Learning Modes, a Supplement to APDB Class Scheduling Instructions

Effective Summer 2015, the Chancellor's office requires all CSUs to track the mode of instruction of their classes in order to identify the learning mode of courses more distinctly. ***Updated for Fall 2020 classes (p. 6).***

From the CO APDB Reference Manual 05/20/2015:

Definition: Learning Mode - A two-character code that, for a given course offering, identifies the instructor/ enrolled students environment as either live instructor with physically present students ("Face-to-Face" mode) or prescheduled (days/hours) remote broadcast of instruction ("Synchronous" mode) or web delivered instruction available to students 24/7 ("Asynchronous" mode). Campus reported Learning Mode and Space Type codes allow for a quantitative assessment of the extent to which the use of available remote instructional technology reduces the need for traditional lecture and laboratory SFDB space.

Nine new Learning Mode values are ready to use in SOLAR. Codes "07" and "08" are deprecated and will not be used (not listed below). Valid codes are 01-06, 09, and 10-11.

01   Asynchronous instructional delivery course section in which the instructional content is delivered exclusively online to access at any time from any location – AB386

02   Synchronous instructional delivery course section in which instructional content is delivered exclusively online on pre-scheduled days/hours to access from any location .

03   Asynchronous instructional delivery course section in which the instructional content is delivered exclusively via distance education to access at any time from any location. Scheduled face-to-face meetings may be required for orientation, testing, or academic support services – IPEDS Federal Distance Education.

04   Synchronous instructional delivery course section in which instructional content is delivered exclusively via distance education on pre-scheduled days/hours to access from any location. Scheduled face-to-face meetings may be required for orientation, testing, or academic support services – IPEDS Federal Distance Education.

05   Face to face + asynchronous hybrid instructional delivery course section in which the instructional content is delivered both face-to-face and exclusively online to access at any time from any location.

06   Face to face + synchronous hybrid instructional delivery course section in which the instructional content is delivered both face-to-face and exclusively online on pre-scheduled days/hours to access from any location.

09   Face-to-face instructional delivery course section in which instructional content is delivered fully onsite with face-to-face interaction between the instructor and student.

10   Asynchronous + Synchronous hybrid instructional delivery course section in which instructional content is delivered exclusively online both to access at any time from any location and on pre-scheduled days/hours from any location.

11   Asynchronous + Synchronous hybrid instructional delivery course section in which instructional content is delivered exclusively via distance education both to access at any time from any location and on pre-scheduled days/hours from any location. Scheduled face-to-face meetings may be required for orientation, testing, or academic support services – IPEDS Federal Distance Education hybrid.

HOW DOES IT WORK?

The Learning Mode and Space Type must be entered for every "active" class section scheduled.

It is important for chairs to impart the mode of instruction to scheduling staff in order to avoid misreporting of data to the CO.

What is different is that the Learning Mode previously entered (Basic Data page > Instruction Mode = "A, S, P") is now a two-digit numeric value and located on the Meetings page in the Schedule of Classes. The Space Type values and location remains unchanged. Both items can be accessed from these two components, *Maintain Schedule of Classes* or *Schedule Class Meetings*.

The majority of CSUN classes are face-to-face. To save time, SOLAR is setup to automatically default to Learning Mode "09" (face-to-face). Learning Mode changes are needed for only for the 8 other special class types.

Use the **Class APDB Mapping Values** link to enter the **Learning Mode** of an "entire" class section.

Use the **Meeting APDB Mapping Values** link to enter the **Space Type** of an "individual" meeting pattern.

As with any term, data is reported to the CO at census.

Follow Academic Planning Database (APDB) guidelines regarding submission of your APDB data requirements.

If further information is needed, contact the CSUN APDB Coordinator in Institutional Research at ext. 4554.

INSTRUCTIONS

1. Go to the Meetings page.

2. Click the **Class APDB Mapping Values** link.

3. The **APDB Class Section Values** component displays.

4. Enter the appropriate two-digit numeric ***APDB Learning Mode** or use the lookup feature to select one from the menu. (The Learning Mode only needs to be entered once in the **Class APDB Mapping Values** link.)
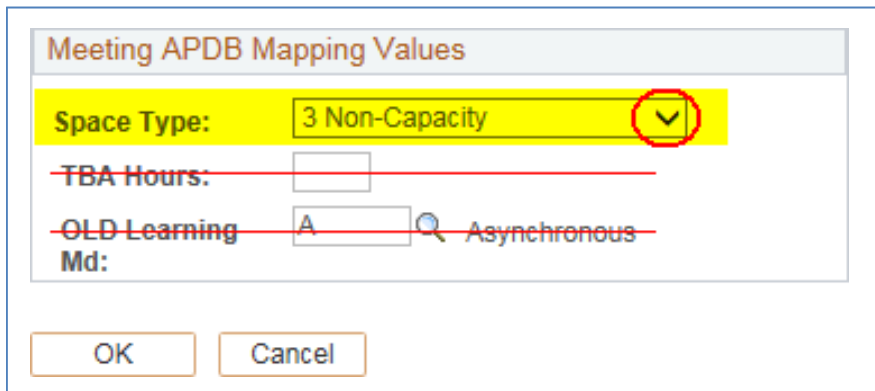

