

Instructional Methods:

Definitions, Characteristics and Business Processes

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Note: [The Schedule Type Glossary](#) managed by the Registrar’s Office offers official, institutional definitions that supersede the following descriptions.

Online Max

Instructional Method Code: ONL

Definition: Online course delivery means instruction, course content and learning experiences are accessed from, and occur in, a virtual space known as a learning management system.

Characteristics: UNM’s LMS is [Canvas](#). It allows for user authentication and tracking in a secure environment. Tools in the LMS include email, chat, discussion boards, web pages and multimedia technologies. Their availability per course depends on the instructor.

Online instruction may take place asynchronously (students log in as their schedule permits) or synchronously (students and the instructor log in to a virtual meeting space at a set and recurring time), or some variation between the two types. A limited number of *on-campus* meetings, (not to exceed 25% of the course or no more than 3 in-person meetings for a 3-credit hour course), is allowed.

Online courses have set start and end dates per semester. They follow 8- or 16-week cycles with learning activities scheduled weekly. UNM's accrediting agency stresses the importance of a dynamic and interactive learning environment—between students and between students and faculty—regardless of the setting in which it occurs. Faculty training in [regular and substantive interaction](#) is required to teach via hybrid and online deliveries.

Per distance education and consumer protection requirements, instructors must publicly disclose meeting details in the [Schedule of Classes](#) and UNM Online’s [Schedule of Online Courses](#) *before registration opens*. It allows students to be aware of course commitments before they enroll.

Ordinary residency-based [tuition and fee](#) rates apply.

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Business Processes:

PROPOSING AN ONLINE COURSE. To be approved for scheduling, courses go through a [proposal process](#) administered by UNM Online.

COURSE SCHEDULING. Coordinating the [scheduling with UNM Online](#) includes prompting Academic Technologies to create a course shell and Center for Teaching and Learning (CTL) to assign an instructional media specialist (course designer) to the course.

COURSE INFORMATION FORM. Instructors of record complete a [Course Information Form](#) (CIF) per scheduled online section. Required disclosures include details about meetings (if applicable), course materials (textbooks, other materials and costs), proctoring costs, meeting times, any additional fees) can exist on the schedule of online courses prior to students registering.

FACULTY TRAINING. To teach in the hybrid and online formats, instructors must complete Regular and Substantive Interaction (RASI) training. [Evidence-Based Practices for Teaching Online](#) is more in-depth and highly recommended. EBPTO completed in the last five (5) years be substituted for the RASI requirement. A [Golden Paw](#) award exempts the recipient from EBPTO.

RULES AND REQUIREMENTS. Courses must meet minimum federal and state distance education and consumer protection rules and requirements. The University must report data on students participating in out-of-state learning placement activity and disclose the certificate and degree programs leading to, or requiring, a license to practice in a given profession.

- Distance Education Definition and Characteristics
 - [Distance education](#) uses one or more technologies to deliver instruction to students who are separated from the instructor or instructors and provide regular and substantive interaction among the students and the instructor or instructors, either synchronously or asynchronously.
 - UNM's accreditation does not cover correspondence education and offering it violates accreditation requirements. Consequently, the University could lose eligibility to offer Title IV Financial Aid. The majority of UNM students receive financial aid.
 - [21st Century Distance Education Guidelines](#) from the Council for Regional Accrediting Commissions (C-RAC): Information that orients students to their courses, such as syllabus, prerequisites, course delivery structure, class schedule, modes of communication, is provided to students on the institution's learning management platform and students have ready access to available technical support services (24/7 technical support).
- Consumer Protection Disclosures
 - Per online course section, each semester an instructor of record is required to complete a [Course Information Form](#) (CIF). CIFs serve to fulfill a federal requirement to publicly disclose course details before registration opens. It includes disclosures of textbooks

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and other course materials, the conditions for exam-taking and other assessments, whether proctoring is required, whether students must meet at predetermined times, and associated costs. Failure to distribute this information prior to registration could create a “misrepresentation” as defined by the U.S. Code of Federal Regulations, [34 CFR §688.71-75](#).

