College of Fine & Performing Arts
Alternative Modality Policy and Procedure

This policy is not intended to conflict with the requirements of [CBA Sections 16.10 or 22.15](#)

I.   DEFINITIONS AND CATEGORIES:

Modality categories for course approval	Options for scheduling within each approved modality
Face to Face	• Face-to-Face: Instruction is accomplished through regularly scheduled in person class meetings. Alternative instruction may be employed on a limited basis to meet varying pedagogical needs. In this case, an account of alternative instructional time should be documented in the syllabus.
Hybrid	• Hybrid: Instructional time is divided between face-to-face and online (in-person meetings are required, but less face-to-face time is included in the regular course schedule, replaced by alternative instruction methods including online instruction). At least 25% of instructional time should be scheduled face-to-face. Courses with classroom-based instruction linked to classrooms in multiple locations (the ITV model) are considered hybrid.
Online	• Online—Synchronous: Instruction occurs during regularly scheduled class meeting times. • Online—Asynchronous: Instructional time does not include scheduled meetings. • Online—Mixed Synchronous & Asynchronous: Courses delivered online with a combination of synchronous and asynchronous instruction
Online – Summer Only	• Instruction occurs online, but the course is approved for online offerings only in the summer quarter.

Alternative Modality: Any course that is offered as Hybrid or Online.

Self-Sustaining Course: Any credit bearing course that is offered through Outreach and Continuing Education (OCE) that is not included as part of regular tuition.

State-Supported Course: Any credit bearing course that is offered as part of a degree or certificate that is included in regular tuition.

II.   POLICY:

A. The majority of all CFPA courses will be taught in-person with face-to-face instruction.

The College of Fine and Performing Arts (CFPA) recognizes the University's commitment to remain a residential campus and provide students with in-person face-to-face instruction and experiences. CFPA's programs of study are largely experiential in nature and require in-person instruction and learning to ensure that students are provided with a comprehensive understanding of their discipline. To support the character of the residential experience at the University and maintain the rigorous arts experience central to the mission of CFPA, the majority of all CFPA courses offered as part of a program of study will be taught in-person on-campus.

However, in some situations, alternative modalities may be used to employ a research-based or innovative teaching and learning model designed to enhance the student learning experience, as well as provide access for place-bound and non-matriculated students.

B. The proposed use of alternative modalities must meet specific criteria for state-supported courses.

Proposals to offer a state-supported course (new or existing) in an alternative modality must meet all the following criteria:

1. The alternative modality must be aligned with Western's strategic goals with consideration given to the character of the residential programs primarily located in Bellingham.

2. The alternative modality must be based on an innovative teaching and learning model that is designed to enhance the student learning experience.

3. The pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes.

4. The alternative modality does not negatively impact the modality of any associated majors, minors, or certificates (e.g., total percentage of program courses offered face-to-face versus online).

5. The alternative modality must meet the expectations for Academic Coordinating Commission (ACC) syllabus requirements, including an accounting of course time that demonstrates regular and substantive interaction that meets the credit hour requirements for contact time. Syllabi must include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities.

6. All tenure-track and tenured faculty in the Department must vote to approve the course being taught in the alternative modality requested. A supermajority vote (75% or more) of approval is required to approve the alternative modality requested.

C. Self-sustaining courses have different considerations.

CFPA is committed to meeting all enrollment needs for its majors and minors through state supported course offerings during the academic year. Self-sustaining courses are only approved when academic year/state supported offerings of the course do not have significant wait lists, and for courses that serve non-matriculated students and certain certificate programs.

    1. New and existing self-sustaining elective courses offered through OCE are approved to be offered in an alternative modality provided they meet the following criteria:

        a) The course is an elective and not required as part of a state supported degree or certificate;

        b) The pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes; and

        c) The alternative modality meets the expectations for ACC syllabus requirements, including an accounting of course time that demonstrates regular and substantive interaction that meets the credit hour requirements for contact time. Syllabi must include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities.

    2. New or existing self-sustaining courses that are also offered as a state-supported course that are a degree or certificate requirement must meet all criteria listed in Section II. B above to be considered for an alternative modality.

    3. Permanent self-sustaining courses approved to be taught in a permanent online modality prior to the 2021-2022 academic year do not need approval to continue offering the courses in the previously approved online modality.

D. All curriculum requests involving alternative modalities require approval of the CFPA Curriculum Committee with concurrence of the Dean of the College.

E. State-supported courses approved to be taught in an alternative modality may be taught as part of a tenure-track/tenured faculty member's regular departmental course load.

Pursuant to the CBA, Section 16.10.1, faculty may teach online courses as part of their regular teaching load with departmental and dean approval.

