DATA BRIEF

FEBRUARY 11, 2021

CLASS INSTRUCTION MODE TO DESIGNATE SYNCHRONOUS OR ASYNCHRONOUS

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).

The Data Governance Committee voted to approve the information provided in this document at their March 2021 meeting.

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.

CONTACT INFORMATION
Carmen McKenzie
SBCTC Director of Data Services
cmckenzie@sbctc.edu

Recommendation

The Data Governance Committee (DGC) in collaboration with the eLearning Council (ELC) recommends the modality coding as described in this document for the Legacy and ctcLink systems. These recommendations were based on the following feedback from the system:

- 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" 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 (SBCTC-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.

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 individual and 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 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.
	M (Optional)	Blended Remote	A mix of synchronous and asynchronous online instruction.

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 other instruction occurs online asynchronously. There are no other required 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 other instruction takes place online synchronously (at specific days and times noted in the class schedule, using internet/web-based tools). 100% of non-lab instruction is held online synchronously (virtually at specific days and times noted in the class schedule, using internet/web-based tools).

ctcLink Coding Schema

No changes to the coding of instruction modes in ctcLink are needed. 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 online classes are identified by having an Instruction Mode of “Online” and a designated standard meeting day and time.

Asynchronous online classes are identified by having an Instruction Mode of “Online” and uses the existing standard meeting pattern of arranged (ARR).

Classes that meet face-to-face are identified by an Instruction Mode of “In Person” and a designated building/classroom location.

Classes that are hybrid (some, but not all, scheduled meeting time replaced with web-based tools) are identified by having an Instruction Mode of “Hybrid,” with the scheduled meeting time represented in the scheduling pattern.

Classes that meet on campus are identified by a building/classroom designation in the FACILITY_ID field. Classes that meet off-campus are identified by a college-designated FACILITY_ID that indicates that the class meets via online tools, for instance “Online – Required class meeting times”.

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 will begin with Winter Quarter 2021 data.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

CONNTACT INFORMATION
Carmen McKenzie
SBCTC Director of Data Services
cmckenzie@sbctc.edu