COMMUNITY AND
TECHNICAL COLLEGES
Washington State Board

CTCLINK INSTRUCTION MODE CODING GUIDANCE
DATA GOVERNANCE COMMITTEE
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Table of Contents

ctcLink Instruction Mode Coding Guidance

This document is intended to support the implementation and ongoing maintenance of the Data Governance Committee's Course Modality proposal and Instruction Mode coding.

The proposal was approved by the system's Data Governance Committee (DGC) in December 2023.

An enhancement request to modify the Instruction Mode coding schema was approved by the ctcLink Working Group on January 17, 2024.

Instruction Mode Coding Schema

The below instruction mode coding schema is effective as of the 2024-25 academic year.

Instruction Mode	Definition (for staff, not viewable to students)	Instruction Mode Code	Reportable As
Online Scheduled	An online class where instruction takes place synchronously (virtual meetings held at specific days and times noted in the class schedule) using internet/web-based tools. The class may include activities held asynchronously (without a set time to attend). Remote proctored exams are an allowable activity for this instruction mode.	OS	Online
Online Scheduled w/In-Person	An online class where instruction takes place synchronously (virtual meetings held at specific days and times noted in the class schedule) using internet/web-based tools. In-person activities such as assessment, exam, and/or orientation are required for class completion. The number of in-person activities must not be greater than the number of credits enrolled, e.g., a five-credit class is limited to five in-person activities. If the number of in-person activities exceeds the number of credits enrolled, the class should use the Hybrid Instruction Mode. The expectation of in-person activities must be included in the class notes and the meeting pattern added to the schedule, when known.	OW	Online
Online Asynchronous	A class in which all required instruction occurs online asynchronously (without a set time to attend	OA	Online

Instruction Mode	Definition (for staff, not viewable to students)	Instruction Mode Code	Reportable As
	but within a specified time frame) using web-based tools. There are no required real-time (synchronous) class meetings; however, the instructor may choose to offer optional office hours and other activities where attendance is not required. Remote proctored exams are an allowable activity for this classification.		
Online Asynchronous w/In-Person	A class in which all required instruction occurs online asynchronously (without a set time to attend but within a specified time frame) using web-based tools. Scheduled in-person activities (assessment, exam and/or orientation) are required for class completion. The number of in-person activities must not be greater than the number of credits enrolled (e.g., a five-credit class is limited to five in-person activities). If the number of in-person activities exceeds the number of credits enrolled, the class should use the Hybrid Instruction Mode. The expectation of in-person activities must be included in the class notes.	OB	Online
In-Person	A face-to-face class with scheduled meeting times which does not require the use of web-based tools.	P	In-Person
In-Person (Web Enhanced)	A face-to-face class with scheduled meeting times which requires the use of web-based tools.	WE	In-Person
Hybrid	A class that displaces some, but not all face-to-face instruction time with web-based tools. On-site or remotely-proctored exams are allowed for this classification.	HY	Hybrid
Flexible	A class in which the student can choose to attend face-to-face or take the class using a mix of online scheduled or online asynchronous. Students may switch between modes throughout the term. The class must include at least one of the following instruction mode combinations:	FL	Flexible

Instruction Mode	Definition (for staff, not viewable to students)	Instruction Mode Code	Reportable As
	• In-Person and Online Asynchronous • In-Person and Online Scheduled • In-Person, Online Scheduled, and Online Asynchronous The exact mix of modes must be included in the class notes.		
Self-Paced	Conducted asynchronously online. Students use web-based tools to follow a syllabus, list of required readings, and instructions on how to complete lessons. Instructors grade assignments and give feedback online. Uses the same FTE calculations as all other instruction modes.	OZ	Online
Individualized Instruction	One-to-one instruction in which a student meets individually with an instructor according to a mutually agreed upon schedule and plan. This instruction mode may include internships, personalized tutoring, or specialized content classes where students collaborate with faculty or staff to develop individualized learning agreements and/or learning outcomes. May also include practicums, co-ops, or service-learning activities.	IS	Individualized Instruction
Other	A class that uses other modes of delivery that do not fit within the listed instruction mode categories.	Z	Other

Summary of Changes from the 2022-23 Instruction Mode Coding Schema

Current Instruction Mode	Proposed Change
Correspondence	Retire
Hybrid	No Change
Independent Studies	Rename to Individualized Instruction
Interactive Television	Retire
Online	Split into four categories: Online Asynchronous Online Asynchronous w/In-Person Activities Online Scheduled Online Scheduled w/In-Person Activities
Optional - F2F or OL	Renamed to Flexible
Other	No Change
In Person	No Change
Tele-class	Retire
Washington Online	Retire and replace with "System Shared Classes." It is also proposed these classes be tracked through the use of Class Attributes and removed from Instruction Mode.
Self-Paced	New
Web-Enhanced	Change description to "In-Person (Web Enhanced)"

