



ACADEMIC AFFAIRS GUIDELINES

Section 2.4	Academic Curricula	
Title:	Delivery Method Code Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.4.3.B	X.A, 5.5	06/2023
Reference:	BOR Policy 2.4.1 – System Course and Curriculum Governance BOR Policy 2.4.4 – Course Enrollment Management	
Related Form(s):		

1. Purpose

Delivery method captures a pivotal characteristic of every course section. Classification promotes effective communication with interested students and facilitates informed decision making. Beyond academic ambitions, assignment of delivery method influences faculty workload calculations and drives immunization compliance. Moreover, it engenders clear understanding of the business aspect of academia and enables strategic analysis. And finally, delivery method impacts billing of tuition and fees.

2. Governance

Academic Affairs Council (AAC) controls the schematic of viable delivery method options. The Board of Regents Enrollment Services Center (ESC) determines Banner coding, manages the validation table, and enters codes at the course level. Individual universities supervise confirmation of the appropriate range of options for each authorized course and specificity of coding on every section.

3. Definitions

Delivery Method: Reflects the primary channel of communication utilized by the faculty member of record to present course content.

4. Designation of Delivery Method

4.1. Course Level

- 4.1.1. Initial: during development of any new course, university faculty members and/or administrators identify the array of conceivable delivery method options; upon approval and creation of the new course in Banner, all codes as indicated are entered, insuring availability for selection at the section level.
- 4.1.2. Subsequent: as situations evolve and needs emerge, universities may informally request entry of additional codes.

4.2. Section Level

For each section, a single delivery method is identified and entered in Banner. The code of choice should point to the primary channel of communication. Due to its extreme importance, accuracy of coding necessitates timely, meaningful dialogue resulting in definitive ascertainment of teaching intent.

- 4.2.1. Precision is vital; delivery method coding must mirror reality. Incongruence gives rise to an objectionable jumble of problems and frustrations – not only for staff, but also for students.
- 4.2.2. Timing is critical. In forecasting future terms, delivery method should be established/entered prior to the launch of early registration. This assures optimal communication and forestalls complicated cleanup.
- 4.2.3. Assignment of delivery method is situated in time; it is relevant to term and situation. Determination should be thoughtful and purposeful, not merely a carryover from previous terms or reliance on mental default (typically, face-to-face).
- 4.2.4. Delivery of course content via Dakota Digital Network (DDN) remains a functional option in the regental mix. In such situations, creation of multiple sections is inherent: one for sending site and one for receiving site/sites. This differentiation is required for accuracy of billing, reporting, and enforcing immunization compliance.
- 4.2.5. In certain circumstances, a faculty member may accommodate the special needs of a small number of students through delivery of instruction via a channel other than that previously and formally established. For example, one or more students may be allowed online participation in context of a section designated as face-to-face. Employment of two delivery methods compels creation of two (cross listed) sections in Banner: one aligned with face-to-face delivery and one with distance delivery. In such scenarios, oversight of student registrations is patently imperative.

RESOURCES:

Appendix A: Delivery Method Codes & Definitions

Appendix B: Student Information System Management

SOURCE:

AAC August 2018; AAC October 2018; September 2019 (Clerical); AAC June 2023.

Appendix A: Delivery Methods

Code	Description	Defining Elements	Location/Session	Building/Room	Scheduled Class Time	Immunizations
X01	Face-to-Face (F2F)	Faculty member delivers course content when congregated together with students in a single physical setting.	Physical setting (most likely, campus-based)	Actual building + room	Yes	Yes
X02	HyFlex	Faculty member delivers course content through a blend of face-to-face and distance methodologies. The mix includes face-to-face, online synchronous, and online asynchronous. Students are allowed to choose, and that selection is fluid.	Physical setting	Actual building + room for F2F meetings	Yes	Yes
X03	HyFlex Synchronous	Faculty member delivers course content through a blend of face-to-face and distance methodologies. The mix includes face-to-face and online synchronous. Students are allowed to choose, and that selection is fluid.	Physical setting	Actual building + room for F2F meetings	Yes	Yes
X15	Online Asynchronous	Faculty member delivers entirety (100%) of course content via internet-based methodologies; instructor and students are physically separated. Students are <i>not</i> required to participate in learning engagements on specified days/times.	Online/Internet	CINT/Internet	No	No
X18	Online Synchronous	Faculty member delivers entirety (100%) of course content via internet-based methodologies; instructor and students are physically separated. Students <i>are</i> required to participate in learning engagements on specified days/times; this condition of the course is made known before the start of the term.	Online/Internet	CVIR/Virtual	Yes	No

