

# NWIC Delivery Methods and Class Definitions with Elaborations

Each definition is in boldfaced type. Additional sentences are elaborations to further clarify the definition.

In this document, a “course” has a subject code and course number, for example ENGL 101, and is independent of its delivery method in any given quarter. “Class” refers to the specific implementation of a course with a section code, for example ENGL 101 section NP, in a particular quarter where the section code identifies its delivery method and location.

## Delivery Methods Definitions

**In-person: the student is in the same physical location as the instructor.** Communication is not mediated through the internet or other means that allows the student to interact with the instructor at a distance, such as ITV or videoconferencing. Even though the student is located in the same physical location as the instructor it does not preclude the student from interacting synchronously with other students at a distance via ITV or videoconferencing, nor does it preclude students from interacting asynchronously as part of the class.

**Synchronous (face-to-face) class: a class that focuses on concurrent, collective, and collaborative learning amongst students, requires regularly scheduled contact times between instructor and students, may be in-person or at a distance, and is listed in the quarterly class schedule.**

**Asynchronous class: a class that may be self-paced, individual or intermittently collaborative, requires that the content of the class be delivered using methods that do not rely on structured meeting times, and that no regularly scheduled contact times are listed in the quarterly class schedule.**

**Hybrid class: a class in which part of the contact time of a synchronous/face-to-face class is replaced by a required asynchronous component, thus reducing the amount of required scheduled contact time. Hybrid classes are typically 50% synchronous and the remainder asynchronous although they may be implemented between 25% and 75% synchronous and the remainder asynchronous.**

## Class Definitions

Asynchronous delivery (IL location)

**Independent Learning Class (section code IL): a class in which students study asynchronously and individually under the direction of an instructor.** While IL classes do not have scheduled face-to-face meeting times or locations listed in the quarterly class schedule, the class may include synchronous interactions between the student and instructor.

**Online Learning Class (section code OL): a class in which students study asynchronously using an online learning management system.** While OL classes do not have scheduled face-to-face meeting times or locations listed in the quarterly class schedule, the class may include synchronous interactions between the student and instructor.

**Learning Contract Class (section code LC): a class in which one student studies asynchronously and individually under the direction of an instructor according to a learning contract developed together by the student and instructor.** While LC classes do not have scheduled face-to-face meeting times or locations listed in the quarterly class schedule, the class may include synchronous interactions between the student and instructor.

LC classes are implemented in two circumstances:

1. A one-time individualized studies class for a course that doesn't exist in the catalog. The course must be numbered 189, 289, 389, or 489 (also known as, x89). All x89 classes require a learning contract.
2. A class for an existing course that is implemented for a single student. The course is coded with the existing course's subject code and number, not x89, and requires that the student complete a learning contract form, which may have a syllabus for the existing course attached, and the student must meet the approved course outcomes for that course.

Synchronous delivery and in-person (LU and all off-site locations)

**On-campus class (Lummi campus: section codes A, B, ..., use N if class starts 5 pm or later, Extended Campus sites: section codes MS, NP, NI, PG, SW, or TU):** a class in which students participate synchronous and in-person at the Lummi or one of the extended campus sites.

**Workforce Education class (Lummi WFE: section codes A, B, ..., use N if class starts 5 pm or later, Extended Campus sites WFE: section codes MS, NP, NI, PG, SW, or TU):** a synchronous class for a workforce education course. Workforce education courses are created for specific workforce needs and are distinct from regular college credit courses. Workforce education courses may have decimal credits to the hundredth place (e.g., 3.25 credits). They are treated as laboratory courses when scheduling the appropriate amount of contact time, i.e., 20 hours of contact time per quarter for each credit awarded. Workforce courses do not appear in the print or online college catalog even though they are listed as active in the electronic catalog. Even though they normally have scheduled contact times the meeting times do not appear in the quarterly class schedule.

Synchronous delivery and not in-person (TELEC location)

**Telecourse (section code TC):** a class in which students participate synchronously via ITV and not in-person. Students may be at any location with an ITV connection other than the originating location of the class. TC classes require structured face-to-face meeting times (but not location) to be listed in the quarterly class schedule.

**Videoconferencing class (section code VC):** a class in which students participate synchronously via videoconferencing other than ITV and not in-person. Students may be at any location with a high-speed internet connection other than the originating location of the class. VC classes require structured face-to-face meeting times (but not location) to be listed in the quarterly class schedule.

Notes:

1. The hybrid delivery method definition aligns with the approved NWIC Credit Hour Policy. Only synchronous classes can be delivered as a hybrid. A hybrid class always has an "H" at the end of its sections code. For example, section AH signifies a hybrid in-person face-to-face class on the Lummi Campus, section SWH signifies a hybrid in-person face-to-face class on the Swinomish Campus, and section VCH signifies a hybrid face-to-face class in which students attend via videoconferencing other than ITV and not in-person. IL classes (IL, LC, and OL) cannot be made into a hybrid as they are already asynchronous.
2. Classes previously implemented as section OLH on Lummi campus will now be implemented as a hybrid on-campus class with an AH section for students attending in-person plus a hybrid videoconferencing class with a VCH section for students attending at a distance via videoconferencing. OLH classes originating from an extended campus site will now use that site's location code for the hybrid on-campus class, for example, PGH for students attending in-person at the PG site, plus a VCH section for students attending at a distance via videoconferencing, including those at the Lummi campus. Beginning Fall quarter 2013, OLH was used to refer to a hybrid class that incorporated non-ITV synchronous videoconferencing, regardless of whether students attended in-person or solely at a distance through videoconferencing, and regardless of whether the class originated from the Lummi or from another site.
3. Prior Learning classes (section code PL) are defined in the college catalog in the Prior Learning Experience section.