Guidance and Examples

General Guidance

- Colleges are not required to use every new Instruction Mode. For example, many colleges use "In-Person (Web-Enhanced)" exclusively to charge appropriate technology fees and do not use the "In-Person" Instruction Mode. This is fine and as long as colleges are using one or both, we will be able to report In-Person enrollments consistently across the system.

- Other examples are the new options for Online with In-Person Activities. Some colleges may choose not to use the In-Person Activity options.

- Each college should consider creating class notes that provide additional context to the student of the class's modality.

- All components of a class should be coded with the same Instruction Mode. If different instruction modes are used, the student would not find all components associated with the class while searching for classes.

  - All components of the class should be coded with the same instruction mode as the enrolled section of the class.

Online Scheduled (OS)

Definition
An online class where instruction takes place synchronously (virtual meetings held at specific days and times noted in the class schedule) using internet/web-based tools.

The class may include activities held asynchronously (without a set time to attend). Remote proctored exams are an allowable activity for this instruction mode.

Example
The class meets synchronously in real time via a web-based video conference tool daily at 9:00 a.m. for 50 minutes.

Online Scheduled w/In-Person (OW)

Definition
An online class where instruction takes place synchronously (virtual meetings held at specific days and times noted in the class schedule) using internet/web-based tools.

Non-instructional in-person activities such as assessment, exam and/or orientation are required for class completion.

The number of in-person activities must not be greater than the number of credits enrolled, e.g., a five-credit class is limited to five in-person activities. If the number of in-person activities exceeds the number of credits enrolled, the class should use the Hybrid Instruction Mode.

The expectation of in-person activities must be included in the class notes and the meeting pattern added to the schedule, when known.

Remote proctored exams are an allowable activity for this instruction mode.

Guidance
If the number of in-person activities is greater than the number of credits enrolled, consider coding this class as hybrid.

Examples
- The class meets synchronously in real time via a web-based video conference tool daily at 9:00am for 50 minutes. The class requires students to come to campus twice within the quarter to take midterm and final exams during weeks 6 and 12 respectively.

- A fully online section, however students are required to come to campus the first week of the quarter to pick up a lab kit, and/or the last week of the quarter to return the borrowed materials.

Online Asynchronous (OA)

Definition

A class in which all required instruction occurs online asynchronously (without a set time to attend but within a specified time frame) using web-based tools.

There are no required real-time (synchronous) activities; however, the instructor may choose to offer optional synchronous sessions for office hours and other activities where attendance is not required.

Remote proctored exams are an allowable activity for this classification.

Examples
- All instruction is conducted fully online and asynchronously (without a set time to attend).
- All instruction is conducted fully online; however, the instructor offers real-time office hours or open labs on campus which are optional to attend.

Online Asynchronous w/In-Person (OB)

Definition

A class in which all required instruction occurs online asynchronously (without a set time to attend but within a specified time frame) using web-based tools.

Non-instructional scheduled in-person activities (assessment, exam and/or orientation) are required for class completion.

The number of in-person activities must not be greater than the number of credits enrolled (e.g., a five-credit class is limited to five in-person activities). If the number of in-person activities exceeds the number of credits enrolled, the class should use the Hybrid Instruction Mode.

The expectation of in-person activities must be included in the class notes.

Remote proctored exams are an allowable activity for this instruction mode.

Guidance

If the number of in-person activities is greater than the number of credits enrolled, consider coding this class as hybrid.

Examples
- All instruction is conducted fully online and asynchronously (without a set time to attend). The class requires students to come to campus twice within the quarter to take midterm and final exams during weeks 6 and 12, respectively.

- Fully online section, however students are required to come to campus the first week of the quarter to pick up a lab kit, and/or the last week of the quarter to return the borrowed materials.

Self-Paced (OZ)

Definition
Conducted asynchronously online. Students use web-based tools to follow a syllabus, list of required readings, and instructions on how to complete lessons. Instructors grade assignments and give feedback online.

Uses same FTE calculations as all other instruction modes.

This instruction mode is not financial aid eligible and not allowable for state funded FTE.

Guidance
- If the class includes instructor led activities, consider coding as Online Asynchronous.

