

Policy for Teaching Online and Hybrid Courses at New York City College of Technology

The CUNY Office of the University Registrar defines hybrid (H) courses as any course wherein 33-80% of scheduled class meetings are replaced with online activities or virtual meetings. Web-enhanced courses have no scheduled class meetings replaced, but some course content and assignments, as well as required or optional activities, are online. Partially online courses have up to 20% of scheduled class meetings replaced with online activities or virtual meetings. Online (O) courses are more than 80% but less than 100% online. Fully online courses have 100% of scheduled class meetings, including exams, online.

City Tech uses only two categories on the Master Course File. Hybrid (H), which is 33-80% online, and online (O), which is more than 80% -100% online.

To make sure City Tech students know that the course is online or hybrid in advance, here are some guidelines to follow:

- 1) The professor must be certified and mentored before teaching an online or hybrid course. Certification can be obtained through the Online Professional Development seminar. If a professor has previously taught online or received training at another college, they need to have their previous course and/or materials reviewed by a member of the Online Learning Advisory Council (OLAC). This can be arranged by contacting klundstrem@citytech.cuny.edu
- 2) The professor needs to have the department Chair approve the course in advance BEFORE the course is taught. The professor also needs to mark the dates that a classroom is needed for the in-class dates of the course. The dates the classroom is needed must be marked for hybrid and online courses.
- 3) **The Chair needs to list the course as hybrid (H) or fully online (O) on the Master Course File BEFORE the course is taught. The Chair also needs to include the online dates for the course. Faculty must tell the Chair the dates the class will be held online, so these can be marked on the MCF.**
- 4) The Chair and/or Dean's Assistant must make sure the course is listed as online or hybrid in CUNYFirst before the course is taught.
- 5) The Registrar's Office will assign a new section number to the course that includes "H" for hybrid or "O" for online. Professors should check to make sure the course section includes the proper designation.

6) Courses will be listed in the Schedule of Classes as Hybrid or Online. (They will not be listed as partially online or fully online, as they were previously. Students should only search for Hybrid or Online courses.)

7) Encourage your students to take the Student Readiness Survey and watch the video on <http://websupport1.citytech.cuny.edu/citytechonline.html> BEFORE registering for an online course.

8) All students should be proficient in Blackboard before taking an online course. Student workshops can be found at:
<http://websupport1.citytech.cuny.edu/studentworkshops.html>