Agreement Regarding Modes of Instruction

A. Introduction

Recognizing that the aim of the college/school is to strike a balance between meeting student enrollment pressures, the pedagogy of respective disciplines, and budget constraints, each academic unit and department has the responsibility of allocating its resources in a prudent manner. Each course within a department should be categorized by mode, level and class size. This policy should be approved by the unit dean. Written justification outlining mitigating factors for exceptions to the ranges for the modes of instruction described above, including accreditation considerations and historical records of enrollments for the course, must be provided by the department chair after negotiation with the affected faculty member/s, and approved by the unit dean.

The following lower and upper ranges discussed are fundamentally intended as guidelines for generalized administration responses to program plans on a departmental and interdepartmental basis. It is clear that strict adherence to these guidelines will not provide a suitable practical basis for decisions to reconcile cost efficiency and intellectual needs of either students attending EWU or citizens residing in the surrounding region.

B. Modes of Instruction

1) Mode: LECTURE
   SIS Activity Code: LEC
   Class Size Range:
   100 - 200 Level [20 to 140]
   300 - 400 Level [15 to 80]
   Graduate Level [10 to 60]

   General Description:
   This is the traditional instructional mode of university courses. In this mode, the instructor directly presents information to a group of students. This mode of instruction involves the standard lecture format of traditional university courses in which the instructor is primarily a provider of information, and students are recipients of that information, although there may be some limited dialogue between students and instructor.

2) Mode: LECTURE WITH LAB
   SIS Activity Code: LEL
   Class Size Range:
   100 - 200 Level [20 to 80]
   300 - 400 Level [15 to 60]
   Graduate Level [10 to 40]

   General Description:
   This mode of instruction is similar to the lecture mode in that the instructor directly presents information to a group of students, although there may be some dialogue between students and instructor. Additionally, professors supplement lectures with some laboratory work as a minor part of the course with possible collaboration among students.
3) **Mode:** LECTURE WITH PRACTICE OR DISCUSSION  
**SIS Activity Code:** LPD  
**Class Size Range:**  
- 100 - 200 Level: [20 to 80]  
- 300 - 400 Level: [15 to 60]  
- Graduate Level: [10 to 40]  

**General Description:**  
This mode of instruction is similar to the lecture mode in that the instructor directly delivers information to a group of students. Additionally, instructors incorporate a substantial amount of student practice of lecture material and/or class discussion of lecture material into the classroom experience that may include small group work.

4) **Mode:** SEMINAR AND DIALOGUE  
**SIS Activity Code:** SEM  
**Class Size Range:**  
- 100-200 Level: [15 to 30]  
- 300 - 400 Level: [10 to 25]  
- Graduate Level: [10 to 25]  

**General Description:**  
This mode of instruction has a format similar to the lecture mode in that the instructor and the students engage in the direct exchange of information. However, the typical seminar/discussion course is less formal in structure, and may require the students themselves to present, orally and/or in written form, new information to one another and to the professor. In general, this mode of instruction is more interactive between the instructor and the students, and among the students, than the lecture mode, and involves the analysis and synthesis of information gathered through other modes of instruction.

5) **Mode:** LABORATORY  
**SIS Activity Code:** LAB  
**Class Size Range:**  
- 100-200 Level: [10 to 40]  
- 300 - 400 Level: [10 to 40]  
- Graduate Level: [10 to 40]  

**General Description:**  
This mode of instruction requires students to practice and explore principles, theories, and methods in a controlled laboratory environment. The instructor assists students in using instrumentation specific to a discipline and helps students acquire applied skills. Students receive less direction from the instructor and have more independence in this mode than in the lecture with laboratory mode.

6) **Mode:** PERFORMANCE AND SIMULATION  
**SIS Activity Code:** PAS  
**Class Size Range:**  
- 100-200 Level: [10 to 30]  
- 300 - 400 Level: [10 to 30]  
- Graduate Level: [10 to 30]  

**General Description:**  
This mode of instruction requires students to practice principles, skills, theories, and methods in a simulated environment other than a laboratory. The instructor assists students performing or simulating tasks specific to a discipline, and helps students acquire applied skills. Students receive moderate direction from the instructor and have
considerable independence in this mode.

7) **Mode:** FIELD APPLICATION  
**SIS Activity Code:** FIE  
**Class Size Range:**  
- 100-200 Level: 10 to 30  
- 300 - 400 Level: 10 to 30  
- Graduate Level: 10 to 30  

**General description:**  
This mode of instruction typically involves study in an applied setting distinct from the traditional classroom setting and university environment, and can include intensive experiences in outdoor settings. Students apply theories, principles, methods, and skills of practice acquired through other modes of instruction to an applied or natural setting where professionals, in the student’s field of study, are typically engaged.