- If the class section is not primarily conducted online, such as an open lab, consider using the "Other" instruction mode.

Example
The class is fully online, and students work at their own pace to complete class content. Students can register for the class during non-traditional enrollment times and have nine months to complete the class.

The instructor of record is only responsible for providing feedback and grades once assignments are submitted.

Students pay out-of-pocket for the class as it is ineligible for financial aid.

In-Person (P)

Definition
A face-to-face class with scheduled meeting times which does not require the use of web-based tools.

Example
The class meets on campus on Thursday evenings from 6:00 until 10:00 p.m. and all instruction happens during this time. The class does not require the use of any web-based tools between classes, including for homework purposes.

Guidance
- Colleges are not required to use both In-Person and In-Person (Web Enhanced) instruction modes.

- You may use one or both depending upon your local needs. Both instruction modes will be included when reporting on In-Person enrollments.

In-Person (Web Enhanced) (WE)

Definition
A face-to-face class with scheduled meeting times that requires the use of web-based tools.

Example
The class meets on campus daily (M-F) from 9:00 until 9:50am and all instruction happens during this time. The class uses web-based tools such as Canvas for submitting assignments, accessing feedback/grades, and the Internet for conducting research.

Guidance
Colleges are not required to use both In-Person and In-Person (Web Enhanced) instruction modes. You may use one or both depending upon your local needs. Both instruction modes will be included when reporting on In-Person enrollments.

Hybrid (HY)

Definition
A class that displaces some, but not all face-to-face instruction time with web-based tools.

On-site or remotely proctored exams are allowed for this classification.

Guidance
If the number of in-person activities is less than the number of credits enrolled, consider coding this class as Online with In-Person activities.

When reporting online enrollments, such as the number of exclusively online students for IPEDS, hybrid is not included.

"With In-Person Activities' Instruction modes should be used instead of Hybrid for those cases where non-instructional in-person activities are required.

Examples
- The class meets on Campus twice a week for 50 minutes on Tuesday and Thursday from 9:00 until 9:50 a.m. The rest of the instructional time is conducted online synchronously in real-time with the instructor on Monday, Wednesday, and Friday from 9:00 until 9:50 a.m.

- The class meets on Campus twice a week for 50 minutes on Tuesday and Thursday from 9:00 until 9:50 a.m. The rest of the instructional time is conducted online asynchronously (without a set time to attend).

- The lecture portion of the class meets synchronously in real-time online with the instructor on Monday, Wednesday, and Friday from 9:00 until 9:50 a.m. The lab portion of the class meets on Campus twice a week for 50 minutes on Tuesday and Thursday from 9:00 until 9:50 a.m.

  o All components of a class should be coded with the same Instruction Mode. If different instruction modes were used, the student would not find all components associated with the class while searching for classes.

- A class with synchronous meetings for two days each week with:

  o One synchronous meeting is on campus (In-Person)

  o The other synchronous meeting is via Zoom. (Online)

- o BOTH meetings are required by all students

- o The total of the two meetings combined is 5-credits

Guidance
Code both components as Hybrid so the student will see both components in a class search and so that the class if fully associated to Hybrid.

Flexible (FL)

Definition
A class in which the student can choose to attend face-to-face or take the class using a mix of online scheduled or online asynchronous. Students may switch between modes throughout the term.

The class must include at least one of the following instruction mode combinations:

- In-Person and Online Asynchronous

- In-Person and Online Scheduled

- In-Person, Online Scheduled, and Online Asynchronous

The exact mix of modes must be included in the class notes.

Examples
- The class meets on Campus daily (M-F) from 9:00 until 9:50am. The instructor simultaneously streams the class synchronously using a web-conferencing tool and students can choose to attend in-person or synchronously from a remote location. Students can choose between these options every class period and can "flex" between them. For example, a student can attend in-person on Monday, but then synchronously on Tuesday.

- The class meets synchronously using a web-conferencing tool daily (M-F) from 9:00 until 9:50am. All class content is also offered asynchronously, and students can choose to attend the live, synchronous sessions or participate asynchronously. Students can choose between these options every class period and can "flex" between them. For example, a student can attend synchronously on Monday and Wednesday, and participate in the rest of the week asynchronously.

- The class meets on Campus daily (M-F) from 9:00 until 9:50am. Students are required to attend the first two and last two weeks of the class. During weeks three through ten, the instructor simultaneously streams the class synchronously using a web-conferencing tool and students can choose to attend in-person or synchronously from a remote location. Students can choose between these options every class period and can "flex" between them. For example, a student attends daily for the first two weeks of class. Week three, the student attends in-person on Monday, Wednesday, and Friday, but then synchronously on Tuesday and Thursday.

