

Technical Documentation: Distance Education Reports

URL: <http://www.txhighereddata.org/DistanceEd>

Data Source: CBM004, Class Report

Distance education reports include detailed and summary information about student enrollments and semester credit hours (SCH) attempted at Texas public higher education institutions by course location and mode of instruction. The reports include data about all types of instruction, so that comparisons across instructional modes and course locations can be made.

Notes about Report Design

- Distance education reports are run for each semester. University data and Community and Technical College (CTC) data are reported separately. Summer I and II are combined. Each workbook includes a tab for each semester in the designated fiscal year.
- Information is only included when the semester credit hour value is greater than '0'. If a mode or type of instruction is not included on the report for a given semester or institution, the SCHs attempted for that type of instruction were reported as '0.' If no hours are reported for a class, then enrollments in that class are not reported (for example, enrollments in a lab offered for 0 SCH will not be included in the report). Note that most institutions do not offer every possible combination of course locations and modes.
- The reports include state-funded hours only.
- At universities, all levels of enrollment are included (undergraduate, graduate, professional, etc.)
- Distance education is classified as anything that is not on-campus, face-to-face (for universities) or in-district, face-to-face (for community, state, and technical colleges). As noted above, totals for face-to-face on campus/in district are included for comparison purposes and are labeled as non-distance education.
- Note that, beginning spring 2010, "Internet" was removed as a mode. "Fully Distance Education" and "Hybrid/Blended" were added. High school dual credit was added as a location. To get a list of the possible options for location and mode, look at the statewide totals included at the bottom of each report.
- Generally, the "fully distance education" mode is used to categorize courses that are primarily offered online. Prior to spring 2010, the mode "internet" may be used for this purpose. However, users should be aware that the "internet" mode includes both fully online and hybrid instruction. Researchers wishing to track online learning over time should use the "internet" category prior to spring 2010 and the "fully-distance education" and "hybrid/blended" categories beginning spring 2010.
- Percentages are included for SCHs attempted for all types of distance education. The report also includes the percentage of distance education SCHs out of the total SCHs (including non-distance education).

- For researchers that do not require institutional level data, a summary of the statewide results is included in one workbook labeled “statewide data.” Each institutional spreadsheet also includes the statewide totals at the bottom.
- HRI data is not included in these reports. The Coordinating Board does not collect a CBM004 Class Report from health related Institutions; course location and mode data is not available for these students.

From the CBM004 University Class Report

Distance Education-Related Items from the CBM004, **University** Class Report are given below. This information provides detail about how the distance education data are collected, including the definitions provided to institutions for data collection purposes.

Inter-institutional Courses

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution’s students. Neither the location of the class nor the delivery medium affects the definition. Consortium classes, such as those of the North Texas Federation enrollments, and some instructional telecommunication classes are considered inter-institutional classes.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular) – Other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education – Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific sites identified in the Distance Education and Off-Campus Instruction section in the introduction of the CBM004)
- 7 Military Bases – Courses taught on a military base
- 8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school (Report dual credit courses taken on a high school campus with an ‘H’.)
- 9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the internet, videotape, or live broadcast delivery systems or students in “individual instruction classes” which are located off campus
- B Business, Government, or Other Work Location – Courses taught at such entities
- H High School for Dual Credit – Courses taken for dual credit located on a high school campus

Item #20 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time
- 2 Fully Distance Education Course
- 3 Video Tape/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above)
- 6 Hybrid/Blended Course

NOTE: Instruction mode “2” Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode “6” Hybrid/Blended Course -- A course in which at least 50 percent, but less than 85 percent, of the planned instruction

From the CBM004 CTC Class Report

Distance Education-Related Items from the CBM004, **CTC Class Report** (this is the report for two-year public colleges) are given below. This information provides detail about how the distance education data are collected, including the definitions provided to institutions for data collection purposes.

Item #9 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded ‘5’, ‘6’, ‘7’, ‘9’, ‘A’, or ‘H’ should be reported even if they are taught in-district.

- 1 In-District
- 2 Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of any of the TSTCs or Lamars, if the entity or facility is not listed below, will be coded a ‘2’.

- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education.
- 6 Inter-institutional – Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the Introductory Section of the CBM004.
- 7 Military Bases – Courses taught on a military base.
- 8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school out of the institution’s taxing district.
- 9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in “individual instruction classes” which are located out of district.

- A Auxiliary Location – Courses approved to be taught at one of the multi-institution teaching centers or system center. The assigned FICE code of the center must also be included in Item #19.
- B Business, Government, or Other Work Location – Courses taught at such entities out of the institution’s taxing district.
- H High School for Dual Credit – Courses taken for dual credit located on a high school campus.

Item #12 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time.
- 2 Fully Distance Education Course
- 3 Video Tape/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)
- 6 Hybrid/Blended Course

NOTE: Instruction mode “2” Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode “6” Hybrid/Blended Course -- A course in which at least 50 percent but less than 85 percent of the planned instruction occurs when the students and instructor(s) are not in the same place.