

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: HYBRID CLASSES

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Administrative Procedure Number: 325.02

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A hybrid class is a combination of traditional face to face classroom meetings and online instruction using the college's Learning Management System or other web-based methods. Content of the online component must be equivalent to a classroom experience in both content and expected duration, and must not be what would traditionally be considered homework.

Instructors who propose offering courses as hybrids must submit a rationale for using the hybrid model, including an explanation of the proposed ratio for online and on-ground learning and its benefits for student learning. Proposals to offer courses as hybrids must be submitted with annual schedule proposals. Faculty at GHC are encouraged to use a 50% ratio to make the hybrid modality more predictable for students.

The Associate Dean for Library, E-Learning and Learning Support Services shall create and maintain guidelines further describing acceptable and unacceptable examples of online class content to assist instructors as they create classes. Other Instructional deans and their designees will refer to these guidelines in approving the hybrid status of the course, including the ratio of on-line and on-ground learning. Students will be informed of the class expectations for each component of the class through the syllabus and overall design of the course within the Learning Management System.