5. When done, select OK.

6. Click the **Meeting APDB Mapping Values** link to enter the Space Type of an individual meeting pattern.
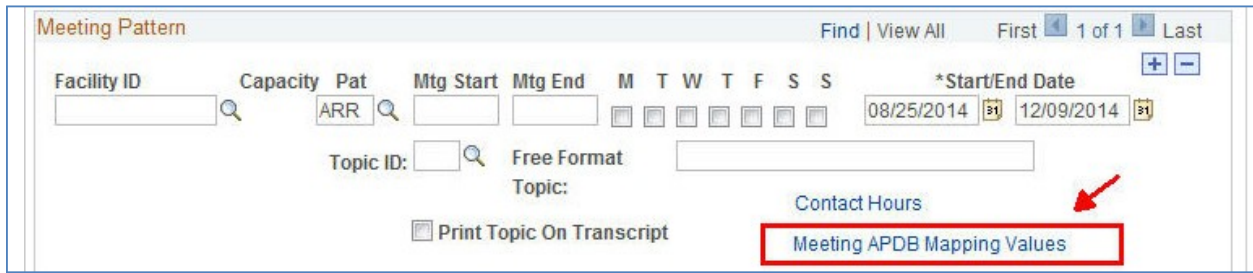
7. Select the down arrow to open the Space Type menu. Ignore "TBA Hours" and "Old Learning Md."

8. Choose a Space Type option: **1, 2, or 3**. (Do not use: "0" or "4" these are not valid CSUN options.)
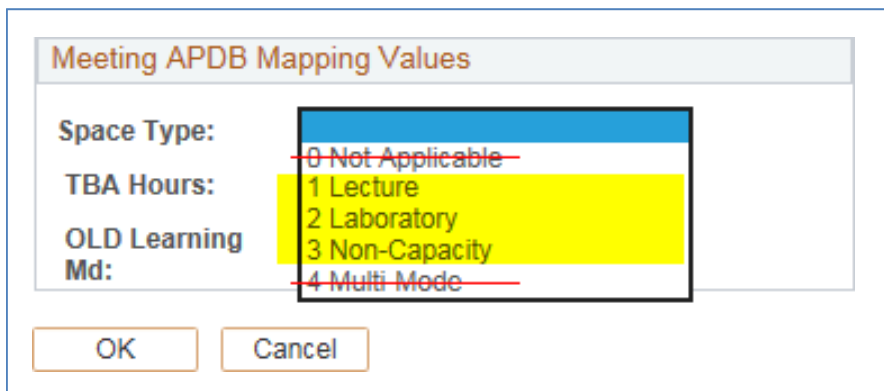
9. Click **OK** to save and return to the Meetings page.

10. Repeat Steps 6-8 for each additional meeting pattern row. Use the arrows to navigate to each row.

11. When done, continue to enter other required class information on the Enrollment Cntl, Notes and Exam pages.

AUDIT YOUR WORK

The SOC Download (NRSR0036) Report has been updated to include the new Learning Mode and Space Type fields. Use the 36 report to ensure department class data is correctly reported to the CO.

	Term	Session	Subject	Catalog Nbr	Class Nbr	Section	Class Stat	APDB Mode	MTG PAT Nbr	Space Type	Facility ID	Days
1	Term	Session	Subject	Catalog N	Class N	Section	Class Stat	APDB Mode	MTG PAT Nbr	Space Type	Facility I	Days
2	2155	R1	ELPS	699Z	10321	01	A	09	1	3 Non-Cap		ARR
3	2155	R1	ELPS	710	10300	01	A	09	1	1 Lecture	ED3111	W
4	2155	R1	ELPS	7	10	01	A	09	1	1 Lecture	ED3111	R
41	2155	R1	NURS	318	10483	01	A	09	1	1 Lecture	JD2522	W
42	2155	R1	NURS	318L	10484	01	A	09	1	2 Lab	JD2522	W
43	2155	R1	NURS	318L	10484	01	A		2	2 Lab	JD2202	W
44	2155	R1	NURS	318L	10484	01	A		3	3 Non-Cap		R
45	2155	R1	NURS	318L	10485	02	A	09	1	2 Lab	JD2202	W
46	2155	R1	NURS	318L	10485	02	A		2	2 Lab	JD2202	W
47	2155	R1	NURS	318L	10485	02	A		3	3 Non-Cap	OFFCAM	R
48	2155	R1	NURS	318L	10486	03	A	09	1	2 Lab	JD2202	W
49	2155	R1	NURS	318L	10486	03	A		2	2 Lab	JD2202	W
50	2155	R1	NURS	318L	10486	03	A		3	3 Non-Cap	OFFCAM	R
51	2155	R1	NURS	319	10487	01	A	09	1	1 Lecture	JD2523	M
52	2155	R1	NURS	426	10488	01	A	09	1	1 Lecture	JD2524	T
53	2155	R1	NURS	427	10489	01	A	09	1	1 Lecture	JD2524	M
54	2155	R1	NURS	427	10490	02	A	09	1	1 Lecture	JD2524	W
55	2155	R1	NURS	427L	10491	01	A	09	1	2 Lab	JD2524	M
56	2155	R1	NURS	427L	10491	01	A		2	3 Non-Cap	OFFCAM	ARR
57	2155	R1	NURS	427L	10492	02	A	09	1	2 Lab		M
58	2155	R1	NURS	427L	10492	02	A		2	3 Non-Cap	OFFCAM	ARR
59	2155	R1	NURS	427L	10493	03	A	09	1	2 Lab		ARR
60	2155	R1	NURS	427L	10493	03	A		3	3 Non-Cap	OFFCAM	ARR

