NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

October 31, 2019

MEMORANDUM

To: Community College Presidents
Community College Chief Academic Officers, Chief Information Officers,
Chief Admissions Officers, Basic Skills Directors,
Business Officers, Continuing Education Officers,
Customized Training Directors, Distance Learning, Chief Financial Officers,
Financial Aid Officers, Planners, Public Information Officers, Registrars,
Student Development Administrators

From: James Parker
Senior Vice President and Chief Information Officer

Dr. Kimberly Gold
Senior Vice President and Chief Academic Officer

Subject: **Update to Instructional Delivery Method Codes**

This memorandum is to inform you of an update to the Instructional Delivery Method Codes. In order to provide clarity to the revised codes, the BL (Blended) code has replaced the WB (Web-assisted) code. Please review the attached documents for definitions, examples of appropriate use of the codes in curriculum, continuing education, and basic skills courses. The update is effective for the Fall semester 2019 data.

The new definitions of Instructional Delivery Method Codes were approved by the State Board of Community Colleges on September 20, 2019 and added to the State Board of Community Colleges as 1B SBCCC 100.1 Definitions. This change was effective October 1, 2019. See Attachment 3, Numbered Memo CC18-024, for background information.

These revised codes address the 2018-2022 NCCCS Strategic Plan strategy to achieve System Effectiveness to "Ensure that core data needs are identified, defined, governed, and accurately reported" (4.2.1).

Attachments: 1B SBCCC 100.1 Definitions
              2019 Instructional Delivery Method Codes Table
              Numbered Memo CC18-024 New Instructional Delivery Method Codes

C: President Peter Hans, NCCCS
              Jennifer Haygood, NCCCS
              Katherine Davis, NCCCS

CC19-059

SUBCHAPTER 100. DEFINITIONS

1B SBCCC 100.1 DEFINITIONS

The following definitions apply to this Chapter.

(a) "Traditional Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students.

(b) "Online Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered online.

(c) "Hybrid Instruction" – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.

(d) "Blended Instruction" – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

History Note: Authority G.S. 115D-5;

Eff. *01 October 2019.*

2019 Instructional Delivery Method Codes Approved by the
Data Governance Committee
(Revised by the State Board of Community Colleges, September 20, 2019, and referenced in 1B SBCCC 100.1 Definitions)

Delivery Method and Description	Example(s)
Traditional (TR): College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students. This is true even when some instructional activities are conducted using web-based technology.	**Curriculum -** ENG 111: 3-0-3 Class meets face to face on M 8-9, W 8-9, and Friday 8-9. BIO 163: 4-2-5 Class meets face to face on M 8- 9, T 8-9, W 8-9, and Th 8-9. Lab meets face to face on F 8-10.
	Continuing Ed – HRD 3001 meets face to face M 9 – 1; meets face to face W 10-12 for computer lab activities.
	Basic Skills - BSP 2001 with fixed start/end date for XX contact hours in a classroom or lab setting. Total contact hours per student may not exceed number listed on course contract. Contact hours can only be counted for instruction that is delivered within the fixed start/end date of the contract.
Online/Internet (IN): College curriculum or continuing education course in which 100% of the instruction is delivered online. Courses may have proctored testing, but instruction is delivered online.	**Curriculum -** ENG 111 3-0-3: All class hours meet online. BIO 163 4-2-5: All class and lab hours meet online
	Continuing Ed - HEA-3002 Anatomy & Physiology. All class hours meet online.
	Basic Skills - BSP 2000 with fixed start/end date for XX proxy contact hours. Total contact hours per student may not exceed number listed on course contract. All class hours meet online.

