



## HYBRID PROCEDURE

STUDENT SUPPORT | 600.618A

### Last Evaluation

7/01/2024

### Executive Staff Approval

7/15/2024

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## 1. Procedure Statement

Hybrid education provides a way for students to complete coursework without having to travel to the campus. Due to the hands-on nature of the training MTECH provides, hybrid opportunities are limited, and must be carefully created to fill the clock hours that they are replacing in the traditional classroom. Hybrid hours and activities must be approved by the Vice President of Instruction as part of the program change procedures.

## 2. Definitions

**Distance Education** - An educational delivery method that uses one or more technologies to provide instruction to students who are separated from the faculty and support regular and substantive instruction between students and the faculty, synchronously or asynchronously.

**Hybrid Program** - A program that makes available less than 100% of its required instructional hours via distance education.

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## 3. Procedure

Mountainland Technical College (MTECH) is approved for hybrid education through the Council on Occupational Education (COE). Less than 100% of the total program hours may be offered online; however, due to the hands-on nature of the program, MTECH does not offer more than 40% of a program in a hybrid format.

The following procedures apply:

- 3.1 Programs desiring to use hybrid education must request approval from the appropriate Associate Vice President and Vice President of Instruction. They must apply for hybrid education approval from COE, and receive approval before proceeding. If hybrid education is approved for a program, but the program has not offered it within a year of approval, the program automatically transitions to a traditional format, and a COE change must be made to reflect this.
- 3.2 After COE approval, the Program Coordinator/Lead must work with the Program Director and Instructional Designer to begin hybrid education. Programs must show that:
  - 3.2.1 Offerings through hybrid education are identical in rigor, standards, and requirements to the programs done through traditional education.
  - 3.2.2 The instructor responds to students within 24 business hours of contact.
  - 3.2.3 There is a way to verify that the student who registers for a hybrid program is the same student who participates in and completes the program and receives the program certificate.
  - 3.2.4 The program directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.
  - 3.2.5 There is a standardized course template, including course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.) and learning outcomes of the program to facilitate quality assurance and the assessment of student learning.
  - 3.2.6 The program monitors student progress and participation by means such as learning management systems (Canvas) that provide student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completion.
- 3.3 Program Directors, Coordinators, and/or Leads approved to move forward for hybrid education must do the following:
  - 3.3.1 Meet with an Instructional Designer to detail the steps for moving to hybrid.
  - 3.3.2 Choose educational activities for the hybrid portion of the program/course. These educational activities must require student

participation for the same number of hours that are being moved from traditional to hybrid hours. The following do not count as hybrid education:

- 3.3.2.1 Reading a textbook.
  - 3.3.2.2 Studying for a test.
  - 3.3.2.3 Anything a student might normally do as studying.
- 3.3.3 Ensure that students complete an activity to prove competency of hybrid learning (i.e. quiz, test, assignment, etc.).
  - 3.3.4 Set up the program on Canvas, under the direction of an Instructional Designer.
  - 3.3.5 Adapt the syllabus to cover expectations and grading for hybrid education.
  - 3.3.6 Attend professional development webinars and workshops.
- 3.4 Hybrid hours vary according to program. In some cases, there will not be regular instruction on some days to allow for hybrid time. Hybrid work can be done at any time during the week, at the convenience of the student, according to the syllabus and due dates established in Canvas.
    - 3.4.1 All instructors work their regular work schedule, even when a hybrid activity is assigned. During this time, they will hold office hours, respond to student emails, grade assignments, log progress, write new curriculum, and meet with their Program Coordinator/Lead, Program Director, or an Instructional Designer as needed.
  - 3.5 Classes will be set up on a block schedule in the student information system (SIS). For daytime programs, the schedule will show Monday through Friday on the roll. The SIS manager will separate the hybrid day on the back end. Students who complete their hybrid assignment for the week will be marked present for the hybrid day..
  - 3.6 Other schedules for hybrid education may be approved if circumstances warrant.

#### 4. Evaluation History

Last Evaluation	Executive Staff Approval
9/26/2016	10/3/2016
8/4/2017	8/7/2017
2/25/2018   no changes	

7/1/2024

7/15/2024