

Policy Recommendation: Course Modality Descriptors for Kean University

Currently, there is no official Kean University set of course modality descriptors. This makes it challenging to collect and analyze data reliably, and the lack of a clear and universal set of course modalities makes it confusing for faculty planning to teach courses and for students registering for classes.

A standard set of descriptors to qualify each course modality is proposed. These include expectations about synchronous class meeting times and locations and guidelines about percentages when hybrid.

- Where courses require synchronous meeting times (in-person or synchronously online), students must be provided with specific information about exactly when and where class meetings will occur at the time of enrollment to make appropriate and informed registration choices.
- If assessment activities/exams are conducted in person, this information must be included in the schedule of classes at the time of enrollment.
- The current registration information field for “Section Code” will indicate the Course Modality, which will also be shown in the “Course Location” field. In the “Section notes” field, students should be able to read detailed information on the class meeting expectations for the courses.
- Instructors must indicate the modality, relevant times, and locations of synchronous sessions when submitting schedule details to Department Chairs.
- This document defines the Kean University course modalities options, but approval processes for designating courses with these modalities will be found in other curricular guidance documents.

NOTE: The Online Asynchronous mode is reserved exclusively for Kean Online.

APPROVED: Distance Learning Committee, January 31, 2025, email notification received by University Senate

APPROVED: University Senate, February 18, 2025

CHANGE HISTORY:

Kean University Course Modality Descriptors

MODALITY	REGISTRAR	DESCRIPTION
In-Person	(F2F) In-Person: On Campus or in a Designated Location	The <u>F2F: In-Person</u> (face to face) modality indicates that all required instructional contact hours take place on campus or at a designated location during scheduled times. • Contact includes instruction, classwork, learning activities, assessment and interactions (both student-student and/or student-instructor). All required instructional contact hours take place through in-person engagement in a physical location. • In an in-person course, providing materials, resources, tasks, or other activities via a learning management system or website does not displace any of the required contact hours that would normally occur in a scheduled in-person class. • It is understood that if an in-person class scheduled session must be unexpectedly missed due to instructor absence, the work may be made up via the learning management system. • All class meeting days/times and location must be listed in the schedule of classes for students at the time of enrollment.
Online	(KON) Kean Online: Online Asynchronous	The <u>KON: Online Asynchronous</u> modality indicates that all required instructional contact hours take place online asynchronously. This modality is reserved exclusively for Kean Online. • Contact includes instruction, classwork, learning activities, assessment and interactions (both student-student and/or student-instructor). All required instructional contact hours take place through asynchronous online engagement. • This modality allows students to access materials and assignments on a flexible schedule in accordance with deadlines set by the instructor. • If any assessment activities/exams/labs/clinics or other academic requirements are conducted in-person or synchronously online, this information must be made available to the students in the schedule of classes at the

MODALITY	REGISTRAR	DESCRIPTION
		time of enrollment.
Online	(REM) Remote: Online Synchronous	The REM: Online Synchronous modality indicates that all required instructional contact hours take place via remote synchronous interaction on a live video-conferencing platform. The instructor and students must be (virtually) present at the same time. • Contact includes instruction, classwork, learning activities, assessment and interactions (both student-student and/or student-instructor). All required instructional contact hours take place through synchronous engagement. • This modality allows instructor and students to interact in real time but remotely via Zoom, Teams, or other live video-conferencing platform. • If any assessment activities/exams/labs/clinics or other academic requirements are conducted in-person, this information must be made available to the students in the schedule of classes at the time of enrollment.
Hybrid	(HYR) Hybrid: May combine In-person, Asynchronous and/or Synchronous Online Instruction	The HYR: Hybrid modality indicates that required instructional contact hours take place via any combination of in-person, online synchronous meetings and asynchronous online work. All In-Person and Online Synchronous Class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. • At least 25% of contact time in Hybrid courses requires instructor and students to interact in real time, in-person or synchronously online. This percentage will vary by course type, format, focus, and level of students, and will be designed accordingly. • If any assessment activities/exams/labs/clinics or other academic requirements are conducted in-person or synchronously online, this information must be made available to the students in the schedule of classes at the time of enrollment.