8) **Mode:** INDEPENDENT STUDY  
**SIS Activity Code:** IND  
**Class Size Range:** Usually limited to one (1) enrolled student  

**General description:**  
In this mode of instruction, an instructor and student meet independently and set goals for the student to reach by the end of the academic term. This mode may include a research project or research literature reports developed by a student under the supervision of an instructor.  
Faculty credit=0.2 x CR.

9) **Mode:** THESIS OR RESEARCH PROJECT  
**SIS Activity Code:** THE  
**Class Size Range:** Usually limited to one (1) enrolled student  

**General description:**  
This mode of instruction represents a summative assessment of the student’s academic competence in his or her field of study. It is distinguished from the summative experience of the field study that focuses mainly on the student’s professional application of skills, knowledge, and techniques in the applied or natural setting. The thesis or research project typically involves the preparation and defense of a research document.  
Faculty credit=0.2 x CR.
C. Exceptions

Exceptions to the class size guidelines for any mode must be approved by the appropriate unit dean. Such exceptions include, but are not limited to, the following.

(1) Exceptions to Upper Class Range:

   (a) Unanticipated over-enrollments which cannot be resolved by adding sections when failure to over-enroll would represent a substantial hardship to students.
   (b) When large lecture sections break down into smaller laboratory or recitation sections for at least 20% of the students’ classroom contact.
   (c) When tutoring assistance is specifically arranged for the enrollments Involved
   (d) When unanticipated faculty reductions due to illness, death and so on, create a temporary necessity for large sections which cannot be avoided by other means.
   (e) When classroom space availability is limited and large sections cannot be avoided by other means. This can happen through temporary activities such as building remodeling, or for unanticipated reasons such as structural damage resulting from fire, flood, earthquake or windstorm.
   (f) When circumstances determine that full use of a large technology enhanced lecture hall is needed (e.g., JFK library – 189 capacity, Showalter Hall Room 109 – 300 capacity, Martin Hall, Room 158 – 248 capacity).

(2) Exceptions to Lower Class Size Range:

   (a) When due to cross-listings where two (2) or more courses are actually taught as one and are credited to the instructor as one course or some other arrangement, such as “stacking” where an instructor teaches multiple levels at the same time.
   (b) Whenever a small laboratory or performance and simulation section of a larger section cannot be eliminated by shifting students to unfilled larger sections, and when such laboratory or recitations section represents 50% or less of the credit value of the class.
   (c) When a new course is offered for the first or second time.
   (d) When a low enrollment course is a specific graduation requirement, necessary for degree progress, or when elimination of the course would unduly delay expected graduation.
   (e) When a course is required to ensure student completion of a program due to discontinued or “banked” programs, or due to conflicting mandates (e.g., an expectation for dual site offerings).
   (f) When the assigned faculty limits accommodation of the range guideline.

(3) It should be understood that some deviations from class size guidelines are not predictable before students enroll and that a decision to proceed despite the standard guidelines is often the best response to the implicit obligation of the college to its students. It is the responsibility of the unit dean, in cooperation with the department chair, to investigate such cases and, if advisable, to attempt to prevent their future occurrence.
D. D. Requirement of Administrative Discretion/Responsibility of Unit Dean and Department Chair

(1) When sections of a certain group of courses satisfying general educational requirements have low enrollments, the whole class of offering should be reviewed and a scheme for reducing the number of sections should be devised. When courses essential for progress in a major field of study have low enrollments, the dean and department chair should verify that sufficient alternative courses are offered for normal progress and that surplus offerings are scrupulously avoided. When section enrollments tend to press upper class size range, the number of sections should be increased.

(2) The unit dean, in cooperation with the appropriate department chair, remains responsible for making decisions which reconcile the divergent demands of quality standards, student needs and cost efficiency.

(3) The major and minor programs which are essential to the integrity of a liberal arts institution must not be subject to cancellation or suspension due to low enrollments. In addition to assuring major and minor programs, the application of standards for minimum class sizes should be sufficiently lenient to encourage variety in the offerings which satisfy general educational requirements, to permit departments to offer courses which are needed to complement the major programs of students in other departments, and to enable innovations and experimentation.

Note: It is recommended that on-line templates be developed for use when requesting an exception due to the class size ranges identified above for any given course.