendance/participation in hybrid hours include:

- ¥ Discussion postings
- ¥ Email messages
- ¥ Chat transcripts
- ¥ Student created content with instructor feedback
- ¥ Assignment submission of student performance with instructor feedback
- ¥ Attendance sheet for live (synchronous) activities such as webconferencing
- ¥ Quiz results