# Hybridize Your Course FLC: Ease Scheduling and Increase Flexibility

## What are Hybrid Courses and Room-sharing?

* Hybrid courses typically meet half their time online—e.g., in a Monday/Wednesday course, the class might meet physically on Mondays and have online assignments activities to complete in lieu of the Wednesday meeting.
* Room sharing is possible since one class can meet in the physical room on Mondays, and the other can meet there on Wednesdays.

## How does this benefit you and your faculty?

* Increased scheduling flexibility for departments, since fewer rooms are needed.
* Increased scheduling flexibility for instructors, reducing the time they spend in class.
* Reduced campus-level demand on popular rooms and time slots, especially during Ballantine Hall remodeling.
* Potential for priority scheduling in rooms and time slots.
* Promoting active learning through careful course redesign.

## What should you do next?

* Identify an instructor teaching two sections of the same course (e.g., one section meets Monday at 1:00, and the other meets Wednesday at 1:00) or two similarly-sized courses that can room-share.
* All room-shares must be arranged at the department level; the Registrar’s office will only accept pre-determined pairs.
* Plan on the following:
  + FLC meets throughout Spring and Summer semesters to assist with course, assignment, and materials design; Instructors begin development of course materials—e.g, video mini-lectures, assignments, modules etc.
  + Attend the Blended Learning & Digital Distraction SoTL Event from speaker Katie Linder (Oregan State University), Mar 21-22, 2019
  + Fall 2019: Implementation of hybrid courses; FLC continues to meet to offer ongoing support.
  + $1,000 course development stipends are available to 20 full-time instructors (tenure-track and non-tenure track) for participation in the FLC and implementation of hybrid courses.
* Contact the Registrar’s office if you need assistance with scheduling of paired classes.

## What are the important deadlines?

* Departments must inform the Registrar of their desire to participate in this program by **November 16, 2018** in order to secure shared room arrangements for **Fall 2019**.
* Participants must return this form, signed by both parties, by **December 7, 2018**.

## How do we learn more?

* For scheduling questions, contact Mike Carroll, IUB Office of the Registrar, [mcarroll@indiana.edu](mailto:mcarroll@indiana.edu)
* For questions, contact Matt Barton, Instructional Consultant & Media Specialist, [mattbart@indiana.edu](mailto:mattbart@indiana.edu)

By signing below, you indicate your commitment to hybridizing your course for the Fall 2019 semester.

Signature of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Departmental Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_