

Instructional Methods:

Definitions, Characteristics and Business Processes

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Online Max

Instructional Method Code: ONL

Definition: Online course delivery means instruction, course content and learning experiences are accessed from, and occur in, a virtual space known as a learning management system.

Characteristics: UNM’s LMS is [Canvas](#). It allows for user authentication and tracking in a secure environment. Tools in the LMS include email, chat, discussion boards, web pages and multimedia technologies. Their availability per course depends on the instructor.

Online instruction may take place asynchronously (students log in as their schedule permits) or synchronously (students and the instructor log in to a virtual meeting space at a set and recurring time), or some variation between the two types. A limited number of *on-campus* meetings, (not to exceed 25% of the course or no more than 3 in-person meetings for a 3-credit hour course), is allowed.

Online courses have set start and end dates per semester. They follow 8- or 16-week cycles with learning activities scheduled weekly. UNM's accrediting agency stresses the importance of a dynamic and interactive learning environment—between students and between students and faculty—regardless of the setting in which it occurs. Faculty training in [regular and substantive interaction](#) is required to teach via hybrid and online deliveries.

Per distance education and consumer protection requirements, instructors must publicly disclose meeting details in the [Schedule of Classes](#) and UNM Online’s [Schedule of Online Courses](#) *before registration opens*. It allows students to be aware of course commitments before they enroll.

Ordinary residency-based [tuition and fee](#) rates apply.

Business Processes:

PROPOSING AN ONLINE COURSE. To be approved for scheduling, courses go through a [proposal process](#) administered by UNM Online.

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COURSE SCHEDULING. Coordinating the [scheduling with UNM Online](#) includes prompting Academic Technologies to create a course shell and Center for Teaching and Learning (CTL) to assign an instructional media specialist (course designer) to the course.

COURSE INFORMATION FORM. Instructors of record complete a [Course Information Form](#) (CIF) per scheduled online section. Required disclosures include details about meetings (if applicable), course materials (textbooks, other materials and costs), proctoring costs, meeting times, any additional fees) can exist on the schedule of online courses prior to students registering.

FACULTY TRAINING. To teach in the hybrid and online formats, instructors must complete Regular and Substantive Interaction ([RASI](#)) training. [Evidence-Based Practices for Teaching Online](#) is more in-depth and highly recommended. EBPTO, completed since Fall 2019, may be substituted for the RASI requirement. While a [Golden Paw](#) award exempts an instructor from EBPTO.

RULES AND REQUIREMENTS. Courses must meet minimum federal and state distance education and consumer protection rules and requirements. The University must also report on students participating in out-of-state learning placement activity and programs leading to, or requiring, a license to practice in a given profession must be disclosed.

- Distance Education Definition and Characteristics
 - [Distance education](#) uses one or more technologies to deliver instruction to students who are separated from the instructor or instructors and provide regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.
 - UNM's accreditation does not cover correspondence education and in offering it, the University could lose eligibility to offer Title IV Financial Aid and violate accreditation requirements.
 - [21st Century Distance Education Guidelines](#) from the Council for Regional Accrediting Commissions (C-RAC): Information that orients students to their courses, such as syllabus, prerequisites, course delivery structure, class schedule, modes of communication, is provided to students on the institution's learning management platform and students have ready access to available technical support services (24/7 technical support).
- Consumer Protection Disclosures
 - Each semester per online course section, the instructor of record is required to complete a [Course Information Form](#) (CIF). CIFs serve to fulfill a federal requirement to publicly disclose certain course details before registration opens. It includes disclosures of textbooks and other course materials, the conditions for exam-taking and other assessments, whether proctoring is required, whether students must meet at predetermined times, and associated costs.