III.   PROCEDURE

A. Complete and Submit CFPA Alternative Modality Request Form

A faculty member who desires to seek approval to teach a new or existing course in an alternative modality must complete the CFPA Alternative Modality Request form (see Appendix A) and attach it to the curriculum proposal in Curriculog.

B. Department Curriculum Committee and Department Chair Review

The curriculum proposal and alternative modality request form will then be reviewed by the Department's Curriculum Committee (if applicable) and Department Chair to ensure all criteria have been met.

C. Department Review and Vote

The curriculum proposal and alternative modality request will then be reviewed and voted on by tenure-track and tenured faculty in the Department. Tenure-track and tenured faculty who may be on leave at the time a proposal is voted on are invited, but not required to vote on a proposal. Department and Chair approval shall be documented by the Chair in the approval notes section of Curriculog.

D. CFPA Curriculum Committee Review and Approval

The curriculum proposal and alternative modality request will then be reviewed by the CFPA Curriculum Committee during the regularly scheduled curriculum review period (September – February each year). The CFPA Curriculum Committee's review and approval shall be documented in the approval notes section of Curriculog.

Any temporary course proposals with an alternative modality that are submitted after the regularly scheduled curriculum review period has passed for the relevant academic year, may be approved by the Dean of the College with the support and approval of the Department and Department Chair. Pursuant to the Chapter 4 of the ACC Handbook, temporary courses approved by ACC must be included in college curriculum committee agendas and minutes as information items.

E. Academic Coordinating Commission Review

The Academic Coordinating Commission (ACC) will review the proposal to ensure curriculum requirements are met and shall document the modality decision made by the College.

APPENDIX A

CFPA Alternative Modality Request Form

This form is required to submit a request to offer a new or existing self-sustaining or state-supported course in an alternative modality. Please complete all required sections of the form and attach the completed form to the curriculum proposal in Curriculog. This form is not required for courses that will be taught face-to-face only.

Alternative Modality Categories	Options for scheduling within each approved modality
Hybrid	• Hybrid: Instructional time is divided between face-to-face and online (in-person meetings are required, but less face-to-face time is included in the regular course schedule, replaced by alternative instruction methods including online instruction). At least 25% of instructional time should be scheduled face-to-face. Courses with classroom-based instruction linked to classrooms in multiple locations (the ITV model) are considered hybrid.
Online	• Online—Synchronous: Instruction occurs during regularly scheduled class meeting times. • Online—Asynchronous: Instructional time does not include scheduled meetings. • Online—Mixed Synchronous & Asynchronous: Courses delivered online with a combination of synchronous and asynchronous instruction.
Online- Summer Only	• Instruction occurs online, but the course is approved for online offerings only in the summer quarter.

Requestor Name and Department: Click or tap here to enter text.

Course Prefix & Number: Click or tap here to enter text.

Course Title: Click or tap here to enter text.

Is this a new course or existing course? ☐ New   ☐ Existing (Temporary or Permanent)

Requested Modality: ☐ Hybrid   ☐ Online-Synch.   ☐ Online-Asynch.   ☐ Online-Mixed Synch.

                       ☐ Online-Summer Only

Course Type (check one): ☐ Self-Sustaining (OCE)*   ☐ State-Supported   ☐ Both

*For elective self-sustaining courses that are not required as part of a state supported degree or certificate, only #'s 4-7 below must be completed.

1. Please provide a rational for the alternative modality based on Western's Strategic Goals:

   Click or tap here to enter text.

2. Describe how the alternative modality is based on an innovative teaching and learning model that is designed to enhance the student learning experience:

   Click or tap here to enter text.

3. Per the US Department of Education definitions, when 50% or more of the courses or credits in an academic program are provided via distance, the program must be classified as an online/distance program. Please indicate how the alternative modality will influence the overall online/distance nature of the academic programs in which it is included (e.g., total percentage of program courses offered face-to-face versus online):

   Click or tap here to enter text.

4. Describe how the pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes by providing an assessment on the course relative to the Western Online Course Design Review:

   Click or tap here to enter text.

5. NWCCU accreditation requires that effective procedures be in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit and that these procedures protect student privacy. Please describe what measures will be taken to ensure the registered student is the one participating in assessment activities:

   Click or tap here to enter text.

6. For courses taught in alternative modalities, an accounting of course time that demonstrates regular and substantive interaction that meets ACC's Policy on Credit Hours requirements for contact time must be included in the Syllabus. Does the course syllabus include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities?

   Click or tap here to enter text.

7. Please provide a detailed description of all resources needed to effectively deliver the course in the alternative modality requested and if additional resources will be needed beyond what the Department currently has available:

   Click or tap here to enter text.