

Policy Title: Hybrid Learning Delivery Policy

Policy ID: 2-225

Approved by: Vice President, Academic

Executive(s) Responsible: Vice President, Academic

Administrator(s) Responsible: Program Managers; Quality Assurance Staff

Revision Date: August 13th, 2024

Effective Date: January 17, 2022

Next Review Date: August 2025

Background and Scope

Treas Institute (the College hereafter) is committed to providing a high-quality hybrid educational experience for students.

Hybrid programs do not offer a full online experience or a full in-person experience. These programs use in-person, online-synchronous (online faculty led class) and/or online asynchronous (online - self-paced without faculty present) mediums to deliver program content. Some programs do not offer asynchronous delivery modes due to the nature of their discipline or relevant industry regulations and expectations.

This policy applies to all students and employees involved in any of the College's programs and operations, including any collaborative programs or operations.

Purpose of the Policy

This policy outlines the responsibilities of the College's staff and students in online or hybrid learning, including the technological requirements to participate in hybrid learning.

Definitions

Hybrid Learning: is an educational model that combines in-person learning with online synchronous and/or asynchronous delivery methods. Some programs cannot be delivered asynchronously (for example, PSW).

LMS: is a learning management system that Treas utilizes to deliver online portions of the Hybrid Learning model.

Canvas: Canvas is a web-based learning management system. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement. Canvas includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

Policy Statements

1. The course modules, information and assignments and other elements must adhere to a consistent format in clear and precise language.
 - 1.1. Course information, requirements and mode of delivery must be stated clearly and included in the student contract (see appendix A for an example).
 - 1.2. Assignments should be built into the online course environment in advance with descriptions, instructions, rubrics and due dates.
2. Faculty must participate in mandatory training related to teaching in a hybrid environment prior to delivering hybrid learning.
3. Students will receive specific training materials on how to engage most successfully in online or hybrid learning environments.
4. Synchronous online sessions should adhere to the same active learning principles as in-person instruction.
 - 4.1. Online learning should incorporate frequent learning activities, active discussions, virtual breakout rooms, visual elements and other pedagogical strategies to maintain student engagement.
5. Students are expected to adhere to the Student's Code of Conduct while participating in online learning environments.
 - 5.1. Students must respect each other and the faculty in the virtual classroom as they would in-person.

6. Students must use the email address provided by the College at all times when engaging in hybrid learning.

6.1. Students are not to share any credentials provided to them by the College with anyone under any circumstance.

7. Students will not allow anyone other than themselves to participate in lessons or evaluations on their behalf.

8. The College reserves the right to verify a student's identity periodically during online or hybrid learning. Please refer to the Visual Confirmation Policy (2-227) for more information regarding this verification.

9. Students, faculty and staff must be able to access electronic devices meeting the minimum technical requirements necessary to participate in hybrid learning.

10. The technological requirements necessary to successfully participate in hybrid learning include:

- A home or office desktop or laptop computer with a high-speed internet connection.
 - If a student has a PC:
 - Windows XP, Vista, 7, 8, 8.1, 10 are compatible operating systems.
 - Web browsers supported include Firefox, Chrome, Internet Explorer 10 or higher.
 - If a student has an Apple Mac:
 - Compatible operating system include OS X
 - Web browsers supported include Firefox, Chrome, or Safari
- Word-processing software
- Functioning camera
- Functioning microphone

10.1. All students of Trebas have access to computer labs on campus, but availability cannot be guaranteed, and some program software may not be available on all open access computers.

10.1.1. Ample computers, software and other technological requirements necessary for the completion of standard, discipline-specific

examinations will be provided by the College (NACC PSW final exam, for example).

10.2. Use of a mobile phone or tablet to participate in the hybrid program will not be permitted due to the platforms being incompatible with those devices.

11. Learning platforms and technology licences purchased to support hybrid learning is managed by the IT department.

12. Both Trebas faculty and students can consult the members of the Student Services Team to obtain support on matters related to the platforms and tools involved in hybrid learning. Should students experience any technical issues with one of the platforms, they can contact the Student IT Help Desk for support at support@mytrebas.ca.

12.1. Each student will have access to tutorials available via Canvas to prepare them for the hybrid learning model and its unique opportunities and challenges.

13. The College’s Privacy Policy outlines the data we collect under specific circumstances including hybrid learning environments.

14. Refunds, expulsions, complaints and other academic policies apply in the same manner to online or hybrid learning environments just as they do to in-person instruction unless otherwise stated.

Related Legislation

- 1) Personal Information Protection and Electronic Documents Act (PIPEDA)
- 2) Private Career Colleges Act, 2005

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	2-201
Complaints Policy	3-301

Visual Confirmation Policy	2-227
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Document History

Date	Approval/Review/Key Change(s)
January 17, 2022	Approval
April 6, 2023	Review and reformatting. Addition of AI section.
August 14 th , 2024	Revision removing redundant clauses led by Academic Excellence

Appendix A.

Student declaration

I understand that this program will be delivered **online** or **hybrid in-person/online**. The private career college has provided me with the following:

- A program delivery breakdown added as an attachment to my contract, with details of the delivery format for each subject, the locations of the training (in- person and online hours), and which subject(s) include synchronous learning (scheduled instruction, live in person or live in an online environment) See example of program delivery chart below.
- Details of the orientation to online/hybrid learning provided by the private career college, any relevant guidance materials to use the online platform(s) and direct contact information for technical support.
- The equipment needed to succeed in the program or a list of the technical standards for the equipment needed, including minimum levels of internet access and speed required.
- Details on how I will verify my identity in the online platform and when completing online evaluations or assessments. I acknowledge that the private career college must confirm my identification for this purpose.

- Details on my obligations with respect to keeping secure any user credentials (usernames, passwords, access codes etc.) issued to me for participation in online or hybrid delivery.
- Details of my obligation not to permit someone else to take part in my lessons or evaluations.
- Details on how the private career college will protect my privacy and personal information when working in the online environment.
- The complete, itemized costs of this program including any fees that are related to online delivery (such as fees for licenses or specialized equipment).
- An explanation of how the private career college’s refund, expulsion and complaint policies apply with respect to students enrolled in programs with online and hybrid delivery.

I acknowledge that I received and understand the information provided by the private career college as required by the *Superintendent’s policy directive for training programs with online and hybrid delivery formats* and that if I have concerns that the private career college is not meeting those standards, I can file a complaint through the procedure outlined in my student contract.

I am signing this form as part of my Student Enrolment Contract.

Name: _____

Date: _____

Program: _____

Number	Subject	Hours	Delivery Mode	In-Person Hours	Online Synch Hours
1	PSW Foundations	55	Online synchronous	X	55

2	Safety and Mobility	40	In-person & online synchronous	18	22
3	Body Systems	40	Online synchronous	X	40
4	Assisting with Personal Hygiene	30	In-person & online synchronous	18	12
5	Abuse and Neglect	15	Online synchronous	X	15
6	Household Management, Nutrition and Hydration	25	Online synchronous	X	25