Code	Description	Defining Elements	Location/Session	Building/Room	Scheduled Class Time	Immunizations
X20	Receive Site	Faculty member utilizes technology (video and audio) in the delivery of course content to distance students.	Physical setting	Actual building + room	Yes	No
X25	Send Site	Faculty member utilizes technology (video and audio) in the delivery of course content to distance students; local students are physically present in the classroom of the host site, which is situated within the main campus.	Physical setting	Actual building + room	Yes	Yes
X29	Hybrid Online	Faculty member delivers course content through an integration of online and face-to-face methodologies. Between 75 and 99% of instruction is provided via online modalities.	Physical setting for F2F meetings	Actual building + room for F2F meetings	Yes	No
X30	Hybrid F2F	Faculty member delivers course content through an integration of online and face-to-face methodologies. No more than 74% of instruction is provided via online modalities.	Physical setting for F2F meetings	Actual building + room for F2F meetings	Yes	Yes
X31	Emporium	Faculty member does not provide traditional lectures, but rather, on-demand personal assistance as students progress through online instructional modules. The learning environment is a computer-based classroom located on campus.	Physical setting	Actual building + room	No	Yes
X98	Other	Relevant to situations in which the instructor of record may or may not play a role in the student's engagement and learning; such scenarios could include internships, practicums, field experiences, and tracking courses.	For sections with instructional method S: Z/off-campus internship	Not relevant	No	No

Code	Description	Defining Elements	Location/Session	Building/Room	Scheduled Class Time	Immunizations
X99	Emerging Technologies	Faculty member utilizes newly available technology to deliver course content. If a trend accompanied by promise of longevity becomes evident, it will volley into creation of a unique delivery method code.	Situation-specific	Situation-specific	No	No

STUDENT INFORMATION SYSTEM MANAGEMENT Appendix B

In Banner, delivery method is entered on the SCACRSE (course) screen, Schedule Type Tab, Schedule field. (See Figure 1.) Every course must retain at least one delivery method; typically, however, any given course is associated with a comprehensive lineup.

Figure 1:

Subject: ENGL English Course: 101 Term: 201950 Course Title: Composition I

▼ SCHEDULE TYPE				
From Term		201950	Copy	
Schedule *	Description	Instructional Method	Description	Workload
B01	Face-to-Face	R	Lecture	3.000
B15	Online Asynchronous Term Ba...	R	Lecture	3.000
B18	Online Synchronous	R	Lecture	3.000
B30	Blended/Hybrid	R	Lecture	3.000

For selection at the section level, the code must be present at the course level. The method which creates the best fit for the particular teaching situation is chosen at the section level: SSASECT (section) screen, Course Information Tab, Schedule Type field... (See Figure 2). Each section can house only one delivery method; this field is single-valued.

Figure 2:

Term: 202310 CRN: 12695 Subject: ENGL Course: 101 Title: Composition I

Course Section Information		Section Enrollment Information	Meeting Times and Instructor	Section Preferences
▼ COURSE SECTION INFORMATION				
Subject	ENGL ... ENGLISH	Campus *	B ... BHSU Black Hills State Univ	
Course Number	101 ...	Status *	A ... Active	
Title	Composition I	Schedule Type	B01 ... Face-to-Face	
Section *	B01 ...	Instructional Method	R ... Lecture	
Cross List	...	Integration Partner	...	

Within the student information system, delivery method X00 is entered as a pseudo method on generic transfer equivalency courses.