



Academic and Student Affairs

DATE: June 9, 2020

TO: Senior Academic and Student Affairs Officers

FROM: Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

SUBJECT: Fall 2020 Planning: New Media Code and Guidance for Course Delivery, Scheduling, and Coding

In response to campus requests, a new media code has been developed and is now available for campus use. This new media code (code 14, HyFlex), corresponds to new course delivery approaches for in-person instruction that includes remote synchronous options for student participation and/or remote asynchronous options (i.e., lecture capture for remote viewing). This HyFlex delivery mode meets eligibility requirements for veterans' education benefits.

The information below builds upon previous guidance and scenario planning and provides further information about the use of the new media code, as well as planning considerations for program and course delivery, course scheduling, media coding, and associated tuition coding.

Assumptions

1. Campuses will be open for students fall semester, and delivering instruction and services both online and in-person (within the limitations established by Executive Order 20-73 and consistent with Minnesota OSHA Standards and MDH and CDC health, safety, and operational guidelines).
2. Campus planning will continue to focus on Scenario B outlined in earlier planning documents, while also including the development of contingency plans for shifting instruction and service delivery modes if conditions change and stricter gathering restrictions are required.

Guidance

1. Due to gathering size limitations, courses typically delivered in-person will likely need to be offered as HyFlex (New Media Code 14) or Blended/Hybrid (Media Code 09) with preparation for in-person components to transition to remote synchronous and/or remote asynchronous delivery. In-person/remote synchronous components should be entered into the appropriate ISRS field, so students understand the course meeting requirements (full seat time for HyFlex or partial seat time for Blended/Hybrid). **Online**

tuition differential is **not** applied to these courses (campuses should use the appropriate instructional unit type for in person courses).

NOTE: It is possible that current gathering size restrictions (i.e., gatherings of no more than 25 individuals) will be relaxed further in the coming weeks/months and allow for larger gatherings, though that is not a certainty. Campuses are encouraged to plan in a manner that would provide flexibility in responding to such changes should they occur.

2. Courses that can be delivered intentionally online according to high standards of quality and rigor should be delivered as completely online asynchronous (Media Code 12) or completely online with synchronous components (Media Code 13). Online synchronous components should be entered into the appropriate ISRS field, so students understand the course meeting requirements. **Online tuition differential is applied to these courses** (campuses use appropriate instructional unit type).
3. Fall 2020 course schedules should be adjusted and finalized by late June, once 2020-2021 tuition and fee rates will be established and entered into ISRS
 - a. If a course's delivery mode changes after tuition and fees are assessed, campuses should communicate with students regarding those changes, particularly if online tuition differential is subsequently applied
 - b. Any course delivery mode change occurring after fall semester begins should not change the tuition rate for a course or program already started
4. In service of equity goals, campuses are encouraged to identify local solutions to offset higher costs that may differentially impact students of color, first-generation, or low-income students. This might include the use of CARES funds, or the use of foundation funds to cover differential tuition expense for online courses typically offered in-person.

The following pages include updated information on media code 14 and its use under various conditions. Questions about the new code, its use, or course delivery and scheduling guidance should be directed to Kim Lynch at kim.lynch@minnstate.edu.

cc: Presidents
Chief Information Officers
Chief Financial Officers
Institutional Research
Registrars



Fall 2020 Planning: Course Delivery and Media Codes

Scenario A No limitations – full range of instructional delivery modes possible and reflected in Current Operating Instruction 3.36.1.2 Media Codes			Scenario B – Most Likely	Scenario C
Media Code	Titles <i>(As displayed in course search results)</i>	Description <i>Instructions for scheduling classes (in italics)</i>	<i>Limited restrictions on instructional delivery modes</i>	<i>Strict restrictions on instructional delivery modes</i>
<i>null</i>	In-Person	Instruction is primarily in person; all courses not otherwise coded will be in this category by default.	Courses that must be or are best delivered in-person. If possible, consider Hyflex (Media Code 14) or Blended/Hybrid (Media Code 09) as an alternative	Minimal in-person instruction, limited to those exempt by executive order Implement remote teaching options: Use media code 98 for exempt (limited in-person) or Media Code 99 for non-exempt (no in-person)
14	HyFlex	[New Media Code]	Instruction is offered in-person with remote synchronous and/or remote asynchronous options (i.e., lecture capture for remote viewing). 100% credit hours are scheduled with meeting dates and times entered into ISRS	Shift to remote synchronous and/or remote asynchronous options with in-person instruction, limited to those exempt by executive order



