



# Operating Protocol & Procedure

## Details:

Number: 626

Title: Hyflex Instruction

Category: Instruction

Office of Primary Responsibility: Vice President of Academic Support

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Effective Date: 12/9/24

Revised: N/A

Reviewed: December 2024

## Purpose:

To establish requirements to ensure rigor and quality instruction for Hyflex course offerings

## Applicability:

Faculty and instructors

## Definitions:

Hyflex - Courses that are highly flexible synchronous courses that can be delivered entirely remotely in real-time, entirely in person in real-time, or a combination of the two.

## References:

PCC Operating Protocol 232, Employee Work Hours, Schedules, and Remote Work

PCC Operating Protocol 600, Instruction

## Attachments or Related Documents:

None

## Operating Protocol:

To ensure rigor and quality instruction in Hyflex offerings, all faculty/instructors who teach Hyflex courses are to be trained in the pedagogy, techniques, and best practices of Hyflex instruction

## Procedure:

- Hyflex instruction is only to be used in courses designated as Hyflex (HF) in Banner.
- Faculty/instructors of Hyflex courses are expected to deliver quality instruction to students attending in-person and remotely. This is accomplished by the following:
  - Completing “The Basics” of the Hyflex MasterClass Program through CTEAL prior to the first semester teaching Hyflex courses
  - Continuing to refine Hyflex teaching skills/pedagogy through professional development

- Hyflex courses are to be taught in the classroom, except in special circumstances approved by Department Chairs/Coordinators.
- In the case of an off-campus remote location, it is the faculty/instructor's responsibility to ensure that they have access to reliable internet and appropriate technology to conduct the course in the same manner they would in a classroom.
- All classes are to be 100% real-time live meetings delivered in-person and via technology at the days/times listed in the course schedule. Class cancellations for Hyflex courses should be handled in the same manner as class cancellations for face-to-face courses.
- The remote attendance option is the only significant difference between this course and a standard face-to-face course. Faculty and instructors are expected to follow all PCC policies and best practices applicable to face-to-face courses.
- Students choosing to attend Hyflex courses remotely via technology are expected to have access to reliable internet and the appropriate technology.