

**Definitions and Terminology for Modes of Instruction--Approved by the Curriculum Committee on April 22, 2020**

Descriptor	Definition	Example	Course Outline of Record	Distance Education Addendum	Canvas-Ready Required*	Required Training
In-person	Instructor(s) and students meet face-to-face for all instruction such as lecture, lab, or field trips. No course assignments and no required activities delivered online and/or in the college's learning management system. All instructor-student and student-student contact occur face-to-face.	CMST 1A scheduled in Cloud 211, T/Th from 9:30-11 am for a full semester.	Yes	No	No	No
Web-enhanced	No scheduled in-person class meetings are replaced, but some of the course content and assignments, as well as required or optional activities, are on the college's learning management system.	Same as above but the instructor uses Canvas to supplement class material such as adding the syllabus, announcements, or other documents.	Yes	No	No	No
Correspondence Education (CE)	Instructional materials are provided, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.	SOC 1 taught in at the SF County Jail.	Yes	Yes. Correspondence Education Addendum.	No	TBD
Online with Flexible In-Person Component (OFI)	Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the College's learning management system and through the use of other required materials. Approved instructional contact hours are delivered through online interactions, supplemented by required in-person assessments or activities that are available at approved locations during a specified range of time. The schedule of classes indicates dates, range of times, and locations of all required in-person components. OFI is distance education.	MATH 90 with online instruction delivered in Canvas an a required in-person midterm examination and final examination to be taken the week of October 12-16.	Yes	Yes. A Distance Education Addendum-OFI is required.	Yes	Yes. Successful completion of the Introduction to Teaching and Learning Course (IOTL), checkpoints and a final course review with the OEI Course Rubric.
Partially Online (PO)	Instruction involving regular and effective online interaction for any portion of the approved contact hours that takes place synchronously and/or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system and through the use of other required materials. Any portion of a class that is delivered online must follow a separate approval process. The approved online portion must meet the regular and effective contact regulation. The schedule of classes indicates dates, times, and locations of the required in-person components. Also known as hybrid-online or blended. PO is distance education.	HUM 7 with online instruction delivered in Canvas and with five required in-person meetings on Tuesdays from 6-9 pm at the Mission Campus. HUM7-PO?	Yes	Yes. A Distance Education Addendum-PO is required.	Yes	Yes. Successful completion of the Introduction to Teaching and Learning Course (IOTL), checkpoints and a final course review with the OEI Course Rubric.
Fully Online (FO)	Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system and through the use of other required materials. All approved instructional contact hours are delivered through these online interactions. Fully online classes do not require in-person assessments or activities. If synchronous online activities are required, the schedule of classes indicates dates and times. FO is distance education.	POLS 1 taught completely online using Canvas. POLS1-FO?	Yes	Yes. A Distance Education Addendum-FO is required.	Yes	Yes. Successful completion of the Introduction to Teaching and Learning Course (IOTL), checkpoints and a final course review with the OEI Course Rubric.
Temporary Distance Education (TDE)	In the event of an emergency as determined by the district, scheduled in-person meetings will be replaced with synchronous and/or asynchronous meetings using the college's learning management system to maintain instructional continuity. Instruction involving regular and effective online interaction that takes place synchronously and/or asynchronously is supported by online materials and activities. This is distance education.	HLTH 95 taught in-person and moves to online using Canvas in the event of an emergency. HLTH95-TDE	Yes	Yes. A Distance Education Addendum-Temporary is required	Yes	Yes. Successful completion of the Introduction to Remote Teaching and Learning Course and OEI Rubric Course-Remote.

	*Canvas-ready: Instructor is familiar with Canvas tools.					
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