Western Michigan University **Faculty Senate** **Memorandum of Action**
MOA – 25/011
Revision of Recommendation of Course Delivery Definitions for Undergraduate and Graduate Catalogs

RECOMMENDATION
The Academic and Information Technology Council recommends course delivery definitions be amended as follows in the undergraduate and graduate catalogs.

RATIONALE/PURPOSE
For clarification in the shared definitions and understanding of course delivery methods at WMU as well in the University course catalogs.

STAKEHOLDERS
Faculty, students, staff, and administrators.

HISTORY:
a) Effective date of current version: spring 2023
b) Date first adopted: spring 2023
c) Revision history: N/A
d) Proposed date of next review: fall 2028

CURRENT POLICY MODIFICATION
Course Delivery Definitions
In-Person ~~courses that meet physically in classrooms, laboratories, and/or other instructional spaces in accordance with the existing meeting days and times scheduled in Banner. The learning management system (Elearning/D2L) and/or distance education technology may be incorporated to facilitate collaboration, instructional consultation or other activities outside of the physical meeting spaces. Course capacity is subject to Western Michigan University's current on-campus guidelines and protocols.~~ **courses meet in physical spaces (e.g. classrooms, laboratories, etc.) according to Banner's scheduled meeting days and times.**

Fully Synchronous Online ~~courses meet exclusively through distance education technologies according to the pre-scheduled meeting days and times as indicated in Banner. As an example, a synchronous online course might stream its content and engage students in discussion via a web conferencing platform during the typical time frame employed for in-person classes (i.e., TR 9:30-10:45 a.m. or W 4- 6:30 p.m.) The learning management system (Elearning/D2L) and other distance and collaboration technologies are used to facilitate activities such as discussion, collaborative exercises, distribution of materials, collection of deliverables, grades, etc.~~ **courses meet in virtual spaces (e.g. Teams, Webex, Zoom, etc.) according to Banner's scheduled meeting days and times.**

Partially Synchronous Online ~~courses are facilitated through the learning management system (Elearning/D2L) and require no in-person sessions but will incorporate periodic synchronous sessions when the subject matter requires real-time demonstration, collaboration, and/or interaction. Required synchronous sessions should be made clear to students on syllabi so that they can coordinate their academic, personal, and work schedules.~~ **courses combine live virtual sessions and asynchronous instruction according to Banner's scheduled meetings days and times for live scheduled sessions.**

Asynchronous Online ~~courses meet exclusively online through the learning management system~~

~~(Elearning/D2L) and require no in-person or synchronous online meetings. Instruction and course content are delivered asynchronously but may offer option synchronous sessions for collaborative work, virtual office hours, and/or other course-related activities. Exams and other assessments may also be time-limited or held on specific days and times.~~ **courses are delivered entirely through Elearning/D2L without any required live meetings.**

Hybrid ~~courses meet both physically and online with 51%[1] or more of the instruction occurring through distance education technologies in a synchronous or asynchronous format. It is strongly encouraged that in-person sessions are dedicated to active and experiential learning experiences that are not easily replicated online. In-person meeting dates, times, and location must be indicated in Banner.~~ **courses combine in-person and online instruction, with at least 51%[1] of coursework delivered through distance education technologies.**

HyFlex ~~courses are a responsive approach to course design that is a blending of "Hybrid" and "flexible," which give students the choice of how to attend a course throughout the semester – online (synchronous, asynchronous, or a combination) or "face-to-face" (in-person). How that preference is managed, whether daily, weekly, or topically, depends on the college, department, and course context, as well as classroom and instructional capacity. Currently, HyFlex is not a registration option in Banner, and students will need to choose a modality for course registration.~~

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[1]51% or more of online instruction for Hybrid classes is outlined by the WMU AAUP Agreement (30.§2.1.1)

RELATED PROCEDURES AND GUIDELINES

HyFlex
Currently, HyFlex is not a designated registration option in Banner. Students must select a primary modality (in-person, hybrid, fully synchronous online, partially synchronous online, or asynchronous online) for registration. HyFlex courses typically combine at least two or three modalities, each of which is a separate section for registration in Banner.

Accessibility Considerations
All WMU courses are scheduled to run on Eastern standard or daylight-saving time, unless otherwise noted on the schedule of courses or syllabus.

When considering fully online or blended options for their courses, instructors should keep in mind the need to ensure accessibility of learning materials and reasonable accommodations for students, including, but not limited to:
- Instructors requiring synchronous sessions must be mindful of students requiring accommodations related to vision and hearing. Real-time captioning services must be pre-arranged with the Disabilities Services for Students (DSS) office at least two weeks prior to the date of the needed services.
- ~~Synchronous sessions that occur spontaneously or on short notice should be coordinated with students to assist with scheduling challenges. For examp0le, coordination of these sessions can be facilitated through a course discussion or poll. Multiple sessions may be required to provide opportunities for all students.~~
    - **Asynchronous courses must maintain the asynchronous modality for the duration of the semester. Students must not be required to attend in-person or live virtual sessions for any reason.**
    - **Any changes to the course delivery method stated in Banner must be communicated with students and the Department Chair (e.g. changing an in-person course session to a synchronous online course session). Whenever possible, advance notice must be given to allow students time to plan accordingly. It is recommended that modality shifts be**

communicated via a University approved platform with student input (i.e. facilitated through a course discussion or poll).

- All digital materials used in online education must be accessible to all learners in accordance with the Americans with Disabilities Act (ADA) requirements. If the material is not in an accessible format, instructors may work with accessibility specialists to update the formatting by emailing wmux-accessibility@wmich.edu

Students requesting accommodations through DSS should have already contacted that office before approaching instructors. If the student does not have accommodations approved by DSS, instructors should refer them back to DSS before making any changes.

ADDITIONAL INFORMATION

For questions about delivery methods, accessibility, or the best tools and practices to support these approaches, please contact the Instructional Technology Center at (269) 387-6958 or wmux-accessibility@wmich.edu.