03	Mostly Online	<p>>75% of instruction is online with up to two possible in-person meetings. Up to four required proctored exams, two of which may be administered during the in-person meetings. For proctored exams not included in the in-person meetings, students must have the option to arrange them locally. Course may have online synchronous components.</p> <p><i>All in-person or synchronous meeting dates and times and proctored test requirements should be entered into appropriate ISRS field to show up in the registration portal.</i></p>	<p>Recommend shift from Mostly Online (03) to Online Asynchronous (12) or Online Synchronous (13) OR identify online options for in-person meetings/proctored exams <i>All in-person or synchronous meeting dates and times and proctored test requirements should be entered into appropriate ISRS field to show up in the registration portal</i></p>	<p>Recommend shift from Mostly Online (03) to Online Asynchronous (12) or Online Synchronous (13) OR implement online options for in-person meetings/proctored exams <i>All synchronous meeting dates and times and proctored test requirements should be entered into appropriate ISRS field to show up in the registration portal.</i></p>
04	Videoconferencing Originating Site	<p>Interactive live, synchronous video with students on site. Instructor will be at the originating site regularly.</p> <p><i>Colleges and universities can identify video quality (i.e., Cisco's Telepresence) in the notes or possibly in the location (i.e., room names could reflect this)</i></p>	<ul style="list-style-type: none"> • Instructor and/or students on site consistent with MDH guidelines • Plan for remote teaching options 	<ul style="list-style-type: none"> • Instructor and/or students on site limited to those exempt by executive order • Implement remote teaching options (Media Code 99) for those not exempt
06	Correspondence	Correspondence study in a print format.	No change	No change
08	Videoconferencing Remote Site	<p>Interactive live, synchronous video with students on site. Instructor may not be at the remote site regularly.</p> <p><i>Include high definition in the notes or possibly in the location flag (i.e., room names could reflect this)</i></p>	<ul style="list-style-type: none"> • Instructor and/or students on site consistent with MDH guidelines • Plan for remote teaching options 	<ul style="list-style-type: none"> • Instructor and/or students on site limited to those exempt by executive order • Implement remote teaching options (Media Code 99) for those not exempt
09	Blended/Hybrid	<p>25-75% of instruction online with regularly scheduled in-person meetings. Based on other media code definitions, if a class has more than two in-person meetings or more than four proctored exams required, the course is coded 09.</p>	<p>Online and remote delivery prominent with limited in-person instruction—<i>plan for possible transition of all in-person components to online synchronous and/or online asynchronous remote instruction</i></p>	<p>Online and remote delivery prominent with minimal on-campus instruction, limited to those exempt by executive order</p> <p>Implement remote teaching options: Media Code 98 for</p>

		<i>All scheduled meeting dates and times should be entered into the appropriate ISRS field to help students understand the in-person commitment...</i>	<i>All scheduled meeting and times (in-person and/or online synchronous) should be entered into the appropriate ISRS field to help students understand the commitment</i>	exempt (limited in-person) or Media Code 99 for non-exempt (no in-person) <i>All scheduled meeting and times (in-person and/or online synchronous) should be entered into the appropriate ISRS field to help students understand the commitment</i>
11	Arranged	Individualized coursework or experiences guided by a faculty member. This includes, but is not limited to, independent study on a topic, student research and internships.	No change	No change
12	Completely Online, Asynchronous	100% of instruction is online: No in-person meetings; No in-person or synchronous proctored exams; No synchronous meetings. <i>Any special technology (webcam, microphone headset, etc.) required to complete course activities should be included in the course notes.</i>	Recommended for planned and scheduled intentionally online courses	Recommended for planned and scheduled intentionally online courses
13	Completely Online, Synchronous	100% of instruction is online: No in-person meetings; No in-person proctored exams; Course has required synchronous online meetings or activities <i>Synchronous online meetings should be noted in the course notes. Any special technology (webcam, microphone headset, etc.) required to complete course activities should be included in the course notes.</i>	Recommended for planned and scheduled intentionally online courses <i>Synchronous online meetings should be entered into course notes. Any special technology (webcam, microphone headset, etc.) required to complete course activities should be included in the course notes</i>	Recommended for planned and scheduled intentionally online courses <i>Synchronous online meetings should be noted in the course notes. Any special technology (webcam, microphone headset, etc.) required to complete course activities should be included in the course notes</i>