

Online with Meetings

Most online courses are offered without meetings. Though rare, it is possible to have meetings in an online course. Instructors may use this worksheet as a guide to help assure meetings comply with distance education regulations.

Start Here

If your online course will have meetings, use the worktable on the next page to answer the following questions. Use your responses to better inform your department's scheduling coordinator.

1. How Many?

Determine the number of meetings desired. No more than three (3) required in-person meetings are allowed per 16-week online course. If your online class has three required in-person meetings, any meetings in addition to those three must be optional or virtual.

2. Virtual or In-Person?

For each meeting, indicate whether students would meet virtually (such as by Zoom) or at a designated place (such as on campus).

3. Required or Optional?

- Each **required** meeting must be entered on the course's scheduling form and in Banner. This is because required meeting information must be disclosed to registering students.
- **Optional** meetings must not adversely impact students who do not attend.

4. Purpose?

Name the reason for each meeting.

Online with Meetings Worktable

Complete one worktable per online course.

Subject:		Course Number:		Course Title:	
Year:		<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	Instructor Name:

	Virtual	In-Person	Required	Optional	Purpose
Meeting1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes					