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Donald O. Straney, Ph.D.
Vice President for Academic Planning and Policy

June 23, 2020

MEMORANDUM

TO: UH Campus Schedulers
CCAO

FROM: Donald O. Straney, Ph.D.
Vice President for Academic Planning and Policy

SUBJECT: Coding Course Formats for Fall 2020

A handwritten signature in black ink that reads "Donald O. Straney".

Please find attached the final version of the Course Format document created in collaboration with the UH Schedulers, the Chief Academic Officers, and the Chief Student Affairs Officers. The coding document is intended to create uniformity in how courses will be coded in Banner for Fall 2020 as faculty plan for a range of possible teaching formats.

Faculty will be provided with non-technical language by their respective campuses for selecting their course formats that may include alternative wording. Thus, please share this version only with those who will be involved in scheduling for the Fall semester and need to know the appropriate Banner coding, etc.

Each campus should communicate with their respective units to ensure that course format information is conveyed to the schedulers by the required deadlines (in most cases this is June 30). Schedulers must have sufficient time to make the necessary changes, and students must be able to see how the format changes impact their Fall schedules and adjust accordingly.

Please note that we encourage courses to be coded using the "E" format type rather than the "D" format type when possible. Banner has resolved the limits on cross-listed codes, and where appropriate, either the "E" format or the "D" format can be used.

If using the new cross-listing codes, additional guidance is provided here: <https://www.hawaii.edu/bwiki/display/banhelp/Crosslisting+and+Concurrent+Classes++SSAXLST>. Each campus must use their three-alpha institution code (HAW, HIL, HON, etc.) as the first three characters of their code to ensure it is unique to your campus. Also, please keep in mind that while the maximum character limit is 15, a campus doesn't have to use all 15 character spaces.

Thank you for your efforts to help coordinate our response to COVID-19 and to work to make the Fall semester as flexible as possible.

Attachment

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Course Section Formats, Fall 2020

Objectives:

1. Provide definitions and verbiage that are consistent across the campuses so students understand what they are registering for.
2. Develop some consistency in presentation of course section [n1] formats and use of standardized (but optional) comments.
3. Create consistent coding in Banner for future reporting and analysis of the fall semester.
4. Provide campuses a structure from which they can have innovative latitude to offer sections that meet the needs of their students.
5. Identify impact of format options on student fees and VA housing benefits.

Campuses can combine course section formats as needed to meet instructional needs. This includes offering a single course listed as multiple concurrent sections/CRNs, each with a different format. An example would be an instructor teaching a single course as two concurrent sections with different CRNs, one taught F2F (format A, below) and the second Online Synch (format B, below), thus combining A and B, with the faculty member receiving 3 TEs for both CRNs . The faculty workload percentage should be adjusted when sections are offered concurrently.

<p>A - F2F (in person)</p>	<ul style="list-style-type: none"> ● 1 CRN <ul style="list-style-type: none"> ■ Schedule Type: campus decision, enabled for each course at the VCAA/Catalog level ■ Instructional Method: leave blank ■ Day/Time: Specified ■ Building: Specified ● Classroom, Lab, or Shop, Studio ● Entirely in person ● May have limitation based on facility size ● Requires health & safety precautions to be taken
<p>B Online-Scheduled</p>	<ul style="list-style-type: none"> ● 1 CRN <ul style="list-style-type: none"> ■ Schedule Type: campus decision, enabled for each course at the VCAA/Catalog level ■ Instructional Method: DCO (Distance - Completely Online) ■ Day/Time: Specified ■ Building: WWW or ONLINE ● SSATEXT: Online-Scheduled: This class is conducted at the scheduled day and time using online software and may require participation in additional unscheduled online learning activities. Email instructor XX@hawaii.edu for more info.” – optional

C- Online- Unscheduled	<ul style="list-style-type: none">● 1 CRN<ul style="list-style-type: none">■ Schedule Type: campus decision, enabled for each course at the VCAA/Catalog level■ Instructional Method: DCO (Distance - Completely Online)■ Day/Time: Are <u>Not</u> Specified■ Building: WWW or ONLINE● SSATEXT:<p>“Online-Unscheduled: This class is conducted online. The class does not have a regularly scheduled meeting time. Students are required to participate in unscheduled online learning activities. Email instructor XX@hawaii.edu for more info.”</p><p><i>· IF the section is mostly unscheduled, but will include a small number of scheduled meetings:</i></p><p>This class is conducted online. Students are required to participate in the following scheduled activities: (list)</p>
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D – Hybrid-Scheduled F2F + Online(Sched or Unshed)-with all students having scheduled F2F meetings; online mode can vary