1. **Class Number**
   a. A unique five-digit number that identifies the particular class in which a student will register.

2. **Section Number**
   a. A two-digit sequence number of a class.

3. **APDB Mode**
   a. A two-digit number that represents the Learning Mode of a class section. It only needs to be entered once in the **Class APDB Mapping Values** link.

4. **MTG PAT Nbr**
   a. A sequence number that is automatically assigned by SOLAR when adding a new meeting pattern to a class section. IMPORTANT! The sequence number will not update when a meeting pattern is deleted from a class section.

5. **Space Type**
   a. This field represents the type of space utilized for an individual meeting pattern.

If you are still unsure which Space Type or Learning Mode values to choose, contact the CSUN APDB Coordinator in Institutional Research at ext. 4554.

LEARNING MODE REFERENCE CHART

The Learning Mode and Space Type must be entered for every "active" class section scheduled. The Chancellor's office requires all CSUs to track the mode of instruction to identify the learning mode of courses more distinctly.

The majority of CSUN classes are face-to-face, so SOLAR is setup to automatically default the Learning Mode to "09" (face-to-face). Once you update the Mode of Instructions, then be sure to add the Space Type.

- Use the **Class APDB Mapping Values** link to enter the **Learning Mode** of an "entire" class section.
- Use the **Meeting APDB Mapping Values** link to enter the **Space Type** of an "individual" meeting pattern.

To determine the Learning Mode, ask what is the format of the ONLINE portion (sync / async), and then from the choices below, select the appropriate mode (01-06). If the course does not have an online segment (OFx, OCx, OHx), use mode 09 (traditional crse).

MODE OF INSTRUCTION	LEARNING MODE #	COURSE ATTRIBUTE & VALUE	SPACE TYPE
Fully online (OF) Arranged (ARR) Add note 9999	01	OLNF + FOA *and* FONL + AB386/CM (fa/sp) *or* FONL + SELF (self-support su)	Online = 3 Non-Capacity
Fully online (OF) Day and Time Class note 9999	02	OLNF +FOS *and* FONL + SELF (self-support su) *if applicable*	Online = 3 Non-Capacity
Mostly online (OC) ARR and campus visit(s) Add 1st note: 9998 Add 2nd note if campus PAT is not known: 9996	03	OLNC + COA	Online PAT = 3 Non-Capacity Campus PAT = 1 Lec or 2 Lab
Mostly online (OC) Day & Time w/campus visit(s) Add 1st note: 9998 Add 2nd note: 9996 if campus pat is not known	04	OLNC + COS	Online PAT = 3 Non-Capacity Campus PAT = 1 Lec or 2 Lab

Hybrid (OH) with asynchronized online pattern
 Two required meeting patterns:
     On-campus: Room, Day & Time
     Online: ARR
 Add note 9997
	05	OLNH + OH	Campus PAT = 1 Lec or 2 Lab
			 Online PAT = 3 Non-Capacity

Hybrid (OH) with a synchronized online pattern
 Two required meeting patterns:
     On-campus: Room, Day & Time
     Online: Day & Time
 Add note 9997
	06	OLNH + OH	Campus PAT = 1 Lec or 2 Lab
			 Online PAT = 3 Non-Capacity

Traditional on-campus class	09	System default	1 Lecture, 2 Laboratory or 3 Non-Capacity
Fully online (OF) Arranged (ARR) And Day and Time Class note 9995	10	OLNF + FOI *and* FONL + SELF (self-support su) *if applicable*	Online = 3 Non-Capacity
Mostly online (OC) ARR and Day & Time w/campus visit(s) Add 1st note: 9994 Add 2nd note: 9996 if campus pat is not known	11	ONLC + COI	Online PAT = 3 Non-Capacity Campus PAT = 1 Lec or 2 Lab

DEFINITIONS

[1] **A = Asynchronous** – technologies that do not require the instructor and student to be online at the same time (e.g. Message Boards, Wikis, Podcasts and Lecture Capture).

[2] **S = Synchronous** – technologies that require the instructor and student to be online at the same time (e.g. Chat, Virtual Classrooms, and Google Hangouts).

[3] **I = Intermittent** – refers to classes in which instruction is a mix of scheduled meetings, whether face-to-face (COI) or online (FOI), and online anytime access.

[4] **Deprecated** - no longer supported (i.e., Learning Modes 07 and 08); often refers to a suggested replacement.