

## COMMUNITY COLLEGE OF DENVER

Title: Online and Hybrid Learning

Guideline #: INST – 22

Approved: December 23, 2016  
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References: [Online Learning Consortium APUS Calculator](#)  
CCCS Seat Time Equivalency Estimates  
[Contact to Credit Hour Guidelines](#)

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

The purpose of these guidelines is to ensure that Community College of Denver (College or CCD) students have sufficient time and resources to master the course objectives in a hybrid or online course. Our mission statement, "CCD provides our diverse community an opportunity to gain quality higher education and achieve personal success in a supportive and inclusive environment," is met with our online and hybrid instruction by providing students with effective learning environments that best fit their learning needs and styles.

### 2. APPLICABILITY

These guidelines apply to all online and hybrid courses taught through the College.

### 3. DEFINITIONS

Hybrid – A hybrid course is one where there is both a classroom and an online component through the CCD Learning Management System. The classroom component has scheduled meeting times at a designated location. The rest of the instruction is online. In order to be hybrid, 30% to 80% of the instruction and interaction occurs through CCD's Learning Management System.

Online – A course in which 100% of the course work is conducted through CCD's Learning Management System, online. An online class does not require students to come to the campus for any purpose, nor does it require them to go to a site where exams or other activities will be proctored.

### 4. GUIDELINES

#### a. Determining Effectiveness of Online Learning

Faculty design online courses based on the established learning outcomes of the [CCNS](#) that is standard for all coursework at CCD. All online and hybrid courses taught at CCD are required to use a learning management system (LMS) approved by CCD for this use. The courses are evaluated by chairs or trained faculty using the [Online Course Evaluation Form](#), and students evaluate these courses in the same manner as any other modality.

Courses are assessed and benchmarked with their on-ground counterparts, and equivalency in learning outcomes is the goal.

All faculty who teach in this modality are selected by the relevant chair within their department and credentialed to teach online by the Teaching Learning Center (TLC) to ensure appropriate

knowledge of online instruction pedagogy and technology competence. TLC will have in place a process for determining exceptions to his requirement – for example, faculty who can demonstrate equivalent training at a previous institution.

b. Chair Oversight of Online and Hybrid Learning

Chairs will ensure that on-line courses are observed in the same cycle as all other courses.

c. Contact to Credit Hour – Learning Time

Faculty at CCD have determined that for every credit hour earned, a student should put forth 50 hours of Carnegie Unit time of effort in developing mastery over the material. This has formed the basis of all CCD work in developing contact hour/credit hour decisions.

That is the equivalent of a one to three ratio that for every hour spent in the classroom, there are three hours spent in mastering the material, as supported both by the Federal Credit Hour Definition and the Colorado Department of Higher Education base contact hour requirements.

For each credit of online work, students should be expected to receive 750 minutes of online classroom activities. This will create a seat time equivalency that is equal to the seat time in a face-to-face class.

Our online classes are designed to have the appropriate levels of instruction.

The following chart is a guideline to help determine Carnegie Unit

time for online courses.

<b>Activity - Group Based</b>	<b>Time</b>
Composing Discussion Board Posts	20 minutes per original post
Reading Discussion Board Posts	7 minutes per post
Respond to Discussion Board Posts	7 minutes per post
Reading Instructor Feedback	10 minutes per assignment
Workshop: Peer Review	20 minutes per paper

<b>Activity – Assessment</b>	<b>Time</b>
Quizzes: Multiple Choice and True/False	20 minutes for every 10 questions (2 minutes per question)
Quizzes: Short Answer	40 minutes for every 10 questions (4 minutes per question)
Quizzes: Essay Answer	45 minutes per question
Midterm/Final Examination: Multiple Choice and True/False	30 minutes for every 10 questions (3 minutes per question)
Midterm/Final Examination: Short Answer	80 minutes for every 10 questions (8 minutes per question)
Midterm/Final Examination: Essay	45 minutes per question

<b>Activity – Lecture Alternatives</b>	<b>Time</b>
Reading Lecture Notes / Reading Power Points / Handouts	30 minutes per presentation
Viewing Outside Websites	20 minutes per website
Reviewing audio/video presentations on-line and Interactive Explorations	Based on the length of the material, but generally between 15-30 minutes
In-class Presentations	Based on the length of the material, but generally between 15-30 minutes
Examining Instructions for a Class Activity or Lab	5 minutes per step
Guided Reading of Discipline-Specific Material (Instructor- lead reading of the academic material)	75 minutes per reading

<b>Activity – Field Trips</b>	<b>Time</b>
Field Trips / Site Visits: One class period	75 minutes
Field Trips / Site Visits: Two class periods	2 1/2 hours (150 minutes)

Please note that for our World Languages programs, 100 level courses will be computed at 200% time, and 200 level courses will be computed at 150% time.