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| **Western Michigan University**<br>**Faculty Senate**<br>**Memorandum of Action** |
| MOA – 22/02 |
| **Recommendation of Course Delivery Definitions for Undergraduate and Graduate Catalogs** |

**Name of Council(s)/Committee(s):**
Academic and Information Technology Council

**Approval Date:**
November 23, 2022

**Implementation Date:**
Upon Administrative Approval

**Responsible Office(s) and Responsible Enforcement Official(s):**
WMUx
Registrar

**RECOMMENDATION:**
The Academic and Information Technology Council recommends the adoption of these course delivery definitions to be adopted into the undergraduate and graduate catalogs.

November 23, 2022

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Amy Bocko, Chair, Academic and Information Technology Council                     Date

☐ Approve                   ☐ Disapprove              ☐ Other Action
Comments:

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Sarah Summy, WMU Faculty Senate President                                        Date

☐ Approve                   ☐ Disapprove              ☐ Other Action
Comments:

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Julian Vasquez Heilig, Provost and Vice President for Academic Affairs            Date

☐ Approve                   ☐ Disapprove              ☐ Other Action
Comments:

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Edward B. Montgomery, WMU President                                              Date

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**RECOMMENDATION**
The Academic and Information Technology Council recommends the adoption of these course delivery definitions to be adopted into the undergraduate and graduate catalogs.

**RATIONALE/PURPOSE**
WMUx proposed that the language in the University catalogs be updated, as well as create a shared definition and understanding of course delivery methods at WMU, reflective of the changes brought on by the COVID-19 pandemic.

**STAKEHOLDERS**
All of the University faculty and community

**HISTORY**:
   a) Effective date of current version: upon administrative approval
   b) Date first adopted: N/A
   c) Revision history: N/A
   d) Proposed date of next review: fall 2025

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**ACTION ITEM**

**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.

**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.

**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.

**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.

**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.

**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)

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## RELATED PROCEDURES AND GUIDELINES

### 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.
- 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-accissibility@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 WMUx Instructional Technology Center at (269) 387-6958 or wmux-accessibility@wmich.edu.