

Recommendation 1

Course Definitions

It is recommended that Seaver College adopt the following definitions of traditional, hybrid and online courses.

Course definitions apply only to the scheduled instructional component of a course. The days and times of the scheduled instructional component of a course are reported in the Schedule of Classes (<http://seaver.pepperdine.edu/academics/schedule/>). Course definitions do not apply to out-of-class student engagement with class materials.

Course Type	Percentage of Course Content Delivered Online	Course Definition
Traditional	0 - 19%	Course where online technology is used to deliver less than 20% of all direct instructional content. Traditional courses employ selective use of online technologies to supplement or augment course content. In traditional courses, faculty and students simultaneously occupy a common coincident location and course content is delivered synchronously by the professor to the student.
Hybrid or Blended	20 to 69%	Hybrid or blended courses use online or learning technologies to deliver a portion of the course content. Hybrid courses typically supplement traditional synchronous face-to-face faculty/student instruction with online instructional engagement.
Online	70+ %	Course where online or learning technologies are used to deliver most or all instructional content. The faculty member and student do not share a common coincident location and course content is delivered either synchronously or asynchronously to the student.

This content will be added to the Seaver College Faculty Handbook in a section on Hybrid and Online Courses to be added in Chapter III, Full-time Faculty Responsibilities. The content also will be added in Chapter VIII, Adjunct Faculty Responsibilities.