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MEMORANDUM

DATE: April 7, 2010

TO: Chief Academic Officers
Deans
Institutional Researchers
Registrars
Linda L. Baer

FROM: Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs

SUBJECT: ASA-2010-04 – New Integrated Statewide Record System (ISRS) Media Codes and Definitions

On March 10, a memo was sent describing the following changes to the ISRS media codes:

1. Adding a media code for completely online courses (course has no time or location requirements);
2. Adding a media code for completely online with synchronous components (course has time requirements but no location requirements);
3. Changing the name of media code 09. Formerly “Web-enhanced,” now “Blended/Hybrid.” Also tried to clarify the description;
4. Combining two existing media codes (Classroom and Web-supplemented).

Academic and Student Affairs has been working with Information Technology Services to get the approved media codes changes implemented within ISRS. To that end, the following changes have been made in ISRS relating to media codes.

Online courses

Two new media codes have been created:

Media code 12-- Completely online; and

Media code 13-- Completely online with synchronous components.

Since colleges and universities have coded many of their courses for FY2011, full implementation of these changes will not take effect until FY2012. However, for those institutions who wish to code their courses using the new media codes, they are available for use in FY2011. The new online media codes offer further options for describing online offerings in addition to media code 03, “Predominantly online.”

Blended/Hybrid (media code 09)

The description for media code 09 has been changed to "Blended/Hybrid." Media code 09 will continue to be used for courses that have reduced seat time but do not fall into one of the other online media code categories.

Web-Supplemented (media code 10) and Classroom

The recommended and approved changes also include combining courses coded as Web-Supplemented (media code 10) with those in the Classroom category. Since many colleges and universities have already coded courses for FY2011, we will also delay this change until FY2012. Media code 10 will still be available through FY2011, but will not be used in FY2012. All courses that are not coded into one of the available categories will default into Classroom ("00").

The changes also clarify the appropriate application of the media codes for the following:

- Market-driven tuition can only be applied to the strictly online courses: codes 03, 12, and 13.
- These same codes (03, 12, and 13) will be used when determining the per online credit chargeback for Minnesota Online.
- Media codes 03, 12, 13 and 09 will be used when measuring Goal 2.3 in the FY2010 Board action plan for "online" and "blended" learning.

The attachment provides additional information about the media code changes.

We will continue to work with ITS to make minor adjustments to the media code descriptions, but most of the information necessary to apply the media codes to courses should be available now.

If you have any questions about the changes to the media codes, please contact Patrick Opatz at Patrick.opatz@so.mnscu.edu or 651-649-5934.

Attachment

c: Presidents
Darrel Huish
Carolyn Parnell
Patrick Opatz

ISRS Media Code Changes 3-25-10

Changes in media code categories

Current Media Codes	
Media Code	Type
00	Classroom
01	Satellite
02	CD ROM
03	Internet
04	ITV Sending
06	Independent Study
08	ITV Receiving
09	Web Enhanced
10	Web Supplemented
11	Guided

Changes	
Media Code	Type
00	Classroom
01	Satellite
02	CD ROM
03	Internet (Predominantly Online)
04	ITV Sending
06	Independent Study
08	ITV Receiving
09	Web Enhanced (Blended/Hybrid)
10	Web Supplemented FY2012
11	Guided
12	Completely Online
13	Completely Online with synchronous component

New	
Media Code	Type
00	Classroom
01	Satellite
02	CD ROM
03	Predominantly Online
04	ITV Sending
06	Independent Study
08	ITV Receiving
09	Blended/Hybrid
11	Guided
12	Completely Online
13	Completely Online with synchronous component

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Course Media Codes - Recommended Definitions along with Current Definitions

Media Code	Type	Definition
00	Classroom	<p><u>Recommended definition:</u> All instruction is face-to-face in a classroom setting. The internet and or the Instructional Management System (D2L) may be required for components of the course (e.g., grades, assignments, homework)</p> <p><i>{Combination of the Classroom and the former media code 10, "Web-supplemented"}</i></p>
01	Satellite	Course is predominantly broadcast via satellite.
02	CD ROM	Course consists predominantly of material on CD-ROM.
03	Predominantly Online (Formerly "Internet")	<p><u>Recommended definition:</u> Nearly all instruction is delivered online. No more than two required activities or meetings of the class as a cohort may occur face to face in the same physical location. The course may have required proctored exams, in addition to the one or two face to face meetings. A proctored exam is considered one of the face to face meetings if the proctored exam is given to the entire class at a specified time and location. If the student has a choice in when and where to get the exam proctored, the proctored exam is not considered to be one of the face to face meetings.</p> <p>The course may have required synchronous components: the full class may meet online at a specified or scheduled time, in addition to the proctored exams and the one or two face to face meetings.</p> <p><i>{Clarifying the current media code 03}</i></p> <p><u>Current definition:</u> A course delivered entirely or predominately online. Student participation may include synchronous or asynchronous activities which only require a cohort meeting at the beginning or once during the course.</p> <p>Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.</p>
04	ITV Sending	Interactive live video course. This code designates the section where the instructor will be present.
05	Broadcast TV	Course is presented predominantly via broadcast television.
06	Independent Study	A course delivered via correspondence study delivered in a print format.
07	Videotaped	Pre-recorded audio or video course used independently by the student.
08	ITV Receiving	Interactive live video. This code denotes the course section where the students will be receiving the course via ITV.

