Guidelines for Modes of Delivery

This document serves to define and set guidelines for the various modes of delivery in which courses are offered at Walters State. The guidelines are designed (1) to assist faculty in planning and training for the demands of particular modes of delivery, (2) to offer students clear and timely information about the course sections for which they may register, and (3) to assist advisors in working with students as they plan their program of study. Although the dates, times, and locations of orientations, on-ground class meetings, and proctored examinations are given in the syllabus and Self Service Banner (SSB)—as described below—faculty and deans may make changes as required by inclement weather and/or other extenuating circumstances.

1. The following definitions apply to the various modes of delivery of courses:
   a. LEC (lecture) = traditional, face-to-face synchronous instruction
   b. LAB (lab) = instruction in a laboratory setting
   c. LLR (lecture and lab) = lecture and lab combined
   d. WEB (online) = an online, asynchronous course taught via the WSCC LMS. Any on-ground orientation must be noted in SSB notes and the syllabus along with the date, location, and time of orientation. Any proctored exam must be noted in SSB notes and the syllabus along with the date, location, and times, as well as whether the proctored exam is delivered on-ground or online.
   e. HYB (hybrid) = a course that meets one or more times in face-to-face sessions. Any on-ground orientation must be noted in SSB notes and the syllabus along with the date, location, and time of orientation. Any proctored exam must be noted in SSB notes and the syllabus along with the date, location, and times, as well as whether the proctored exam is delivered on-ground or online.
   f. DVC = a synchronous course taught via webinar software. Any on-ground orientation must be noted in SSB notes and the syllabus along with the date, location, and time of orientation. Any proctored exam must be noted in SSB notes and the syllabus along with the date, location, and times, as well as whether the proctored exam is delivered on-ground or online. All equipment required for successful participation in the DVC mode of delivery must be noted in SSB notes and in the syllabus.
   g. ROCC (TBR online) = an asynchronous online course via TN eCampus (formerly RODP)
   h. VID (video streaming) = video streaming from one campus location to other campus locations using video streaming rooms.
   i. CLN (clinicals) = clinicals
2. Faculty developing WEB, HYB, and ROCC courses should complete the following two QM courses: APPQMR (“Applying the Quality Matters Rubric”) and DYOC (“Developing Your Online Course”). To enroll in such courses, faculty or their appropriate deans and/or department chairs should contact Instructional Design.

3. Faculty reviewing WEB, HYB, and TNeCampus courses should complete the following two QM courses: APPQMR (“Applying the Quality Matters Rubric”) and PRC (“Peer Review Course”). To enroll in such courses, faculty or their appropriate deans and/or department chairs should contact Instructional Design.

4. Faculty teaching WEB, HYB, and TNeCampus—neither developing nor reviewing online courses—should complete the “Teaching Online” QM course. To enroll this course, faculty or their appropriate deans and/or department chairs should contact Instructional Design.

5. Divisions or departments wishing to move a face-to-face (LEC or LAB) course to another mode of delivery must complete the approval process documentation (and associated faculty training) for moving to WEB, HYB, or DVC courses before the courses are entered into SSB. Faculty or their appropriate deans and/or department chairs should contact Instructional Design.

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Notes: Reference documents: Conversion to Hybrid, Conversion to Online, Conversion to DVC, Guidelines for Teaching Online Courses, Review of Online, Hybrid, and ROCC Courses.

Notes: Reference Policy 03: 22:00, “Adding and Modifying Courses and Programs.”

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