Distance Ed FAQ Fact Sheet:

What is the difference between remote instruction, fully online and hybrid?

- **Remote instruction** takes place **synchronously** through ConferZoom at the same time and day as the Face to Face (F2F) class was scheduled to meet. It is the virtual equivalent to meeting in a physical classroom and should be designed to involve instructor to student interaction as well as student to student interaction comparable to that which was achieved in the F2F environment. This interaction is most often achieved using tools in Zoom such as break out rooms, polls, question and answer sessions and the chat window.

- **Fully online instruction** takes place **asynchronously**; students access the course learning materials, demonstrate what they have learned, and communicate with classmates and instructors on their own time on a weekly basis. Since asynchronous classes do not provide a forum for real time interactions, this must be achieved through various methods such as weekly announcements, discussion boards, group projects, blogs and chat boards, etc.

- **Hybrid instruction** takes place partially online asynchronously and partially in person, or remotely, via Zoom. An example of this might be a Chemistry class that provides lectures, discussions and collaborative group work online but meets via Zoom at a particular day and time for lab work, quizzes or tests, etc. Since students meet at the same time, the effective contact is accomplished during the remote portion of the class. Ideally, there would be additional instructor-initiated contact for the time students would be spending in asynchronous learning. This is best accomplished via weekly announcements, email, timely feedback on assignments, help sessions, etc.

Which courses can be taught in which format for Summer 2020 and Fall 2020?

- Any course that faculty, as the subject matter experts, determine can be effectively taught in the remote learning modality may be taught via remote instruction.

- For fully online format, courses that have not previously been approved for fully online instruction may be submitted for Distance Education approval by completing the DE addendum in CurricUNET.

- For these courses to be taught during the summer and/or fall 2020 session, the completed addendum must be received by the DE committee no later than May 11. If approved by the DE Committee, courses must be approved by the Curriculum Committee at the Special May DE Approval meeting before being offered fully online in summer or fall.

- If a course is undergoing a major revision and the DE addendum will be included, this must be received at the Screening Step in CurricUNET by Friday, April 17, 2020.

Who can teach remote instruction courses?

- For Summer and Fall 2020 the Chancellor’s office has approved all courses to be taught in the remote format by all faculty. Ohlone College has been offering, and will continue to offer, trainings on how to use Canvas (the required learning management platform) and Zoom.

Who can teach fully online courses?

- Faculty who have been trained to teach fully online—may teach up to 100% of their load fully online.
• Per the UFO contract, faculty who have not taught fully online courses may teach fully online sections provided they can demonstrate that they have completed training, which includes the following topics:
  o Effective practices for teaching online and compliance with regulatory requirements for effective teacher-student and student-student contact.
  o Effective practices for meeting all legislative and regulatory requirements regarding accessibility.
  o Practical use of the College’s online course management system (e.g. Canvas).
• Per the UFO Contract, faculty currently teaching fully online and/or hybrid courses at Ohlone College may continue to teach fully online or hybrid sections but must provide proof of completing training that meets the stated requirements above within one year.
• The college will offer trainings in online pedagogy, regulatory requirements for effective contact, accessibility, Canvas, and universal course design during the summer and Learning College Week. The trainings will be eligible for flex credit.
• Although contractually we are obligated to only have those faculty who are trained to teach in the online environment teaching hybrid and fully online classes, we realize that circumstances are unusual and have forced many excellent faculty members outside of their comfort zone while increasing the workload to accommodate remote learning. Therefore, the training requirement for teaching hybrid classes (ONLY) will be waived over the summer so that all faculty interested in teaching in the fully online and hybrid environments in the fall may get the training they need. Beginning fall 2020, the training requirements for teaching hybrid and fully online courses will be in effect.