MEMORANDUM

TO: Department Chairs/Program Directors

FROM: Reed Dasenbrock
Vice Chancellor for Academic Affairs

SUBJECT: Banner Coding for Distance, Off-Site, and Technology Intensive Courses

As you complete and submit your Spring schedule of courses, we ask that you pay particular attention to the Banner coding for distance, off-site, and technology intensive courses. Recent federal guidelines regarding state authorizations of distance courses require that we be able to accurately identify distance courses.

A copy of the Banner codes is attached for your information.

Thank you in advance for your attention to this issue.

Attachment

c: Academic Deans
Vice Chancellor Hernandez
Associate Vice Chancellor Yang
Registrar Lau
Scheduler Enoki
Course Catalog Specialist Imai
Revised Banner Coding for
Distance Education, Off-Site and Technology Intensive Courses
FINAL – Feb 2007
(April 2011 Updated Description)

1. Consolidate Instructional Modes for Distance and Off-Site Instruction

An IM Code should be entered for all distance learning and off-site courses – all
courses that do not require attendance at the originating campus.

OS  Off Site
OS courses utilize face-to-face (in person) meetings at any location(s)
other than the home campus that awards the credits. These include
courses taught at university and/or education centers, other UH
campuses, hospitals, military bases, prisons, DOE schools, and other
locations. OS courses may be hybrid, but should be designated as OS
if the required face-to-face meetings are at sites other than the home
campus.

COR  Correspondence
Correspondence courses are offered at a distance without requiring
the use of interactive information technologies.

DCO  Distance – Completely Online
DCO courses are available to students at any location. These include
all distance education courses for which the primary mode of delivery
is through the use of personal computers or similar devices that may
access online and offline technologies. DCO courses can apply
synchronous and/or asynchronous approaches.

DIV  Distance – Interactive Video
DIV refers to distance education courses offered via interactive
television or videoconferencing systems to students in specifically
equipped rooms at locations other than the offering campus. This
includes HITS or H.323 (Polycom) courses offered to specific locations
within Hawaii or beyond.

DTV  Distance – Cable TV (DTV)
DTV refers to distance education courses that are offered via Cable
Television. These include situations in which a course is offered via
Cable Television when specific students may be accommodated by
having the course lectures transmitted to them on videotape or DVD.
2. Use the DE Campus Code as appropriate

The Campus Code of DE is used to manage access to enrollment and fee assessment. The Campus Code on the class SSASECT record should be set to DE to indicate that off-campus students can register for the course (subject to academic eligibility) and that only tuition is charged, not fees. It is expected that all courses with campus DE would also have one of the five new IM types (above) set to indicate the primary mode of delivery.

3. Use the Schedule Type field to indicate Hybrid courses

Eliminate references to specific technologies (DVD, etc.) or distance education in the Schedule Type field. The WEB type can be replaced by the broader new type of HTI for Hybrid – Technology intensive as defined below.

HTI Hybrid - Technology Intensive

HTI courses make intensive use of online and offline technologies to such an extent that the schedule of class meetings is altered. The HTI designation may apply to a campus-based course or to a distance learning course for which distant students can participate in scheduled meetings either off-site or via interactive video technologies.

4. Promote Use of the Course Comment Field for Details

Campuses should use the course comment field consistently to document all specialized requirements and expectations, including those that relate to technology. Examples could include: “Requires an iPod,” “Requires a graphing calculator,” “Requires access to ARC/Info GIS software,” “Requires a DVD player,” “Requires one on-site orientation.” etc.

5. Improved Student Access to Course Information

Display Instructional Mode and SchedType information to students via the record detail for a section in the Class Availability listings.

NOTE 1: REGARDING SEVIS COMPLIANCE

SEVIS regulations specify that, for international students attending a college or university, "no more than the equivalent of one class or three credits per session, term, semester, or trimester may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance" (U.S. Department of Justice/Immigration and Naturalization Service, 2002, § IX). For purposes of this requirement, an online or distance education course includes any class "offered principally through the use of television, audio, or computer transmission."
including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing" (U.S. Department of Justice/Immigration and Naturalization Service, 2002, § IX).

Under this interpretation, only UH courses with IM-types DCO and DTV would be counted toward the limit on classes or credits taken "on-line or through distance education and does not require the student's physical attendance," while IM-type DIV would be used for (distance education) classes that require the student's physical attendance at a specific location at specific times.

NOTE 2: HOW TO CHOOSE AN INSTRUCTIONAL MODE

0) Is this course available to students who are not physically at the offering campus?
   IF YES: continue to Step 2
   IF NO: Do Not Enter an IM Code; Go To Step 5 to consider SchedType

1) Does the course require face-to-face meetings at a site other than the campus awarding credit?
   IF YES: IM = OS; Go To Step 5 to consider SchedType
   IF NO: continue to Step 2

2) Is this course offered by HITS or H.323 or other room-based videoconferencing technology to specific pre-determined locations?
   IF YES: IM = DIV; Go To Step 5 to consider SchedType
   IF NO: continue to Step 3

3) Is this course offered by by correspondence in a manner that does not require use of interactive technologies?
   IF YES: IM = COR; END
   IF NO: continue to Step 4

4) Is this course offered via Cable TV
   IF YES: IM = DTV; END
   IF NO: IM = DCO to designate completely online; END

5) Does this course make such extensive use of technology that the normal class meeting schedule is altered?
   IF YES: SchedType = HT1
   IF NO: Enter other appropriate SchedType
NOTE 3: EXAMPLES OF SELECTING AN INSTRUCTIONAL MODEL

Example 1: Course from any UH campus is offered face-to-face at UH-West Hawaii
IM = OS

Example 2: Graduate course from UH-Manoa is offered face-to-face at Maui CC
IM = OS

Example 3: A course is offered to a group of students statewide with monthly in-person meetings on each island for the students who reside there and the remainder of the coursework conducted online
IM = OS
SchedType = HTI

Example 4: Course from Honolulu CC is offered via correspondence using postal service between faculty and students.
IM = COR

Example 5: Course is offered completely online using Laulima and is available to students anywhere.
IM = DCO

Example 6: Course is offered via live streaming media and is available to students anywhere who can receive it.
IM = DCO

Example 7: Course is offered completely online but an orientation session on-site is required
IM = DCO / Use Course Comment field to note the required orientation

Example 8: Course is offered via HITS2
IM = DIV

Example 9: Course is offered to multiple specific locations inside or outside Hawaii equipped with H.323 group videoconferencing facilities
IM = DIV

Example 10: Course has a required meeting every other week conducted to multiple specific locations equipped with H.323 group videoconferencing facilities and the remainder of the work is conducted online.
IM = DIV
SchedType = HTI

12/15/06
Example 11: Course is offered via Cable TV on Channel 55 with tapes sent to a student deployed to Iraq
IM = DTV

Example 12: A set of pre-recorded lectures is provided on DVD to students who correspond with each other and their instructor via email
IM = DTV

Example 13: A set of pre-recorded lectures is made available online for downloading by students who also work in WebCT
IM = DCO

Example 14: Intensive online work is used to replace 1 of the 2 weekly meetings of a class offered on campus
IM is blank
SchedType = HTI

Example 15: The course is totally online with no scheduled class meetings but the course is not made available to students other than at the home campus for reasons including but not limited to: required access to specialized physical resource materials, mandatory individual meetings with the faculty member, required physical co-requisite, etc.
IM is blank
SchedType = HTI