- State Authorization Reciprocity Agreement (SARA)
 - Courses must comply with distance education regulations mandated by federal and state entities. They are to ensure the delivery of quality education outside New Mexico.
 - Membership to the National Council for State Authorization Reciprocity Agreements, ([NC-SARA](#)), ensures UNM meets distance education regulations per [the SARA Policy Manual](#). The Council [shares collected data](#). It hosts conferences, webinars and other opportunities for updates, trainings and collaborations.
 - UNM’s adherence to NC-SARA is monitored by the New Mexico Higher Education Department and membership is renewed annually.
 - UNM’s membership to NC-SARA is also tracked by the Higher Learning Commission.
- Out of State Learning Placements and Professional Licensure
 - Whether or not a program is accessed online, UNM is required to annually submit the count of students engaged in [out-of-state learning placements](#).
 - Whether or not a program is accessed online, UNM is required to identify and disclose each program that leads to, or requires, a [license to practice](#) in the program’s profession, per the U.S. Code of Federal Regulations, [34 CFR § 668.41](#).

Accelerated Online Program

Instructional Method Code: MOPS

Definition: AOPs target adult learners who want access to higher education and flexibility to study around their busy schedules.

Characteristics: AOPS are often 100% online instruction that do not require students to meet. Courses are formatted to 8-week cycles. It is possible to allow in 16-week courses and UNM Online considers requests case-by-case. [Tuition](#) is calculated at a flat-rate regardless of the student’s residency. Limited fees are also assessed. Program codes restrict registration exclusively to AOP majors. Courses are built, reviewed and certified to meet prescribed quality standards.

Business Processes: The business processes for an AOP mirror those for Online Max, with the following differences.

PROPOSING AN AOP. The college/school submits their interest by emailing aop@unm.edu.

MEMORANDUM OF UNDERSTANDING. Offering an AOP requires entering into an [MOU](#) via a Consent Form with Academic Affairs, UNM Online (UNMO) and the Center for Teaching and Learning (CTL).

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FACULTY TRAINING. A faculty member *teaching* online is required complete Regular and Substantive Training Interaction in [Learning Central](#). One who successfully completes EBPTO, or is a Golden Paw recipient, is exempted from the requirement.

FACULTY WORKSHOP. Each faculty member assigned to *build* an AOP course is required to complete the [Evidence Based Practices for Teaching Online](#) (EBPTO) workshop developed and administered by the Center for Teaching & Learning. It is to be completed once every five (5) years and is not required for [Golden Paw](#) recipients.

COURSE BUILD. The college/school ensures that AOP courses are prepared according to the expectations documented in the Consent Form. The college/school assures that each faculty member assigned to course development works with an [instructional designer](#) at the Center for Teaching & Learning to meet quality standards based on the [Online Learning Excellence Framework](#).

AOP CERTIFICATION. The college/school ensures the program's faculty begin course development at least 3 months before instruction begins. The process includes the 6-week EBPTO workshop and a course review culminating in AOP certification. The timing of course preparation is dependent on CTL's [workshop schedule](#). Where eligible, a stipend is awarded at the end of the semester in which a course is reviewed and certified.

COURSE INFORMATION DISCLOSURES. It is a requirement to disclose to students, *before* registration opens, pertinent online course information that influences registration decisions. The UNM Online [Course Information Form](#) is a guided disclosure form to be completed by an online course's instructor of record. Shortly after submission, CIF content is publicly accessible on the UNM Online [Schedule of Online Courses](#).

Online + Classroom (O+C)

Instructional Method Code: There is no code for online + classroom delivery. Instead, the online section uses the ONL code and is cross-listed with at least one on the ground section.

Definition: With the O+C option, a course is delivered simultaneously using two different instructional modes. One section is always delivered online while another section(s) is delivered by one of the following methods: [Web Enhanced](#), Hybrid or Face-to-Face. An O+C course must be affiliated with a program. The program may comprise of one O+C course or many O+C courses.

Characteristics: The online component of an O+C course follows the definition and characteristics of Online Max delivery with the following additions.

- The course's two delivery types are cross-listed, offering identical and simultaneous learning experiences.

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- Class meetings are regularly held, often two to three times a week. Students, in both the online and on-the-ground sections, are expected to adhere to the meeting times and attend class using the method selected at registration. In other words, a student registered for the online section exclusively attends class virtually while a student registered for the on-the-ground section only attends on-campus.
- Attending via the selected delivery mode is necessary to meet distance education requirements, with important implications for international students, who are strictly limited by the number of online credit hours they may take. Instructors must be prepared to produce attendance records that document in-person student attendance.
- Students enrolled online may be required to attend a limited number of in-person meetings. The instructor of record is required to disclose, before registration opens, such information using a [Course Information Form](#).
- Ordinary residency-based [tuition and fee](#) rates apply to O+C courses.

Business Processes: The business processes for the online component of an O+C option mirror those for Online Max, with the following differences.

