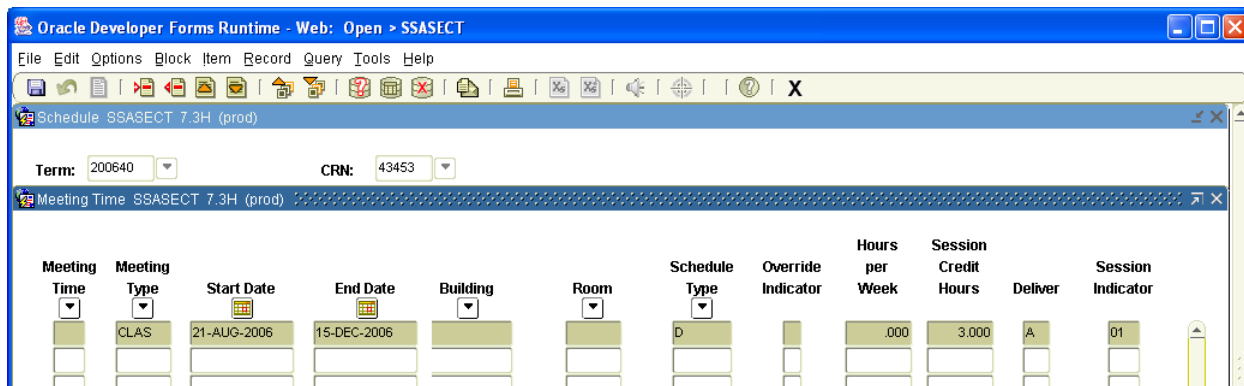


Delivery Method for Class Meetings

The Chancellor's Office requires that the Delivery Method be indicated for every class meeting. In Banner, the Delivery Method is attached to each meeting record of every class section in the Meeting Time block of the SSASECT form. It is the rightmost column in the area where days-of-the-week, times and mode of instruction are entered (see screen picture below).



Meeting Time	Meeting Type	Start Date	End Date	Building	Room	Schedule Type	Override Indicator	Hours per Week	Session Credit Hours	Deliver	Session Indicator
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The Delivery Method for a class meeting must be one of the following:

- F = Class meeting is conducted **“Face-to-Face”**, i.e., the students meet with an instructor in some fixed location. Classroom locations, meeting days, and times, should be entered for face-to-face meetings. *Independent study* and *student teaching supervision* classes should generally be considered face-to-face and indicated as meeting in a TBA or Off-campus location. Face-to-Face instruction is considered the default and is appropriate for the majority of class meetings.
- S = **Synchronous** -- Class meeting is not conducted Face-to-Face, but it occurs at a regular scheduled time (e.g., a televised broadcast). When a class is broadcast at a specific day(s)/times from a room in which both the instructor and students are in attendance, then the delivery method should be reported as face-to-face. When the students and instructor are **not** together at the same location, then the delivery method should be reported as Synchronous. A regularly scheduled class in which students are required to be on-line for discussion purposes should be reported as S with the room left blank.
- A = **Asynchronous** -- Class meeting is not conducted Face-to-Face and does not occur at a regularly scheduled time. A fully web-based class, by definition does not meet at regularly scheduled days/times, and so should be reported as Asynchronous delivery method, with Meeting Days, Room, and Begin/End times set to blanks.

A class section may contain a meeting that is face-to-face, and another meeting that is either synchronous or asynchronous (e.g. synchronous lecture broadcast, and face-to-face lab). The delivery method may be indicated for each separate meeting/mode record in the Meeting Time Block of the SSASECT form. **If multiple delivery methods are used over the term, indicate the method which is used for the majority of time.** For example, if web based instruction is used to augment a mostly lecture mode class, the entire sections should be reported as face-to-face.

When indicating the delivery method, please keep in mind the following quoted from Chancellor's Office documentation:

The intent of this code is to help assess the extent to which the use of instructional technology reduces the need for traditional lecture and laboratory space facilities.