# Operating Instruction 3.36.1.2 Delivery Methods

**Part 1. Purpose**
Delivery methods 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. Definition**

**Distance education**
Based on a federal definition, education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

The technologies that may be used to offer distance education include:
1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conference; or
4. Other media used in a course in conjunction with any of the technologies listed in items 1–3 above.
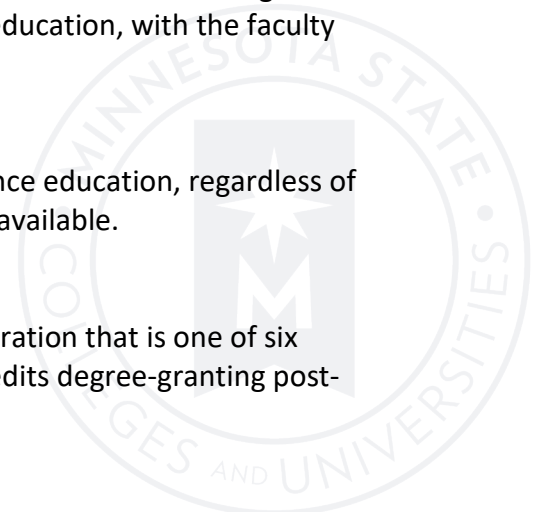
**Distance education course**
A course section in which at least 75% of the instruction and interaction occurs using one or more of the technologies listed in the definition of distance education, with the faculty and students physically separated from each other.

**Distance education program**
An academic program offered in whole or in part through distance education, regardless of whether a face-to-face, on-ground, or residential option is also available.

**Higher Learning Commission (HLC)**
The Higher Learning Commission (HLC) is an independent corporation that is one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-

secondary educational institutions in the United States. The colleges and universities of Minnesota State are members of HLC.

HLC provides definitions associated with course and program delivery with respect to distance education. The following items are definitions relevant to this operating instruction.

**Part 3. Regular and substantive interaction**
Institutions are expected to ensure regular and substantive interaction between students and instructors in their distance education and competency-based education offerings. An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency:

1. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

2. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Substantive interaction is engaging students in teaching, learning and assessment, consistent with the content under discussion, and also includes at least two of the following:
1. Providing direct instruction;
2. Assessing or providing feedback on a student's coursework;
3. Providing information or responding to questions about the content of a course or competency;
4. Facilitating a group discussion regarding the content of a course or competency; or
5. Other instructional activities approved by HLC or the program's accrediting agency.

**Part 4. Delivery Methods**
Colleges and universities shall assign a delivery method code indicating the degree to which the course is delivered at a distance. The delivery method and other course-related information are stored in the student information system Integrated Statewide Record System (ISRS) and displayed in the course registration system.

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

**Part 5. Financial Assessment for Select Delivery Methods**
The system office assesses campuses a per credit hour amount (currently $4.50 as of September 2017) for courses assigned the following delivery methods.

| Delivery Method # | Delivery Method 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.

| Delivery Method # | Delivery Method Titles *(As displayed in course search results)* | Delivery Method Description *Instructions for people scheduling classes (in italics)* |
|---|---|---|
| *null* | 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 in-person proctored exams not administered during the in-person meetings, students must have the option to arrange them at an institution's main campus, branch campus, and/or additional location. Course may have online synchronous components. *To notify students of in-person class meeting requirements, all in-person or synchronous meeting dates and times and proctored test requirements should be entered into appropriate field(s) and communicated at the time of registration.* |
| 04 | Videoconferencing, Originating Site | Interactive live, synchronous video with students on site. The instructor will provide instruction from the originating site regularly. *Colleges and universities can identify video solution (e.g. Zoom) in the notes or the location (e.g., room names could reflect this)* |
| 06 | Correspondence | Correspondence study in a print format. |
| 08 | Videoconferencing, Remote Site | Interactive live, synchronous video with students on site. The instructor will not provide instruction from the remote site regularly. *Include high definition in the notes or possibly in the location flag (i.e., room names could reflect this)* |

| 09 | Blended/Hybrid | 25-75% of instruction online with regularly scheduled in-person meetings.<br><br>*To notify students of in-person class meeting requirements, all scheduled meeting dates and times should be entered into the appropriate field(s) and communicated at the time of the registration. Blended/hybrid classes involve leveraging the benefits of multiple learning environments.* |
|---|---|---|
| 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, tutorials, 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.<br><br>*To notify students of any special technology (webcam, microphone headset, etc.) required to complete course activities should be entered into the appropriate field(s) and communicated at the time of the registration.* |
| 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<br><br>*To notify students of in-person class meeting requirements, all synchronous online meetings should be entered into the appropriate field(s) and communicated at the time of the registration.*<br><br>*To notify students of any special technology (webcam, microphone headset, etc.) required to complete course activities should be entered into the appropriate field(s) and communicated at the time of the registration.* |
| 14 | Flexible | Instruction and activities are delivered with both in-person and online options. Instructors design class sessions and activities that incorporate students who are in-person, synchronously online, and/or asynchronously online.<br><br>***Students should be notified of course participation options available to them.*** *If in-person class meetings are required, all in-person meetings should be entered into the appropriate field(s) and communicated at the time of registration.*<br><br>*If flexible courses are multi-modal as defined by faculty contract, bi-modal courses should be coded with instructional unit type 30 and tri-modal courses with instructional unit type 31.* |

Date of Adoption:          01/29/18
Date of Implementation:  01/29/18
Date of Last Review:       11/30/23

Date and Subject of Amendments:

    02/26/2024 – Change the name of delivery method #14 from Hyflex to Flexible. Updated the associated description and replaced bi-modal and tri-modal with multimodal.
    11/30/2023 – Full review, changed the operating instruction name, replaced "media code" with "delivery method", added new definitions, added delivery method 14 HyFlex, and added United States Department of Education definitions associated with distance education.

No Additional HISTORY.