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09	Blended/Hybrid (Formerly “Web Enhanced”)	<p><u>Recommended definition:</u> A course with reduced classroom seat time and some instruction delivered online. The course blends online and face-to-face delivery. Some of the course content is delivered online. The course has more than two face to face class sessions during the term.</p> <p><i>{Redefinition and clarification of the current media code 09 (Web- enhanced).}</i></p> <p><u>Current definition:</u> Web-enhanced course with limited seat time. A significant portion of the course is delivered via the web. Differs from Internet courses (media code “03”) in that the class does have scheduled meetings beyond initial orientation sessions. Meeting time is less than for traditional sections of the course.</p>
10	Web-Supplemented	<p>Web-supplemented course with no change in seat time. The web is a significant component of the course and is required of all enrolled students, but there is no difference in the class seat time as compared to traditional sections. Removing in FY2012</p>
11	Guided	
12	Online-Completely Online	<p><u>Recommended definition:</u> All instruction for the course is delivered online. The course has NO required face-to-face meetings, NO required proctored exams, and NO required “synchronous” meetings (i.e., there are no meetings of the class at a predetermined or scheduled time. A student may still have arranged meetings with small groups of the class or arranged meetings with the instructor.)</p> <p><i>{New}</i></p>
13	Online -- Completely Online with “synchronous” components	<p><u>Recommended definition:</u> All instruction for the course is delivered online. The course has NO required face-to-face meetings and NO required proctored exams. The course has required synchronous online meetings or activities: the full class meets online at a specified or scheduled time.</p> <p><i>{New}</i></p>

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Summary of Changes to ISRS Media Code Definitions/Descriptions

1. **Online -- Completely Online {New Media Code 12}**
 - a) All instruction for the course is delivered online.
 - b) The course has NO required face-to-face meetings.
 - c) The course has NO required proctored exams.
 - d) The course has NO required “synchronous” meetings: no meetings of the class at a predetermined or scheduled time. (A student may still have arranged meetings with small groups of the class or arranged meetings with the instructor.)

2. **Online -- Completely Online with “synchronous” components {New Media Code 13}**
 - a) All instruction for the course is delivered online.
 - b) The course has NO required face-to-face meetings.
 - c) The course has NO required proctored exams.
 - d) The course has required synchronous online meetings or activities: the full class meets online at a specified or scheduled time.

3. **Online -- Predominantly Online (Media Code 3)**
 - a) Nearly all instruction is delivered online.
 - b) No more than two required activities or meetings of the class as a cohort may occur face to face in the same physical location.
 - c) The course may have required proctored exams in addition to the one or two face to face meetings.
 - d) A proctored exam is considered one of the face to face meetings if the proctored exam is given to the entire class at a specified time and location. If the student has a choice in when and where to get the exam proctored, the proctored exam is not considered to be one of the face to face meetings.
 - e) The course may have required synchronous components: the full class may meet online at a specified or scheduled time, in addition to the proctored exams and the one or two face to face meetings.

**The preceding categories are the only categories that would be included in the Board’s “market driven” tuition and the \$5 per online credit chargeback.*

4. **Blended/Hybrid: Reduced classroom seat time with some instruction delivered online (Media Code 9)**
 - a) The course blends online and face-to-face delivery.
 - b) Some of the course content is delivered online.
 - c) The course has more than two face to face class sessions during the term.

**The preceding (four categories) would be included in the measure referenced in the Board of Trustees FY2010 action plan for “online” and “blended”.*

5. **Classroom (Default “00” media code)**
 - a) All instruction is face-to-face in a classroom setting.
 - b) There is NO reduced seat time.
 - c) The internet and or the Instructional Management System (D2L) may be required for components of the course (e.g., grades, assignments, homework)
 - d) **Combined existing media code categories of Classroom (00) and Web-supplemented (10)**
 - e) **Media code 10 no longer necessary**

Note: All Independent Study courses should be coded under the existing media code 06.

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Media Code Definitions Review Process

Minnesota Online, in coordination with Office of the Chancellor Research and Planning, lead a review process of the Media Codes currently used to describe course delivery methods. The objective of the review is to ensure that the current definitions adequately describe the mode of delivery.

Reasons for considering the change:

- The current definitions of an “online” course and a “hybrid” or “blended” course are not always understood or applied uniformly.
- Course information may not always adequately convey to students important meeting requirements of a course (e.g., test proctoring, face to face meeting requirements).
- The number of blended courses has grown significantly in recent years necessitating a closer look at how the definition is applied.
- The Board of Trustees FY2010 Action Plan includes a measure for increasing enrollment in online and blended courses and asks further refinement of measure for data reporting.
- Other methods for conveying course information through ISRS (e.g., wide spread and consistent use of the optional ISRS fields of “Proctored Test Requirement” and “On-site Seat Requirement”) have not been wholly successful.

Process: Minnesota Online, through the Minnesota Online Council, reviewed the current media code definitions at its September and November meetings. The Council recommended a preliminary set of changes prior to sending the definitions to other groups for review. The preliminary recommendations were sent to interested parties including campus CAOs, Deans, Institutional Researchers, and Registrars, among others. We received approximately 25 comments. A project site was set up providing a venue for interested stakeholders to make comments and view the comments of others. The Minnesota Online staff compiled the comments and adjusted the definitions accordingly. The Council at its January meeting reviewed the updated definitions and recommended the changes to the media codes to Senior Vice Chancellor, Linda Baer.

In crafting the definitions, our primary considerations were how clear the categories are to students so that they understand the type of course they would be taking and the basic course delivery expectations, along with how clear the categories are to the institutions so that they can accurately apply the media codes to the various types of courses.

Note: the preceding definitions are what the institutions will use to code courses. These are not intended to dictate how an instructor will deliver a course, just how a course is coded once the faculty has designed it. These are not what a student would see. Another document will be created to show what the students will see when reviewing courses.