

## Hybrid and Online Teaching Subcommittee Minutes

### Subcommittee Members:

Brittani Harmon, Chair  
Amanda Rugenski, Odum School of Ecology, absent  
Ashley Steffens, College of Environment and Design  
David Jackson, Mary Frances Early College of Education  
Bill Tollner, College of Engineering  
Wendy Ruona, Graduate School  
Stephen Balfour, Ex-Officio member, Office of Online Learning  
Fiona Liken, Ex-Officio member, Office of the Registrar  
Naomi Norman, Ex-Officio member, Office of Instruction

### Office of the Registrar:

Brooke Daniel  
Crystal Graham

The Hybrid and Online Teaching Subcommittee met on February 16, 2021, 3:30 p.m. via Zoom.

Wendy Ruona motioned to approve the minutes of the January 12, 2021 subcommittee meeting. Bill Tollner seconded the motion. The minutes of the January 12, 2021 subcommittee meeting were approved unanimously by the members of the subcommittee.

The subcommittee discussed the Hybrid Suffix (Y) proposal draft, including the addition of a “Partially Online” course suffix (P-suffix). Additionally, the subcommittee discussed revising the current E-suffix course definition from 95% or more online to 100% online instruction.

After much discussion, the subcommittee determined the following course designations:

- Face-to-Face is 100% on-campus instruction.
- Hybrid (Y-Suffix) is over 50% on-campus instruction.
- Partially Online (P-suffix) is up to 50% on-campus instruction.
- Online (E-suffix) is 0% on-campus instruction.

The subcommittee unanimously approved the addition of a “Partially Online” course suffix (P-suffix).

The subcommittee unanimously approved the revision to the current E-suffix definition.

The subcommittee discussed creating a hybrid Ph.D. program. Currently, there is no designation for a “hybrid” program or curricular process for implementing a “hybrid” program.

The subcommittee discussed the next steps for the Hybrid Suffix proposal. It was recommended that the proposal be updated to include the designations above and an addendum for adjusting the E-suffix definition. The final version will be distributed to the subcommittee for final review before forwarding to the March University Curriculum Committee for consideration.

The next Hybrid and Online Subcommittee meeting is scheduled for March 10, 2021, at 3:00 p.m. via Zoom.

The meeting adjourned at 4:37 p.m.

A handwritten signature in cursive script, appearing to read "Brittani L. Harmon".

Brittani Harmon, Chair  
Hybrid and Online Teaching Subcommittee