




June 20, 2022

MEMORANDUM

TO: Council of Chief Academic Affairs Officers (CCAO)
Council of Chief Student Affairs Officers (CCSAO)
Schedulers

FROM: Hae K. Okimoto 
Associate Vice President for Student Affairs

SUBJECT: Addendum to Instructional Method Codes; Standardized Coding for Fully Online
Class Modality

This memo provides an addendum to the Updated Instructional Method Codes February 14, 2021 memo that created new instructional method (IM) definitions and codes. This memo standardizes how campuses will code fully online classes using the building and room fields in Banner as of Fall 2023. Guidance regarding multi modality cross-listed classes will be addressed in a separate forthcoming memo.

Online classes may be taught synchronously, asynchronously, or employ a combination. Fully online classes, regardless of how they are taught, are coded using the instructional method code "DCO" Distance - Completely Online. Definitions shared with students for synchronous and asynchronous used are as follows:

Synchronous-online classes are delivered via video conferencing software on scheduled days and times (Zoom video conference or similar). All students attend and participate in the class online. This is also called "online scheduled".

Asynchronous-online classes are delivered via a learning management system (like Lulima). Students determine when to access the class but must complete coursework and assignments by specified deadlines. This is also called "online-unscheduled".

These definitions will be available to students in various places including on the class schedule.

The following chart outlines how online classes will be coded in Banner.

TERMINOLOGY	DEFINITION	BANNER CODING
In-Person	Instructional time is met via in-person meetings.	IM = BLANK or NULL
Online Scheduled (Synchronous)	Instructional time is met via online scheduled meetings at the published dates and time or day(s) of week and time.	IM = DCO BUILDING = ONLINE ROOM = blank or SYNC (<i>campus to decide how to code room</i>) Note: If a class is meeting sync/scheduled only on specific dates, there will be an extra row indicating ONLINE ASYNC to cover the full term dates. * West O’ahu will require additional staffing resources to meet this building coding change. Until then West O’ahu will continue with WWW.
Online Unscheduled (Asynchronous)	Instructional time is met via online activities. Instructors may <u>not require</u> students to meet at a specific time.	IM = DCO BLDG = ONLINE RM = blank or ASYNC (<i>campus can decide how to code room</i>) * West O’ahu will require additional staffing resources to meet this building coding change. Until then West O’ahu will continue with WWW and not use ASYNC.
Hybrid	Instructional time is met via in-person meetings and online activities. Each student must participate in both in-person and online activities to qualify as a hybrid class.	IM = HYB