Individualized Instruction (IS)

Definition
One-to-one instruction in which a student meets individually with an instructor according to a mutually agreed upon schedule and plan.

This instruction mode may include internships, personalized tutoring, or specialized content classes where students collaborate with faculty or staff to develop individualized learning agreements and/or learning outcomes.

May also include practicums, co-ops, or service-learning activities.

Example
The class is arranged between the student and faculty member and approved by the division dean.

Other (Z)

Definition
A class that uses other modes of delivery that do not fit within the listed instruction mode categories.

Reporting Guidance

Please refer to the Instruction Mode Coding Schema matrix "Reportable As" column for additional information.

One of the primary uses of Instruction Mode is to report on the number of Online enrollments. When reporting on Online enrollments, include all Instruction Modes that begin with an "O". These include:

- Online Scheduled – OS

- Online Scheduled w/In-Person - OW

- Online Asynchronous – OA

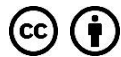- Online Asynchronous w/In-Person - OB

- Self-Paced - OZ

Frequently Asked Questions (FAQs)

The Data Governance Committee solicited system-wide feedback in October 2023, prior to approving the Course Modality proposal.

The FAQs and answers were initially based on that feedback.

Question	Answer
Why are there so many nuances? This seems like it would be confusing to students,	The nuance was intentional. If the variance of class offerings is not described in the Instruction Mode, we lose the opportunity to communicate the nuances to the students. By having additional instruction modes, we can provide a clearer description of what is happening in the classroom. An example are the four options for Online which allow the students to make better decisions when registering for classes.

The instruction modes are configured globally, but a college has the option of choosing which to use. Only the instruction modes that are associated with the classes offered by your college during the quarter will show in the student's search. For example, colleges can opt to use either In-Person (Web Enhanced) or In-Person, or a combination of both.

The committee attempted to include flexibility whenever possible to reduce the overall impact of any change on course/class builders and college's class fee structures. One of the first tasks the subcommittee undertook was to gather usage information for each existing Instruction Mode code and use this information to guide their discussions. For example, many colleges only use the Web Enhanced instruction mode for all In-Person classes. Class fee structures were configured based on this coding. Eliminating Web Enhanced would require those colleges to recode all Web Enhanced classes to In-Person. |
| Will students know what "asynchronous means"? | An enhancement request to add helper text to all Class Search pages has been submitted.

Colleges should also consider providing clarity in the Class Notes sections. |
| Why can't Self-Paced classes generate state FTE? | This reference was removed from the proposal. Determining the class funding source should follow the policies in the SBCTC Policy Manual Chapter 5.20. |

Question	Answer
Can additional information about eligibility for services such as veterans' benefits be included within the description of the instruction mode?	Each institution should determine class eligibility of veterans' benefits, financial aid eligibility or other forms of aid and services because: Eligibility requirements change. The use of the individual codes may differ by college. The listing of instruction modes is the "menu" of options, and it is the college's responsibility to work with the student to align with any requirements.
Shouldn't the "with in-person" options of Online be coded as hybrid?	Adding "with in-person" options allow for those cases in which the class is not offered both synchronously and asynchronously, but does require an in-person activity. Differentiating these cases from Hybrid allows for more consistency in coding and reporting across all colleges.
Should a course that uses a Canvas/Blackboard/etc. shell for communication and grade reporting but NOT doing coursework or activities in the shell choose the "In-Person (Web Enhanced)" Instruction Mode as opposed to "In-Person"? Or is the intent that "In-Person (Web Enhanced)" should only be selected for classes that use the online learning platform for discussions, virtual labs, watching videos, etc.	The intent of differentiating Instruction Modes that use web-based tools from those that do not is to communicate which classes require the student to have access to a computer and the internet to successfully complete coursework. There are two purposes for the including an "In-Person (Web Enhanced)" Instruction Mode code in addition to "In-Person": 1. To inform students that technology tools will be used in the class even though it is in-person. 2. To charge a class fee to support the tools used in the classroom. A generic term (web-based tools) was selected for use because we cannot globally define each specific tool used in each class (this is determined at the college level), some colleges have chosen to include a statement in their class notes such as "Must have reliable access to a computer and internet" to communicate to the student that they will need access to a computer and the internet in order to successfully complete coursework. It is always an option to specify the specific technology in the class notes if desired.