



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM**



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	9/22/2021
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-004-212
Title of Referral:	Clarification of Hybrid Modalities
Background:	See attached referral request form. Additional background provided by the Executive Committee:  None.
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:  None.  For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	11/17/2021

**Your Name:** Eden Haywood-Bird

**Your Email:** [ehaywoodbird@cpp.edu](mailto:ehaywoodbird@cpp.edu)

**Title of Referral:** Clarification of Hybrid modalities

**Names and Titles of proponents:** Eden Haywood-Bird, Interim Chair- early childhood studies department

**Keywords:** Hybrid distance education, Hybrid hours policy

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:**

No

**Deadline Date:**

**Justification for deadline:**

**Background:** With the creation and implementation of the new CPP modality document (March 2021), an unintended consequence appears to be the sorting of all Hybrid modalities into the "distance education" (DE) bucket. It has also been clarified by Laura Massa in the September 13 CCC meeting that if any section of a course is offered in a DE modality this then sorts all sections of that course into the DE bucket. Dr. Massa also clarified in the September 13 CCC meeting that it is possible to create an amended credit hour policy which delineates hybrid courses into either the DE bucket or the face-to-face bucket based on the percent of time students spend in the face-to-face classroom. This would allow departments to offer some limited flexibility to students in modality within courses without all sections being considered DE without submitting a substantive change to WASC. Many departments offered hybrid course sections of many different courses prior to the pandemic as a way to decrease classroom congestion, as well as meet students scheduling requests and needs.

**Actions Requested:**

1. Amend the current CPP Credit Hours Policy (accepted Dec 2018 and attached to this referral) to clearly explain what percent of meetings of a hybrid class must be face-to-face to be considered a non-DE course. I suggest 50% be the minimum requirement for face-to-face meetings based on SDSU credit hour policy (attached to this referral) WASC included on their resource web page for accredited programs.
2. Amend the CPP Updated Course Designation Standards (accepted March 2021) to include course designations that differentiate between DE hybrid courses and non-DE hybrid courses. One suggestion is to designate all hybrid courses that meet face-to-face less than the defined percentage detailed in the revised credit hour policy with a DE at the end of the section. This is similar to the way service learning courses are designated with an S (ECS 4300S), labs are designated with a L (ECS 4300L), and activity courses with an A (ECS 4300A). This is only one idea.

**Recommended Resources:** Laura Massa  
CPP Credit Hour Policy (attached)

CPP Updated Course Designations (attached)

Link to WASC Credit Hour policy guidance: <https://www.wscuc.org/resources/credithour/>

SDSU Credit Hour Policy (Linked on above WASC web page and attached here)

**Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/860777564/undated\\_course\\_designations.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/860777564/undated_course_designations.pdf)

**Attachment 2:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/860777564/sdsu\\_credit\\_hour\\_sample.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/860777564/sdsu_credit_hour_sample.pdf)

**Attachment 3:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745906/860777564/cpp\\_credit\\_hour\\_policy.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745906/860777564/cpp_credit_hour_policy.pdf)