Council on University Programs (CUP)
Alternative Modality Policy and Procedure

This policy is not intended to conflict with the requirements of [CBA Sections 16.10 or 22.15](#)

I. DEFINITIONS AND CATEGORIES:

Modality categories for course approval	Options for scheduling within each approved modality
Face to Face	• Face-to-Face: Courses taught in person. • Face-to-Face—ITV: Courses where students in one classroom or multiple classrooms in different locations engage through live-stream instruction.
Hybrid	• Hybrid—Face-to-Face & Online: Courses that include both face-to-face and online instruction but have at least 25% face-to-face instruction.
Online	• Online—Synchronous: Courses that are delivered online and have real-time online meetings on assigned days. • Online—Asynchronous: Courses that are delivered online, with no real-time online or face-to-face meetings. • Online—Mixed Synchronous & Asynchronous: Courses delivered online with a combination of synchronous and asynchronous instruction.

CUP Scope of Review: The Council on University Programs reviews and approves curricular proposals from an interdisciplinary perspective, including seminars, for programs, institutes, and centers not affiliated with a college. CUP will also have the responsibility to review and approve alternative modality policy and procedure documents for these areas, as well as curricular proposals for course modality changes.

CUP will review alternative modality proposals once proposals have been approved by at least 51% of the individual program, institute, or center's curricular committee. Individual institutes, programs, and centers are expected to use Appendix A in the development of Curriculog proposals for new online or hybrid courses, programs, or degrees and attach a completed Alternative Modality Request Form to the Curriculog proposal for review at all levels.

CUP does not dictate thresholds for face to face versus online or hybrid instruction; those decisions should be made by the curricular committees for the individual programs, institutes, or centers who are expected to operate in accordance with that area's relevant bylaws or Unit Evaluation Plan. But all members who report to CUP should be aware that programs with more than 50% online or hybrid instruction should expect greater scrutiny from accrediting bodies outside of WWU. Thus, CUP's role is to ensure curricular committees' reviews are rigorous and responses to questions and criteria articulated in Appendix A scrutinized.

Alternative Modality: Any course that is offered as Hybrid or Online.

Self-Sustaining Course: Any credit bearing course that is offered through Outreach and Continuing Education (OCE) that is not included as part of regular tuition.

State-Supported Course: Any credit bearing course that is offered as part of a degree or certificate that is included in regular tuition.

II.   **POLICY:**

A. **CUP supports the expertise in the institutes, programs, and centers it serves to develop the best curriculum for enrolled students, including those that may deliver over 50% of their curriculum via hybrid or online options.**

    The Council on University Programs (CUP) recognizes the University's commitment to remain a residential campus and provide students with in-person face-to-face instruction and experiences, yet the institutes, centers, and programs served by CUP are diverse in nature. Many value increasing student access to higher education, particularly for those who are place-bound or are non-matriculated. Further, many value the development of local and global community partnerships to improve students' educational experiences. Therefore, CUP recognizes that some of the interdisciplinary programs that report to it may deliver more than 50% of its curriculum via online or hybrid instructional options.

    To ensure quality instruction in hybrid and online modalities, CUP encourages individual proposers and institutes, programs, and centers to do their due diligence in developing proposals using Appendix A.

B. **The proposed use of alternative modalities must meet specific criteria for state-supported courses.**

    Proposals to offer a state-supported course (new or existing) in an alternative modality must meet all the following criteria:

1. The alternative modality must be aligned with Western's strategic goals as well as those of the Academic Programs, Institutes, and Centers (APICs) in general, and the institute's, center's, or program's specific strategic goals.

2. The alternative modality must be based on a teaching and learning model that is designed to enhance the student learning experience.

3. The pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes. It is the individual institute, program, or center's responsibility to ensure student identity associated with student coursework.

4. The alternative modality does not negatively impact the modality of any associated majors, minors, or certificates (e.g., total percentage of program courses offered face-to-face versus online) and that any program desiring changes will proactively communicate with affected curricular bodies.

5. The alternative modality must meet the expectations for Academic Coordinating Commission (ACC) syllabus requirements, including an accounting of course time that demonstrates regular and

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substantive interaction that meets the credit hour requirements for contact time. Syllabi must include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities.

6. A majority (51%) of the curriculum committee for the institute, program, or center must vote to approve the alternative modality requested.

C. Self-sustaining courses have different considerations.

The Council on University Programs is committed to meeting all enrollment needs for its majors and minors through state supported course offerings during the academic year. Self-sustaining courses are only approved when academic year/state supported offerings of the course do not have significant wait lists, and for courses that serve non-matriculated students and certain certificate programs.

1. New and existing self-sustaining elective courses offered through OCE are approved to be offered in an alternative modality provided they meet the following criteria:

    a) The course is an elective and not required as part of a state supported degree, minor, or certificate;

    b) The pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes; and

    c) The alternative modality meets the expectations for ACC syllabus requirements, including an accounting of course time that demonstrates regular and substantive interaction that meets the credit hour requirements for contact time. Syllabi must include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities.

2. New or existing self-sustaining courses that are also offered as a state-supported course that are a degree or certificate requirement must meet all criteria listed in Section II. B above to be considered for an alternative modality.