- 2 CRN XLIST
 - Workload 50/50% for both CRNs
- Scheduled days and times
- CRN 1-## in-person, Group 1(# based on classroom size and safety measures)
 - Schedule Type: HTI
 - Instructional Method: blank
 - Meeting Line 1:
 - Building: Specified; Classroom, Lab, Shop, Studio;
 - Day/Time: Specified
 - Meeting Line 2:
 - Building: ONLINE or WWW;
 - Day/Time: either a) specified (if scheduled), or b) TBA, if unscheduled
- CRN 2-## in-person, Group 2 (# based on classroom size and safety measures)
 - Schedule Type: HTI
 - Instructional Method: blank
 - Meeting Line 1:
 - Building: Specified; Classroom, Lab, Shop, Studio;
 - Day/Time: Specified
 - Meeting Line 2:
 - Building: ONLINE or WWW;
 - Day/Time: either a) specified (if scheduled), or b) TBA, if unscheduled
- SSATEXT: Scheduled F2F and Online-Scheduled: Students will be required to meet at scheduled days and times in person and may be required to participate in additional **scheduled** online lecture(s) via online software. Students may be required to participate in additional **unscheduled** online lecture and/or learning activities. Email instructor XX@hawaii.edu for more info.
- OR SSATEXT: Scheduled F2F and Online-Unscheduled: This class is conducted at the scheduled day and time using online software Students will be required to meet at scheduled days and times in person and may be required to participate in additional **unscheduled** online lecture(s) via online software. Email instructor XX@hawaii.edu for more info.

<p>E - Hybrid Sync with variations of meeting days/times and Online Use C19 and/or unschedule d activities</p>	<ul style="list-style-type: none">● 1 CRN<ul style="list-style-type: none">■ Used if the format is mostly completely one of the other formats, with only a few meetings of a different type (e.g., mostly online, with 1-4 in person meetings during the semester). Must meet at least once in person during the semester.■ Schedule Type: HTI■ Instructional Method:leave blank■ Day/Time: specified or tba■ Building: Specified or tba<ul style="list-style-type: none">○ The Day/Time and Building would indicate how the majority of the section is conducted, whether mostly F2F, or mostly fully online-scheduled, or mostly fully online-unscheduled○ SSATEXT would be used to describe the infrequent, additional different activities or meeting day/times● SSATEXT: F2F with few Online Unscheduled activities: Students are required to participate in additional unscheduled online lecture and/or learning activities. Email instructor XX@hawaii.edu for more info. [n8]● OR SSATEXT: Online Scheduled with few F2F meetings: Students are required to meet at least once in person . Email instructor XX@hawaii.edu for more info.● OR SSATEXT: F2F+Online Scheduled: Class meets at scheduled day and time using a combination of in person and videoconference attendance; students may choose up to 100% videoconference attendance. Participation in additional unscheduled online learning activities may also be required. Email instructor XX@hawaii.edu for more info● Note: This option is used when students are required to meet at least once F2F at a specified day/time.
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Note: Some classes may have specific differences that will be noted in the comments (SSATEXT) for the class.

VA Housing Benefits: Courses that have at least one F2F meeting will provide eligibility to VA students for housing benefits. Scheduled online meetings are not considered equivalent to F2F. Courses that were scheduled for F2F and then converted to online can be scheduled as “C19”. A course with a “C19” code will also provide eligibility for VA housing benefits. (Waiting for guidance on this last statement.)

International students can take only one online course to maintain their visa eligibility.

Athletics

Longer version

June 23, 2020

This class is conducted at the scheduled day and time using a combination of attending in person and via online software; students may also choose to attend only via online software. Participation in additional asynchronous online learning activities may also be required.[MM13] Email instructor XX@hawaii.edu for more info.”

Shorter version

Class meets at scheduled day and time using a combination of in person and online attendance; attendance may also be 100% online. Participation in additional asynchronous online learning activities may also be required. Email instructor XX@hawaii.edu for more info.”[n14]