**2019 Instructional Delivery Method Codes Approved by the
Data Governance Committee**
*(Revised by the State Board of Community Colleges, September 20, 2019, and referenced in
1B SBCCC 100.1 Definitions)*

Delivery Method and Description	Example(s)
Hybrid (HY): College curriculum or continuing education course in which > 50% but < 100% of instruction is delivered online. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.	**Curriculum** - ENG 111 3-0-3: Class meets face to face on M 8-9, and 2 hours each week class is online. BIO 163 4-2-5: Class is online for 4 hours each week. Lab meets face to face on F 8-10.
	Continuing Ed - MySQL: Introduction - 33 hrs. Class meets face to face on F from 6:30-9:30; all other classes are online.
	Basic Skills – BSP 2001 meets for 90 hours with a fixed start and end date of 9 weeks. More than 45 hours is delivered when the student and the instructor are separated by distance. Could be intensive one week of face-to-face instruction with remaining hours online.
Blended (BL): College curriculum or continuing education course in which ≤ 50%, of the instruction is delivered online. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.	**Curriculum** - ENG 111 3-0-3 Class meets face to face on M 8-9, W 8-9, and is online for 1 hour each week. BIO 163 4-2-5: Class meets face to face on M, T, W & Th 8-9; Lab is online for 2 hours each week. ENG111 3-0-3 Class meets face to face one hour on M, W, and online for 2 hours <u>every</u> other Friday
	Continuing Ed - EDU-3005 Instructional Technology - 160 hrs. Class meets face to face on Tuesdays from 6:30- 9:30 p.m. All other classes are online.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

May 24, 2018

MEMORANDUM

TO: Community College Presidents
Community College Chief Academic Officers, Chief Information Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators

FROM: Dr. Lisa Chapman
Senior Vice President and Chief Academic Officer

James Parker
Senior Vice President and Chief Information Officer

Subject: **New Instructional Delivery Method Codes**

The North Carolina Community College System Data Governance Committee approved a revision to the Instructional Delivery Method Codes on January 25, 2018. The current Instructional Delivery Method Codes have been in place since 2004-2005 (see numbered memo CC07-256). These codes are outdated and confusing. The colleges have interpreted the codes in different ways, which has led to inaccurate information in both their local Colleague system and the Data Warehouse. In 2009, work began but was not completed to redefine the codes. The NCCCS Data Initiative revived the need for clear, concise codes, and accurate reporting. The business requirements for the revised codes were approved as the result of this initiative. The 2017 Data Quality Project provided a current pathway to move these revised codes to completion.

The approved method code table reduces the number of codes from 10 to 4; provides code definitions appropriate to current academic and national reporting requirements; provides clear interpretation for colleges when entering courses into Colleague; and results in improved data quality results for college and NCCCS reports.

These revised codes enable the North Carolina Community College System to address the theme of System Effectiveness in the 2018-2022 Strategic Plan. Goal 4 states, "To advance

organizational effectiveness, operations, and decision-making to support a cohesive system of nimble, empowered, and community-driven colleges.

- 4.2 Improve decision-making through increased access to comprehensive, timely, and quality data.
  - 4.2.1 Ensure that core data needs are identified, defined, governed, and accurately reported.

The revised Instructional Delivery Method Code Table is attached for your review. The definitions, as well as examples of the appropriate use of the codes in curriculum, continuing education, and basic skills courses are provided. Training and tutorial materials will be provided by the System Office. Additional information regarding implementation will be provided in July 2018.

The new codes will be effective summer semester 2019. This start date will allow for data to be pulled for the entire 2019-20 academic year. Training and informational webinars for college staff members will be provided during fall 2018 and spring 2019.