3. Any permanent self-sustaining courses approved to be taught in an online-asynchronous modality prior to the 2022-23 academic year, do not need approval to continue offering the course in the previously approved modality of online-asynchronous.

D. All curriculum requests involving alternative modalities must first be approved by an individual institute, program, or center's curriculum committee, followed by approval from the Council on University Programs.

E. State-supported courses approved to be taught in an alternative modality may be taught as part of a tenure-track/tenured faculty member's regular departmental course load.

Pursuant to the CBA, Section 16.10.1, faculty may teach online courses as part of their regular teaching load with departmental and dean approval.

III.   PROCEDURE

A. Complete and Submit CUP Alternative Modality Request Form

A faculty member who desires to seek approval to teach a new or existing course in an alternative modality must complete the CUP Alternative Modality Request form (see Appendix A) and attach it to the curriculum proposal in Curriculog.

B. Institute, Program, or Center Curriculum Committee

The curriculum proposal and alternative modality request form will then be reviewed by the institute, program, or center's curriculum committee to ensure all criteria have been met. According to the ACC Handbook, these committees "shall be composed of at least 5 members, 3/5ths or more of whom are tenure-line faculty. The faculty on the committee must represent at least three different departments and at least two colleges."

C. Institute, Program, or Center Curricular Committee Review and Vote

The curriculum proposal and alternative modality request will then be reviewed and voted on by the individual programs, institutes, or centers' curricular committees. Director approval shall be documented by the Director in the approval notes section of Curriculog.

D. Council on University Programs Review and Approval

The curriculum proposal and alternative modality request will then be reviewed by CUP during the regularly scheduled curriculum review period (January of each year). CUP's review and approval shall be documented in the approval notes section of Curriculog.

Any temporary course proposals with an alternative modality that are submitted after the regularly scheduled curriculum review period has passed for the relevant academic year, may be approved by the Chair of CUP with the support and approval of the relevant curricular committee and Director. Pursuant to the Chapter 4 of the ACC Handbook, temporary courses approved by ACC must be included in college curriculum committee agendas and minutes as information items.

E. Academic Coordinating Commission Review

The Academic Coordinating Commission (ACC) will review the proposal to ensure curriculum requirements are met and shall document the modality decision made by the College.

Approved by:

Joan Hoffman

Babafemi Akinrinade

+ five additional CUP member approvals

March 1, 2023

APPENDIX A

Council on University Programs (CUP)
Alternative Modality Request Form

This form is required to submit a request to offer a new or existing self-sustaining or state-supported course in an alternative modality. Please complete all required sections of the form and attach the completed form to the curriculum proposal in Curriculog. This form is not required for courses that will be taught face-to-face only.

Alternative Modality Categories	Options for scheduling within each approved modality
Hybrid	• Hybrid—Face-to-Face & Online: Courses that include both face-to-face and online instruction but have at least 25% face-to-face instruction.
Online	• Online—Synchronous: Courses that are delivered online and have real-time online meetings on assigned days • Online—Asynchronous: Courses that are delivered online, with no real-time online or face-to-face meetings • Online—Mixed Synchronous & Asynchronous: Courses delivered online with a combination of synchronous and asynchronous instruction

Requestor Name and Department: Click or tap here to enter text.

Course Prefix & Number: Click or tap here to enter text.

Course Title: Click or tap here to enter text.

Is this a new course or existing course? ☐ New   ☐ Existing (Temporary or Permanent)

Requested Modality (check one): ☐ Hybrid   ☐ Online-Synch.   ☐ Online-Asynch. ☐ Online-Mixed Synch.

Course Type (check one): ☐ Self-Sustaining (OCE)*   ☐ State-Supported   ☐ Both

*For elective self-sustaining courses that are not required as part of a state supported degree or certificate, only #'s 4-7 below must be completed.

1. Please provide a rational for the alternative modality based on Western's Strategic Goals

   or institute, program, or center strategic goals (please indicate what these are): Click or

   tap here to enter text.

2. Describe how the alternative modality is designed to enhance students' learning experiences, especially as it relates to local or global community connections, or to increase access to higher education:

   Click or tap here to enter text.

3. Per the US Department of Education definitions, when 50% or more of the courses or credits in an academic program are provided via distance, the program must be classified as an online/distance program. Please indicate how the alternative modality will influence the overall online/distance nature of the academic programs in which it is included (e.g., total percentage of program courses offered face-to-face versus online):

Click or tap here to enter text.

4. Describe how the pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes by providing an assessment on the course relative to the Western Online Course Design Review:

Click or tap here to enter text.

5. NWCCU accreditation requires that effective procedures be in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit and that these procedures protect student privacy. Please describe what measures will be taken to ensure the registered student is the one participating in assessment activities:

Click or tap here to enter text.

6. For courses taught in alternative modalities, an accounting of course time that demonstrates regular and substantive interaction that meets ACC's Policy on Credit Hours requirements for contact time must be included in the Syllabus. Does the course syllabus include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities?

 Click or tap here to enter text.

7. Please provide a detailed description of all resources needed to effectively deliver the course in the alternative modality requested and if additional resources will be needed beyond what the institute, program, or center currently has available:

Click or tap here to enter text.