

PVCC DISTANCE LEARNING POLICY FOR HYBRID COURSE DEVELOPMENT

Purpose

- Quantifiable measure which will allow PVCC to demonstrate faculty development for SACS accreditation
- Demonstrate commitment to high level of quality in faculty preparation and delivery of course content
- Ensure comparable student outcomes regardless of instructional mode of delivery

Definition of a Hybrid Course

A hybrid course blends online instruction with traditional face-to-face instruction. This does not reduce the amount of content learned in the classroom, however, it does reduce the amount of time spent in the classroom by offering a combination of distance learning with traditional instruction. Distance learning can be delivered in various formats including: a) online instruction b) synchronous (real-time) or asynchronous (self-paced) learning through web conferencing software, and c) compressed video (interactive audio/video). Students must have access to the Internet and be proficient in the use of the World Wide Web.

Hybrid Course Development Process

1. The Coordinator of Distance Learning and Instructional Technology Design (CDLITD) will meet with the V.P. of Instruction and Student Services as well as the Academic Deans to determine which courses to develop as hybrid courses. This will be done annually, or more often, depending upon students and college needs.
2. Faculty member interested in developing a hybrid course must contact their Academic Dean for approval. In addition, Academic Deans may recruit faculty to develop a course.
3. A contract for course development is created by the CDLITD. This contract is signed by the faculty member and V.P. of Instruction. For specifics on the intellectual property rights policy please consult the VCCS Policy Manual, Section 12, Intellectual Property.
4. Payment for course development will be processed upon completion of project.
5. In order to ensure PVCC standards of quality, instructors developing a hybrid course must participate in PVCC FacultyOnline or demonstrate that they meet the PVCC Quality Assurance in Online Learning competencies. (Please see PVCC FacultyOnline program for description.)
6. Upon completion of course development, the instructor meets with the Academic Dean and CDLITD to review course and complete the PVCC Quality Assurance in Online Learning rubric.
7. Faculty are required to teach the newly developed course the first time it is offered in the academic schedule.

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The hybrid course instructor is expected to:

- Use the VCCS Enterprise Blackboard course management system (<http://learn.vccs.edu>). They should coordinate with the CDLITD, Mary Clare DiGiacomo, mdigiaco@pvcc.edu or 434.961.5305, to register for PVCC FacultyOnline or arrange to demonstrate with the Academic Dean that they meet the PVCC Quality Assurance in Online Learning rubric.
- Use the PVCC email address in Blackboard and for all course communication.
- Maintain no longer than 48-hour turn-around response time to course emails, discussion board posting, student queries, etc. excluding weekends, holidays, or by previously posted announcement by instructor regarding unavailability.
- In order to ensure comparability of outcomes with the same course taught in a face-to-face mode, faculty are expected to use the same final exam or comparable assessment.

The hybrid course student is expected to:

- Complete the online orientation before the start of class
<http://www.pvcc.edu/distancelearning/orient/>