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- Failure to distribute this information prior to registration could create a “misrepresentation” as defined by the U.S. Code of Federal Regulations, 34 CFR 688.71-75.
- State Authorization Reciprocity Agreement (SARA)
 - Courses must comply with distance education regulations mandated by federal and state entities. They are to ensure the delivery across state lines of quality education.
 - Membership to the National Council for [State Authorization](#) Reciprocity Agreements (NC-SARA) ensures the regulations are met, and members have access to updates on requirement changes. UNM assures the integrity of its online offerings per the NC-SARA [Policy Manual](#).
 - UNM’s adherence to NC-SARA is monitored by the New Mexico Higher Education Department and membership is renewed annually.
 - UNM’s membership to NC-SARA is also tracked by the Higher Learning Commission.
- Out of State Learning Placements and Professional Licensure
 - Whether or not a program is accessed online, UNM is required to annually submit the count of students engaged in out-of-state learning placements
 - Whether or not a program is accessed online, UNM is required to identify and disclose each program that leads to, or requires, a [license to practice](#) in the program’s profession.

Accelerated Online Program

Instructional Method Code: MOPS

Definition: AOPs target adult learners who want access to higher education and flexibility to study around their busy schedules. AOPs are a form of Online Max delivery, including its definition and business processes.

Characteristics: AOPs are often 100% online instruction that do not require students to meet. Courses are formatted to 8-week cycles. [Tuition](#) is calculated at a flat-rate regardless of the student’s residency. Limited fees are also assessed. Courses are available only to students with an AOP major code and they are built, reviewed and certified to meet prescribed quality standards.

Business Processes: The business processes for an AOP mirror those for Online Max, with the following differences.

PROPOSING AN AOP. The department submits their interest by emailing aop@unm.edu.

MEMORANDUM OF UNDERSTANDING. Offering an AOP requires entering into an MOU with Academic Affairs, UNM Online and the Center for Teaching and Learning (CTL).

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FACULTY TRAINING. [Evidence-Based Practices for Teaching Online](#) is required. It is a 6-week workshop with an average time commitment of 3 hours per week. Instructors taking EBPTO are exempt from RASI training. Instructors awarded a [Golden Paw](#) are exempt from EBPTO.

COURSE BUILD AND REVIEW. AOP courses are required to meet the Accomplished course build standard outlined in CTL's [Online Course Standards Rubric](#).

Online + Classroom (O+C)

Instructional Method Code: There is no code for online + classroom delivery. Instead, the online section uses the ONL code and is cross-listed with at least one on the ground section.

Definition: With the O+C option, a course is delivered simultaneously using two different instructional modes. One section is always delivered online while another section(s) is delivered by one of the following methods: [Web Enhanced](#), Hybrid or Face-to-Face.

Characteristics: The online component of an O+C course follows the definition and characteristics of Online Max delivery with the following additions.

The course's two delivery types are cross-listed, offering identical and simultaneous learning experiences.

Class meetings are held weekly. Students, in both the online and on the ground sections, are expected to adhere to the meeting times and attend class using the method selected at registration. Put another way, students registered for the online section exclusively attend class virtually while students registered for the on the ground section only attend on campus.

Ordinary residency-based [tuition and fee](#) rates apply to O+C courses.

Business Processes: The business processes for the online component of an O+C option mirror those for Online Max, with the following differences.

PROPOSING AN O+C PROGRAM. The department submits their interest by emailing unmonlineproposals@unm.edu.

- Requests for the O+C option is made for programs not individual courses. A program is not required to be fully O+C as it may also include stand-alone online courses. The O+C format must be part of a departmental strategy to offer the program fully online.

MEMORANDUM OF UNDERSTANDING. Offering an O+C program requires entering into an MOU with Academic Affairs, UNM Online and the Center for Teaching and Learning (CTL).

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FACULTY TRAINING. Teaching the online component of an O+C requires completing training in [Evidence-Based Practices for Teaching Online](#). It is a 6-week workshop with an average time commitment of 3 hours per week. Instructors taking EBPTO are exempt from RASI training. Instructors awarded a [Golden Paw](#) are exempt from EBPTO.

