

## Scheduling Hybrid Classes To Maximize Offerings to Students AND Room Scheduling

Last revised 8/13/2009 by D. Sheldon

Hybrid courses are a blend of face-to-face instruction with online learning. Hybrid courses are scheduled for half of the required class meeting time in-person in a classroom, and the remaining half of the required class time is online. **We recommend that divisions schedule all Hybrids on Tuesdays and on Thursdays and that hybrids are all scheduled together in the same classroom spaces.**

### Why?

- It's the best way to utilize classroom space.
- It may help to avoid Final Exam scheduling conflicts (see suggested "draft" hybrid exam schedule below)

### Example Schedule of Daytime Hybrid Classes in Same Classroom

(3 period classes meeting 1 day per week for 1 hour and 15 minutes on the in-person meeting day)

Note: The Hybrid Final Exam Schedule can work for most class schedules when hybrids are scheduled on Tuesdays and on Thursdays and are all scheduled together in the same classroom spaces.

Tuesday Hybrids	DRAFT Hybrid Final Exams (Spring 2010)	Thursday Hybrids	DRAFT Hybrid Final Exams (Spring 2010)
<b>T Hybrid Class #1 8:30 – 9:45AM</b>	Tues 5/11/2010 from 8:00 – 9:50 a.m.	<b>R Hybrid Class #2 8:30 – 9:45AM</b>	Thurs 5/13/2010 from 8:00 – 9:50 a.m.
<b>T Hybrid Class #3 10:00 – 11:15AM</b>	Tues 5/11/2010 from 10:00 – 11:50 a.m.	<b>R Hybrid Class #4 10:00 – 11:15AM</b>	Thurs 5/13/2010 from 10:00 – 11:50 a.m.
<b>T Hybrid Class #5 11:30 - 12:45PM</b>	Tues 5/11/2010 from 12:00 – 1:50 p.m.	<b>R Hybrid Class #6 11:30 - 12:45PM</b>	Thurs 5/13/2010 from 12:00 – 1:50 p.m.
<b>T Hybrid Class #7 1:00 - 2:15PM</b>	Tues 5/11/2010 from 1:00 – 2:50 p.m.	<b>R Hybrid Class #8 1:00 - 2:15PM</b>	Thurs 5/13/2010 from 1:00 – 2:50 p.m.

#### Disclaimer Regarding Final Exams for Hybrid Classes & Nonstandard Class Meeting Times

Hybrid classes will have final exams on their class (face-to-face) meeting day for 110 minutes. Hybrid classes and classes meeting at nonstandard class meeting times may experience location and/or student schedule conflicts. When a student or instructor's schedule results in a time conflict between two or more final exams, the instructors, in consultation with the division chair(s), will work together to establish an alternative final exam schedule or location.

Note about E-Learning Pilot Courses (Hybrid or Internet): Faculty can opt to cap a class at 15 to develop and practice online teaching skills with a smaller group of students. Each semester the Division Chair notifies the division secretary or the Instructional Services Team of these specific classes so that they are capped at 15 and a "Staff Only" E-Learning Pilot Course class note is added to SIS.