

MAIN TYPES OF INSTRUCTION AT HCC

Traditional

- Classes that contain less than 50% instruction offered electronically will be considered to be traditional classes. Instructors who are teaching traditional classes that use electronic sessions where class does not meet face-to-face must notify and obtain the approval of their department chairs and, where required, their discipline committee.

Hybrid

- Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means (online, WebCT, podcasts, online video and audio formats, and new technologies as they become available). Instructors and students should be prepared to spend as much time engaged in course activities as in a traditional class, even though they will not be physically present in the classroom for all of it. In addition, the electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester the students will have 50% face-to-face instruction and 50% electronic instruction.
- Hybrid courses must have the prior signed approval of the department chair and the chair of the discipline committee.
- Department chairs are responsible for ensuring that classes listed as hybrid meet the definition above and are posted appropriately in PeopleSoft and associated class schedules.

Distance

- Distance education classes, for all practical purposes, will involve 100% of instruction being offered electronically, with the exception of required labs, review sessions, and on-campus testing; all other exceptions will be kept to a minimum and require the prior approval of the Distance Education Department.