- A course may not be scheduled if EBPTO is not completed within the first two semesters of teaching. The course will be scheduled once EBPTO is completed.

COURSE BUILD AND REVIEW. In an O+C, online sections are required to meet the Accomplished course build standard outlined in CTL's [Online Course Standards Rubric](#).

ATTENDANCE. Students enrolled in either the online or in-person section are expected to attend exclusively via the modality selected and according to prescribed meeting times. For the in-person sections, classrooms are assigned based on projected enrollment. The instructor and the department determine the enrollment cap of both section modalities to reach the desired combination of in-person and online enrollment.

- Attending via the selected delivery mode is necessary to meet distance education requirements, with important implications for international students, who are strictly limited by the number of online credit hours they may take. Instructors must be prepared to produce attendance records that document in-person student attendance.
- Students enrolled online may be required to attend a limited number of in-person meetings. The instructor of record is required to disclose, before registration opens, such information using a [Course Information Form](#).

WEB-ENHANCEMENT. To use the same online content in Canvas for both the Online MAX section and in-person section, the instructor of record must [web-enhance](#) the Face-to-Face section and [group both sections](#) in Canvas.

Hybrid

Instructional Method Code: HYB

Definition: Hybrid delivery is a mix of on the ground and online instruction.

Characteristics: Half to 75% of the learning experience is online utilizing the learning management system. Physical class meeting time is reduced but the material covered is equivalent to a fully on the ground delivery.

Business Processes:

PROPOSING A HYBRID COURSE. The department determines whether to offer the hybrid delivery type.

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COURSE SCHEDULING. Hybrid sections are scheduled by Central Scheduling and does not initiate processes by Academic Technologies or the Center for Teaching and Learning. A course shell will populate automatically as a result of the scheduling process in Banner.

- Classes must be scheduled on-pattern to optimize classroom utilization.
- Required meetings, whether virtual or on the ground, must be disclosed in Banner and the [Schedule of Classes](#).
- Instructors are encouraged to consult with the [Center for Teaching and Learning](#) for course build guidance.

COURSE INFORMATION FORM. CIFs are not used for hybrid courses.

FACULTY TRAINING. To teach in the hybrid and online formats, instructors must complete Regular and Substantive Interaction ([RASI](#)) training. [Evidence-Based Practices for Teaching Online](#) is more in-depth and highly recommended. EBPTO, completed since Fall 2019, may be substituted for the RASI requirement. While a [Golden Paw](#) award exempts an instructor from EBPTO.

RULES AND REQUIREMENTS. The State Authorization Network, a division of WCET, (WICHE [Western Interstate Commission for Higher Education] Cooperative for Educational Technologies), or [WCET SAN](#) recommends: under the federal definition, courses that are partially online (e.g., blended, hybrid, etc.) do not meet the distance education definition. In turn, specific federal compliance requirements for distance education do not apply to hybrid courses.

Web-Enhanced

Instructional Method Code: ENH

Definition: Web-enhanced delivery allows use of the learning management system in an on the ground course. The LMS may be used to share the syllabi and course materials, have discussions, take quizzes and exams, submit assignments, and monitor grades. The extent the LMS is used depends on the instructor though its usage does not reduce the time commitment required to physically attend classes.

Business Processes:

PROPOSING A WEB-ENHANCED COURSE. The instructor of record determines whether to [web-enhance](#) their course by completing a form in LoboWeb.

COURSE SCHEDULING. On the ground sections are scheduled by Central Scheduling.

COURSE INFORMATION FORM. CIFs are not used for on the ground/web-enhanced courses.

FACULTY TRAINING. Regular and Substantive Interaction ([RASI](#)) training is not required to teach on the ground courses but is highly recommended.

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RULES AND REQUIREMENTS. Compliance requirements for distance education do not apply to web-enhanced courses because less than 75% of the course experience employs the LMS.