

## Hybrid and Online Teaching Subcommittee Minutes

### **Subcommittee Members:**

Brittani Harmon, Chair  
Amanda Rugenski, Odum School of Ecology  
Ashley Steffens, College of Environment and Design  
David Jackson, Mary Frances Early College of Education  
Bill Tollner, College of Engineering  
Wendy Ruona, Graduate School  
Stephen Balfour, Ex-Officio member, Office of Online Learning  
Fiona Liken, Ex-Officio member, Office of the Registrar  
Naomi Norman, Ex-Officio member, Office of Instruction

### **Office of the Registrar:**

Brooke Daniel  
Crystal Graham

The Hybrid and Online Teaching Subcommittee met on March 10, 2021, 3:00 p.m. via Zoom.

The proposal for the Hybrid Suffix (Y-suffix) and Partially Online Suffix (P-suffix) was discussed. It has been determined that creating new suffixes to designate these types of courses could have negative consequences.

The subcommittee discussed the importance of students understanding, and being aware at the time of registration, of how and when the course will be offered and whether the course will be offered face-to-face, hybrid, or online. The students need to know when they will be required to be face-to-face and when they will be online synchronous so they can plan their schedules appropriately.

The subcommittee decided to use one designation for hybrid, from 1% online to 99% online instead of two designations, 1-50% online (hybrid) and 51-99% online (partially at a distance). There was discussion about how to report over 50% online and whether that information can be pulled from the course scheduling system.

The subcommittee discussed continuing to use course attributes to designate instructional formats. The proposed attributes would designate courses as face-to-face, hybrid, or online. Whether a course will be taught synchronously or asynchronously can be determined by the days and times scheduled for the courses and by the faculty communicating expectations to the students.

Screenshots showing how attribute instructional format information will display to students at the time of registration will be reviewed at the next subcommittee meeting. Additionally, how classroom scheduling can include the days and times the course will meet and how this will be displayed will also be discussed. This discussion will continue at the next subcommittee meeting.

The next Hybrid and Online Subcommittee meeting is scheduled for April 20, 2021, at 4:00 p.m. via Zoom.

The meeting adjourned at 3:56 p.m.

A handwritten signature in black ink, appearing to read "Brittani L. Harmon". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Brittani Harmon, Chair  
Hybrid and Online Teaching Subcommittee