

Hours and Units Discussion

Other Hours

As part of the periodic review the CCCCCO is reviewing course outlines of records for compliance. SDCCD college CORS currently have three categories for hours: lecture hours, lab hours, and other hours. Other hours have been used for directed clinical labs, work experience, independent study, field experience, etc.

Considerations:

- 1) FTEF is not calculated for other hours, the CBA provides guidance for faculty pay for work experience and independent study.
- 2) The PCAH recommends the instructional categories listed below. Other hours is not an approved form of hours in the PCAH.

Instructional Category	In-class Hours	Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar and Related Work)	1	2
Activity (Activity, Lab w/ Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

- 3) According to the PCAH Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.

Immediate supervision is one of the requirements of the California Code of Regulations for a course to generate FTES eligible for State apportionment. Immediate supervision or presence is characterized by all of the following:

- a. The academic employee is able, in terms of physical proximity and range of communication, to provide immediate instructional supervision and control; and
- b. The academic employee is in a position to provide the supervision and control necessary for the protection of the health and safety of students; and
- c. The academic employee is not to have any other assigned duty during the instructional activity for which attendance is being claimed.

Reference: Title 5 55002(b)(4), T5 58051(a)(1), T5 58056, T5 58058

The criteria are to be applied in recognition of the fact that the need for immediate supervision will vary according to the course being offered, as well as with the design or mode of instruction of such course or program.

There are a few exceptions including:

- a) In computing full-time equivalent student (FTES) of a district, attendance is included of students enrolled in approved courses or programs of independent study, who are under the supervision, control, and evaluation but not necessarily in the "immediate presence" of an academic employee of the district.

Reference: T5 55300ff, T5 55370, 58003.1, T5 58051(a)(2), T5 58056(b)(1)

- b) "Immediate supervision" in work experience education programs is outlined in the training agreement, coordinated by the district under a state-approved program, wherein the employer and academic employee of the district share the responsibility for on-the-job supervision.

Reference: T5 55250ff, T5 58051(b), T5 58056(b)(2)

- c) In clinical activities for allied health (dental lab, nursing programs, etc.) "immediate supervision" means student participation in such programs wherein the person to whom the student is required to report for training, counseling, or other prescribed activity shares the responsibility for the supervision of the students with an academic employee of the district.

Reference: T5 58055(a), T5 58056(b)(3)

- d) "Immediate Supervision" in educational programs sponsored by the California Firefighter Joint Apprenticeship Program means in the context of classes conducted at the workplace, student participation in classes instructed by a person who is qualified by means of education or experience, as a journey person, and shares the responsibility for supervision of the students participating in the classes with an academic employee of the district.

Reference: T5 58055(b)

Recommendations:

1) "Other Hours" title in CurricUNET (leave title as is, provide guidance on the usage of other hours)

2) Review courses that have been approved with other hours. Recommendation for noncompliant courses:

- a) Revise course with compliant lecture/lab hours;
- b) Change to Independent Study or Work Experience; or
- c) Deactivate courses
- d) Deactivate Supplemental Instruction courses

Hours and Units Standards:

Standards for credit hour calculations are contained in title 5 §§55002.5, 55002(a)(2)(B), and 55002(b)(2)(B). Courses not classified as cooperative work experience, clock hour, or open entry/ open exit use the following method for calculating units of credit.

Divide the total of all student learning hours (lecture, lab, activity, clinical, TBA, other + outside-of-class hours) by the hours-per-unit divisor, round down to the nearest increment of credit awarded by the college. Expressed as an equation:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor}} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest .5 increment or to the nearest fractional unit award used by the district, if smaller than .5. This formula applies to both semester and quarter credit calculations. While this formula can yield a value below the lowest increment of credit awarded by the college, zero-unit courses are not permissible.

Historically Curriculum Services has allowed nonstandard hours. However, this process has been questioned because as illustrated in the example below, the course is overscheduled for a half-unit course. In a few cases students have complained and dropped courses.

Lab, Clinical, Activity, etc.	48 = 1 unit			54 = 1 unit		
	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	24	0	24	27	0	27
1.00	48	0	48	54	0	54
1.50	72	0	72	81	0	81
2.00	96	0	96	108	0	108
2.50	120	0	120	135	0	135
3.00	144	0	144	162	0	162
3.50	168	0	168	189	0	189
4.00	192	0	192	216	0	216
4.50	216	0	216	243	0	243

Annotations: A blue arrow labeled '32' points to the 24 in the 0.50 row of the 48=1 unit table. A blue arrow labeled '36' points to the 27 in the 0.50 row of the 54=1 unit table.

Additionally, Curriculum Services receives proposals with incremental units for lecture/lab, i.e., .75 units lecture and .75 units lab; .33 units lab and .67 units lecture, etc.

In these cases Curriculum Services refers to Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At the San Diego Community College District Colleges, a minimum of 48 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5, except in special circumstances.

Recommendations Needed:

- 1) Criteria for non-standard hours:
When faculty develop courses with non-standard hours and units they are required to

add a statement in CurricUNET to justify the need for additional hours. CRC and CIC will review and approve the justification.

2) Criteria for increments below 0.5 units in lecture/lab combo courses

Faculty are encouraged to develop courses based on the need to satisfy the learning objectives, outcomes, and content of the course: total contact hours and total homework/outside of class hours. The total units for the course should have minimum unit increment of 0.5 units.