

January 8, 2021

# class modality coding to designate syncronous or asyncronous instruction modes

## Background

Based on questions from the system, SBCTC Data Services requested a conversation about a

series of new class modality options as a result of the COVID-19 pandemic. A small group of eLearning Council (ELC) and Education Technology Advisory Group (ETAG) members developed suggested names and definitions for online and hybrid models based on examples provided by council members.

A survey was created based on the draft models and shared with the ELC at their Summer 2020 meeting. The council voted for the committee to continue their work and submit a formal proposal to the Instruction Commission (IC) and the Data Governance Committee (DGC).

## Guiding Principles

As the ELC committee developed the proposal, members kept the following guiding principles in

mind:

1. **Usefulness/Accuracy**

Modalities accurately reflect those created by colleges around the state in response to

COVID-19 pandemic.

2. **Future Relevance**

 Modalities are able to maintain relevance beyond the COVID-19 pandemic.

## Definitions

**Asynchronous**

Learning without specified meeting times and days. Instructors provide content, set deadlines,

facilitate online discussions, answer questions, grade, give feedback, and facilitate individual

and group learning. Students work independently to complete assignments, group projects,

quizzes, discussions, and other activities.

**Synchronous**

Learning that happens in real-time with instructors and students. Students are expected to

gather at a specified day and time in a virtual space with the instructor based on a predictable and scheduled basis.

## Implementation Timeline

Updating legacy DIST\_ED values to include the optional second character codes should begin in Winter Quarter 2021.

The ctcLink crosswalk of instruction mode and class meeting pattern to the DIST\_ED code in the SBCTC Data Warehouse to designate synchronous or asynchronous classes will begin with Winter Quarter 2021 data.

## Recommendation

The Data Governance Committee (DGC) in collaboration with the eLearning Council (ELC) recommends the modality coding as described in this document on [pages 3 and 4](#_Leveraging_Existing_Legacy) for both the Legacy and ctcLink systems. These recommendations where based on the following feedback from the system:

* Students may not be familiar with the terms Synchronous and Asynchronous.
* Modifying the coding structures in both legacy and Peoplesoft would require additional workload for staff as they would need to recode many classes already scheduled for current and future quarters.
* Many colleges have already implemented local solutions leveraging the existing distance education coding schema. Implementing new codes will require also implementing changes to the distance education fees that are tied to the instruction modes.
* ctcLink functionality does not require additional coding as each class component is assigned their own instruction mode and meeting pattern. A class component can be identified as asynchronous or synchronous by viewing the meeting pattern. A meeting pattern of “ARR”, “AAR” or “ONLN” describes an asynchronous class component. A meeting pattern that includes specific days and times identifies synchronous classes.

##### Leveraging Existing Legacy DIST\_ED Coding Schema

* Leveraging Existing Legacy DIST\_ED Coding Schema
* The existing coding schema for the DIST\_ED (SBCCE\_MISC\_1) data element includes a two-character code where the first character of the code is defined globally and the second character is for local college use.

Colleges may choose to apply the following coding schema in the second character of the Online and Hybrid codes.

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| **Online** Legacy DIST\_ED Coding |
| 1st Character | 2nd Character | Description | Definition |
| 3 | Blank or locally defined | Fully Online with no designation of synchronous or asynchronous | A course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is done online. (Proctored exams still allow for this classification). |
| A(Optional) | Asynchronous Remote  | All instruction conducted asynchronously online.Learning without specified meeting times and days. Instructors provide content, set deadlines,facilitate online discussions, answer questions, grade, give feedback, and facilitate individualand group learning. Students work independently to complete assignments, group projects,quizzes, discussions, and other activities. |
| S(Optional) | Synchronous Remote  | All instruction conducted synchronously online. Learning that happens in real-time with instructors and students. Students are expected togather at a specified day and time in a virtual space with the instructor based on a predictable and scheduled basis. |
| M(Optional) | Blended Remote | A mix of synchronous and asynchronous online instruction. |

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| **Hybrid** Legacy DIST\_ED Coding |
| 1st Character | 2nd Character | Description | Definition |
| 8  | Blank or locally defined | Hybrid | A course that displaces some, but not all face-to-face class time with web-based tools. |
| A (Optional) | On Campus Lab+ Online | A course where required lab activities occur on-campus at a scheduled time, and all otherinstruction occurs online asynchronously (without a set time to attend). There are no otherrequired real-time (synchronous) activities other than the labs. |
| S(Optional) | On Campus Lab+ Synchronous Remote | A course where required lab activities occur on-campus at a scheduled time, and all otherinstruction takes place online synchronously (at specific days and times noted in the classschedule, using internet/web-based tools).100% of non-lab instruction is held onlinesynchronously (virtually at specific days and times noted in the class schedule, usinginternet/web-based tools). |

##### ctcLink Coding Schema

No changes to the coding of instruction modes in ctcLink are need. Each class component (for example, lecture or lab) is associated to an instruction mode which may vary by component. Each component may have their own meeting date and time designations.

Synchronous classes in ctcLink are identified by having a designated meeting day and time. Asynchronous classes are identified by using the existing TBD or ARR meeting pattern.

Synchronous and asynchronous classes will be identified in the data warehouse DIST\_ED field for ctcLink classes based on the use the of meeting patterns described above. The second digit of DIST\_ED will be set to “A” or “S” based on the above information.

CONNTACT INFORMATION

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