



Operating Instruction 3.36.1.2 Media Codes

Part 1. Purpose

Media codes serve several purposes: (1) to inform students about the course delivery method and related course expectations, (2) to identify credits assessed the per credit hour amount, and (3) to facilitate data collection on how courses are offered at colleges and universities.

Part 2. Definitions

Media

The technical modality used to transmit a course as identified by media codes 03 – 13 on page 2.

Part 3. Media Codes

For courses delivered partly or entirely by technology (not in person), colleges and universities shall assign a media code indicating the degree to which the course is delivered by technology (media). The media code and other course-related information are stored in the Integrated Statewide Record System (ISRS) and displayed in the course registration system.

Colleges and universities shall ensure courses are assigned the correct media codes so students registering for classes are aware of course expectations.

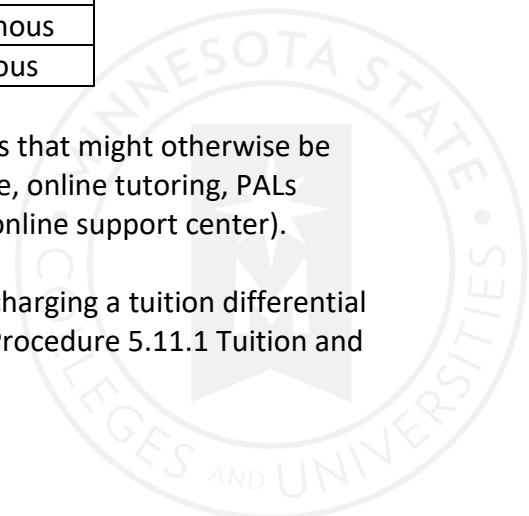
Part 4. Financial Assessment for Select Media Codes

The system office assesses campuses a per credit hour amount (currently \$4.50 as of September 2017) for courses assigned the following media codes.

Media Code	Title
03	Mostly Online
12	Completely Online, Asynchronous
13	Completely Online, Synchronous

Funds collected through this assessment support enterprise services that might otherwise be covered by individual colleges and universities (e.g., D2L Brightspace, online tutoring, PALs library services, DARs/Transferology, online quality initiatives, and online support center).

Colleges and universities may cover the cost of this assessment by charging a tuition differential in compliance with Board Policy 5.11 Tuition and Fees and System Procedure 5.11.1 Tuition and Fees.



Media Codes		
#	Titles <i>(As displayed in course search results)</i>	Description <i>Instructions for people scheduling classes (in italics)</i>
<i>null</i>	In-Person	Instruction is primarily in person; all courses not otherwise coded will be in this category by default.
03	Mostly Online	>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. <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>
04	Videoconferencing, Originating Site	Interactive live, synchronous video with students on site. Instructor will be at the originating site regularly. <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>
06	Correspondence	Correspondence study in a print format.
08	Videoconferencing, Remote Site	Interactive live, synchronous video with students on site. Instructor may not be at the remote site regularly. <i>Include high definition in the notes or possibly in the location flag (i.e., room names could reflect this)</i>
09	Blended/Hybrid	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. <i>All scheduled meeting dates and times should be entered into the appropriate ISRS field to help students understand the in-person commitment. Blended/hybrid classes involve leveraging the benefits of multiple learning environments.</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.

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>
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>

Date of Adoption: 01/29/18
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Date of Last Review:

Date and Subject of Revision:

No Additional HISTORY.