



**Office of Academic Affairs  
Instructional Modes and Class Size for Fall 2021**

This document includes definitions of the instructional modes and the recommended class size for courses offered during the fall 2021 semester.

<b>Instructional Mode</b>	<b>Definition</b>	<b>Recommended Class Size</b>
<b>In-Person (P)</b>	<p>In an In-Person class, all required class meetings occur on campus, during scheduled class meeting times. Contact includes instruction, learning activities, and interactions (both student-student and student-instructor). An In-Person class where material is provided online, via a learning management system or website, does not displace any of the required contact hours that would normally occur in a scheduled In-Person class. Assignment deadlines and exams days/times are maintained and included on the class syllabus. All In-Person class meeting days/times must also be listed in the schedule of classes located on the syllabus.<sup>A</sup> Due to COVID-19 safety protocols, social distancing must be maintained in classrooms where In-Person courses will be held. This requires that the number of students physically allowed into the classroom be limited. All in-person classes will be live-streamed in real-time (at the time the class meets) for students not attending the class in-person.</p> <p><i>It is recommended that faculty create a schedule for students to attend in-person classes to ensure social distancing.</i> For example, a faculty member could use a Block Schedule and divide students in the course into three blocks (e.g., Block A, Block B, and Block C) that attend class in-person on alternating weeks. Ten students in the course would be assigned to Block A; another 10 students would be assigned to Block B; the final 10 students would be assigned to Block C. A student assigned to Block A might attend the in-person lectures in weeks one, four, seven, ten, and thirteen. Students assigned to Group B might attend the in-person lectures during weeks two, five, eight, and eleven. Student assigned to Group C might attend the in-person lectures during weeks three, six, nine, and twelve. Students whose block does not meet in a particular week would watch the streamed lectures live and in real-time. Faculty will inform students of their assigned block. Such a schedule would allow students to take advantage of increased face-to-face interactions with the faculty member and peers in the classroom while maintaining social distancing.</p>	<ul style="list-style-type: none"> <li>• In-Person Lecture: 30 students</li> <li>• In-Person Labs: Class size will be based on the capacity of the lab</li> </ul>



Instructional Mode	Definition	Recommended Class Size
<b>Hybrid (H)</b>	<p>In a Hybrid class, online contact hours (synchronous* or asynchronous*) displaces some portion of the required contact hours that would normally take place in a scheduled in-person (face-to-face) class. Contact includes instruction, learning activities, and interactions (both student-student and student-instructor). A hybrid class is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another, instead of treating the online component as an add-on or duplicate of what is taught in the classroom. Assignment deadlines and exams days/times are maintained and included on the class syllabus. All In-person and synchronous online class meeting days/times must be listed in the schedule of classes for students.<sup>A</sup></p> <p>In a hybrid course, <i>faculty determine when the in-person portion of the course meets. To facilitate social distancing, faculty will determine which students attend in-person classes and on what days. Faculty will also inform students of the days they can attend the face-to-face portion of the course.</i> It is recommended that faculty create a schedule for students to attend in-person classes to ensure social distancing. For example, a Block Schedule could be used.</p>	<ul style="list-style-type: none"> <li>• Hybrid Lecture: 30 students</li> <li>• Hybrid Labs: Class size will be based on the capacity of the lab</li> </ul>
<b>Online (O)</b>	<p>In a synchronous* or asynchronous online course, *all required contact hours are online. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All the class work, examinations, quizzes, writing assignments, lab work, etc. are fully online. All synchronous class meeting days/times must be listed in the schedule of classes for students.<sup>A</sup></p> <p>The definitions of synchronous and asynchronous are provided at the end of this document.</p>	<ul style="list-style-type: none"> <li>• Online Lecture: 30 students</li> <li>• Online Labs: 30 students</li> </ul>
<b>HyFlex (H)</b>	<p>HyFlex courses are delivered in multiple modes, concurrently. These courses offer students a great deal of flexibility because students can choose to participate in any one of three following modes based on their personal preferences:</p> <ul style="list-style-type: none"> <li>• In-person: Face-to-face and live in class sessions</li> <li>• Online (Synchronous): Face-to-face remote live class session</li> <li>• Online (Asynchronous): Remote and asynchronous</li> </ul> <p>As part of a CUNY-wide initiative, the College will pilot HyFlex courses in fall 2021 and spring 2022 with a small group of 8-10 faculty who are teaching in-person courses and who volunteered to participate.</p>	<ul style="list-style-type: none"> <li>• 30 students</li> </ul>

<sup>A</sup> These definitions were provided in a memo re-issued by Vivek Upadhyay, University Executive Registrar on June 3, 2020.

\*The definitions for synchronous and asynchronous can be found on the following page.



### **Definitions: Synchronous and Asynchronous**

- **Asynchronous:** Asynchronous class meetings do not require you to log in to your virtual classroom at a specified time. Students do not have to follow a strict schedule to engage in live classes or discussions, and the only requirement regarding when they turn in their work is the assignment deadline, not an arbitrary timeline. Assignment deadlines and exams days/times are maintained and included on the class syllabus. Per best practices, instructors should create non-mandatory opportunities for live interactions with and among students.
- **Synchronous:** Synchronous classes meetings resemble traditional on-campus In-Person classes in that students must be (virtually) present at the same time. Though they are conducted virtually, synchronous classes meet in real-time. Students must commit to scheduled class times and sign onto their virtual learning platform on schedule. During these classes, students will engage with the instruction during online lessons and presentations and even have virtual class discussions. Assignment deadlines and exams days/times are maintained and included on the class syllabus. All Synchronous class meeting days/times must be listed in the schedule of classes for students. Per best practices, instructors should make effective use of learning management systems for the posting of class materials and submission of class assignments.