PROPOSING AN O+C PROGRAM. The department submits their interest by emailing unmonlineproposals@unm.edu.

MEMORANDUM OF UNDERSTANDING. Offering an O+C program requires entering an MOU via a Consent Form. The agreement details required preparations including training and course review.

FACULTY TRAINING. A faculty member *teaching* online is required complete Regular and Substantive Interaction (RASI) training in [Learning Central](#). One who successfully completes EBPTO, or is a Golden Paw recipient, is exempted from the requirement.

FACULTY WORKSHOP. The [Evidence Based Practices for Teaching Online](#) (EBPTO) workshop is strongly recommended for each faculty member assigned to *build* an online course. Developed and administered by the Center for Teaching & Learning, completing the workshop once every five (5) years is a best practice. Recipients of the [Golden Paw](#) need not take the workshop.

COURSE DEVELOPMENT. Each faculty member assigned to course development works with an [instructional designer](#) at the Center for Teaching & Learning to meet quality standards based on the [Online Learning Excellence Framework](#).

ONLINE COURSE CERTIFICATION. Faculty begin course development at least 3 months before instruction begins. The process includes completing RASI training and a course review culminating in certification. Where eligible, a stipend is awarded at the end of the semester in which a course is reviewed and certified.

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COURSE INFORMATION DISCLOSURES. It is a requirement to disclose to students, *before* registration opens, pertinent online course information that influences registration decisions. The UNM Online [Course Information Form](#) is a guided disclosure form to be completed by an online course's instructor of record. Shortly after submission, CIF content is publicly accessible on the UNM Online [Schedule of Online Courses](#).

WEB-ENHANCEMENT. To use the same online content in Canvas for both the Online MAX section and in-person section, the instructor of record must [web-enhance](#) the Face-to-Face section and [group both sections](#) in Canvas.

Hybrid

Instructional Method Code: HYB

Definition: Hybrid delivery is a mix of on the ground and online instruction.

Characteristics: **Half** to 75% of the learning experience is online utilizing the Canvas learning management system. Meetings on-campus are reduced but the material covered is equivalent to fully on-the-ground delivery.

Business Processes:

PROPOSING A HYBRID COURSE. The college/school determines whether to offer the hybrid delivery type.

COURSE SCHEDULING. Hybrid sections are scheduled by central UNM Scheduling and does not initiate processes by UNM Online, Academic Technologies or the Center for Teaching and Learning. A course shell will populate automatically as a result of the scheduling process in Banner.

- Classes must be scheduled on-pattern to optimize classroom utilization.
- Required meetings, whether virtual or on the ground, must be disclosed in Banner and the [Schedule of Classes](#).
- Instructors are encouraged to consult with the [Center for Teaching and Learning](#) for course build guidance.

FACULTY TRAINING. To teach in the hybrid and online formats, instructors must complete Regular and Substantive Interaction ([RASI](#)) training. [Evidence-Based Practices for Teaching Online](#) is more in-depth and highly recommended. EBPTO completed within 5 years may be substituted for the RASI requirement. A [Golden Paw](#) recipient is exempted from EBPTO.

RULES AND REQUIREMENTS. The State Authorization Network, a division of WCET, (WICHE [Western Interstate Commission for Higher Education] Cooperative for Educational Technologies), or [WCET SAN](#) recommends: under the federal definition, courses that are partially online (e.g., blended,

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hybrid, etc.) do not meet the distance education definition. In turn, specific federal compliance requirements for distance education do not apply to hybrid courses.

COURSE INFORMATION FORM. CIFs are not used for hybrid courses.

Web-Enhanced

Instructional Method Code: ENH

Definition: Web-enhanced delivery allows use of the Canvas learning management system in an on-the-ground course. The LMS may be used to share the syllabi and course materials, have discussions, take quizzes and exams, submit assignments, and monitor grades. The extent the LMS is used depends on the instructor though its usage does not reduce the time commitment required to physically attend classes.

Business Processes:

PROPOSING A WEB-ENHANCED COURSE. The instructor of record is responsible for [web-enhancing](#) their course and may do so by completing a form in LoboWeb.

COURSE SCHEDULING. On-the-ground sections are scheduled by central UNM Scheduling.

FACULTY TRAINING. Regular and Substantive Interaction ([RAS!](#)) training is not required, but strongly recommended, to teach on-the-ground courses.

RULES AND REQUIREMENTS. Compliance requirements for distance education do not apply to web-enhanced courses because 25% or less of the course experience employs the LMS.

COURSE INFORMATION FORM. CIFs are not used for on the ground/web-enhanced courses.