Attachments: 2018 Instructional Delivery Method Codes Table
Numbered Memo CC07-256

C: President Peter Hans, NCCCS
Jennifer Haygood, NCCCS
Katherine Davis, NCCCS

2018 Instructional Delivery Method Codes Approved by the Data Governance Committee

Delivery Method and Description	Example(s)	Comments
Traditional: College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor and student **not** separated by distance. This is true even when some instructional activities are conducted using web-based technology.	**Curriculum** - ENG 111: 3-0-3 Class meets face to face on M 8-9, W 8-9, and Friday 8-9. BIO 163: 4-2-5 Class meets face to face on M 8- 9, T 8-9, W 8-9, and Th 8-9. Lab meets face to face on F 8-10.	If class does not meet face-to-face due to inclement weather or for some other unforeseen reason, **Delivery Code remains unchanged.**
	Continuing Ed – HRD 3001 meets face to face M 9 – 1; meets face to face W 10-12 for computer lab activities.	If class does not meet face-to-face due to inclement weather or for some other unforeseen reason, **Delivery Code remains unchanged.**
	Basic Skills - BSP 2001 with fixed start/end date for XX contact hours in a classroom or lab setting. Total contact hours per student may not exceed number listed on course contract. Contact hours can only be counted for instruction that is delivered within the fixed start/end date of the contract.	If class does not meet face-to-face due to inclement weather or for some other unforeseen reason, **Delivery Code remains unchanged.** Instruction might use educational software or web-based technology. Can be open enrollment.
Online/Internet: College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online. Courses may have proctored testing, but instruction is delivered online.	**Curriculum** - ENG 111 3-0-3: All class hours meet online. BIO 163 4-2-5: All class and lab hours meet online	
	Continuing Ed – HEA-3002 Anatomy & Physiology. All class hours meet online.	
	Basic Skills - BSP 2000 with fixed start/end date for XX proxy contact hours. Total contact hours per student may not exceed number listed on course contract. All class hours meet online.	A required face-to-face orientation, pre/post testing may be included. Instruction might use educational software or web-based technology. Can be open enrollment. Proxy Contact hours (PCH) must be calculated per Basic Skills office approval.

Delivery Method and Description	Example(s)	Comments
Hybrid: College curriculum or continuing education course in which > 50% but < 100% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.	**Curriculum -** ENG 111 3-0-3: Class meets face to face on M 8-9, and 2 hours each week class is online. BIO 163 4-2-5: Class is online for 4 hours each week. Lab meets face to face on F 8-10.	
	Continuing Ed - MySQL: Introduction - 33 hrs. Class meets face to face on F from 6:30-9:30; all other classes are online.	
	Basic Skills – BSP 2001 meets for 90 hours with a fixed start and end date of 9 weeks. More than 45 hours is delivered when the student and the instructor are separated by distance. Could be intensive one week of face-to-face instruction with remaining hours online.	Open enrollment allowed. A required face-to-face orientation, and/or pre/post testing may be included. Course material may be educational software, web sites, books, and video. Proxy Contact hours (PCH) must be calculated per Basic Skills office approval. See * below
Blended: College curriculum or continuing education course in which ≤ 50% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.	**Curriculum -** ENG 111 3-0-3 Class meets face to face on M 8-9, W 8-9, and is online for 1 hour each week. BIO 163 4-2-5: Class meets face to face on M, T, W & Th 8-9; Lab is online for 2 hours each week. ENG111 3-0-3 Class meets face to face one hour on M, W, and online for 2 hours every other Friday	If class does not meet exactly as scheduled due to inclement weather or for some other unforeseen reason, **Delivery Code remains unchanged.**
	Continuing Ed - EDU-3005 Instructional Technology - 160 hrs. Class meets face to face on Tuesdays from 6:30- 9:30 p.m. All other classes are online.	If class does not meet exactly as scheduled due to inclement weather or for some other unforeseen reason, **Delivery Code remains unchanged.**

Delivery Method and Description	Example(s)	Comments
Blended (*continued*)	**Basic Skills -** BSP 2001 meets for 90 hours with a fixed start and end date of 9 weeks and 90 proxy contact hours. Class meets face-to-face M & W from 6:30 – 9:30 p.m. and is online for 4 hours a week.	Open enrollment allowed. A required face-to-face orientation, pre/post testing may be included. Course material may be educational software, web sites, books, and video. Proxy Contact hours (PCH) must be calculated per Basic Skills office approval. See * below
Video conferencing is included in all instructional delivery method codes as an option.		