

## REMOTE VS. ONLINE

In these times of COVID-19, we hear a lot about classes being remote, online, distance education, eLearning. In order to avoid confusion and manage the expectations of both faculty and students, let us strive for some consistency of terminology. As we plan our course schedules, you need to know what you are committing to before you sign up for a class.

**Online** courses are those that have been specifically approved for online delivery and are taught by instructors who have gone through the formal approval process of the Educational Technology Committee. Online courses entail these expectations

**Canvas** will be the primary vehicle through which students receive materials and submit assignments. Instructors may elect to use other vehicles (e.g., Google Sites, Zoom, publisher sites, videos, simulations, email, texting) to supplement or substitute for some of the functions of Canvas, but this should be clearly communicated to students on or before the start date of the course section.

**Asynchronous** interaction is the norm. Students are not obligated to be on Canvas at a particular time, but will have flexible time periods to access materials and submit assignments ahead of previously announced deadlines. Instructors may include synchronous activities (e.g., lectures, chat, office hours, proctored exams), but these times (and corresponding

technologies) should be clearly communicated to students on or before the start date of the course section.

**No onground** attendance is required for accessing course materials, communicating individually with the instructor, submitting assignments, or taking examinations. If any onground presence is required, the details should be clearly communicated to students (where, when, how) on or before the start date of the course section.

**Responsibilities** of the instructor also include

1. maintenance of regular and effective contact with students
2. achieving outcomes listed in the course outline of record
3. respecting ADA compliance

**Remotely** delivered courses are those normally scheduled for a specific onground location (e.g., building and room) during a specific time slot (starting at a specific time, ending at a specific time, repeating on certain days of the week, lasting for a certain number of weeks). These onground courses are being temporarily delivered remotely due to some emergency situation (e.g., COVID-19, fire, flood, earthquake, civil unrest, terrorist threat, utilities outage). Remotely delivered classes entail these expectations.

**Zoom** will be the primary mode through which students interact with the instructor. Instructors may elect to use other vehicles (e.g., Canvas, Google Sites, publisher sites, videos, simulations, email, texting) to supplement or substitute for Zoom, but this should be clearly communicated to students on or before

the start date of the course section (if it is known that the section will be conducted remotely) or it should be communicated to the students as soon as possible after the decision has been made to move existing onground classes to remote delivery. Instructors who find themselves in a remote teaching situation are encouraged to consider using various Canvas functions.

**Synchronous** interaction will be the norm. Faculty and students should have the expectation to be on Zoom during a particular time slot corresponding to the hours and days of the week in which the onground class was scheduled. Instructors may not require attendance during other time slots. Instructors may elect to reduce or eliminate these synchronously scheduled interactions, but this should be clearly communicated to students in advance. Any asynchronous opportunities or requirements must also be clearly communicated. Instructors who find themselves in a remote teaching situation are encouraged to develop asynchronous materials.

**Onground** instruction will resume when the emergency order has been lifted. Faculty who are unable to resume onground instruction must receive their dean's approval in order to continue solely in a remote fashion.

**Responsibilities** of the instructor also include

1. maintenance of regular and effective contact with students (elide - synchronous meetings would already take care of this aspect)
2. When at all possible, courses must achieve outcomes listed in the course outline of record
3. Working with DSPS and CHC's Assistive Technology Specialist, to comply with ADA requirements

For further reading:

[The Difference Between Emergency Remote Teaching and Online Learning](#)