

# HCC Master Class Schedule Development Manual

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## Schedule Development Standards and Timelines

The HCC class schedule is developed by staff in the Office of Academic Affairs, under the guidance and oversight of the Vice President of Academic Affairs. Included in the development of the class schedule is the Academic Calendar, Registration Dates, and Course Guide Timeline. The Course Guide, developed by the Public Information and Governmental Relations Office, is mailed to members of the community and reflects all of the courses offered at HCC in the coming semester.

### Academic Calendar Development

The HCC Academic Calendar is developed in early Fall, at roughly the same time as the HCC Holiday Calendar (developed by HR); staff in Academic Affairs collaborate with HR staff on dates for Winter Break and Spring Break. The Board of Directors must approve the Academic Calendar in November before it is distributed to campus; all subsequent changes must also be approved by the board. IT staff typically enter the approved semester dates; a Track-It can be sent to initiate this process.

### Academic Calendar Development Standards

Semester /Year	15 wk	12 wk	1st 10	2nd 10	1st 7.5	2nd 7.5	1st 5	2nd 5	3rd 5	Police Academy
Start of Term	Work backwards from Winter Break: 15 weeks before end of 15-week term; Monday preferred	Two weeks after start of 15-week Term	Same as start of 15-week term	10 weeks before end of 2 <sup>nd</sup> 10 week term	Same as start of 15-week term	7 or 8 weeks before end of 2 <sup>nd</sup> 7.5 week term (after Spring Break)	Same as start of 15-week term	One day after end of 1 <sup>st</sup> 5-week term	One day after end of 2 <sup>nd</sup> 5-week term	SPPA: same start as 15-week term; SUPA - the Monday following end of SPPA
End of Term	Fall: Preferably no later than 1 week before start of Winter Break	12 weeks after start of 12-week term	10 weeks after start of 10-week term	Same as end of 15-week term	7 or 8 weeks after start of 1 <sup>st</sup> 7.5 week term (Spring Break starts after)	Same as end of 15-week term	5 weeks after start of 1 <sup>st</sup> 5-week term	Five weeks after start of 2 <sup>nd</sup> 5-week term	Same as end of 15-week term	Goes for 23 weeks 4 days.

Standard holidays from classes (set by HR): Independence Day; Labor Day; Thanksgiving (Wednesday, Thursday, Friday only); Winter Break; Martin Luther King, Jr. Holiday; Spring Break (between 1<sup>st</sup> and 2<sup>nd</sup> 7.5-week sessions); Memorial Day.

**ADD TRK dates**

## Academic Calendar Start and End Date History 2006-2016

Semester	Start Date	End Date
06/FA	8/28/2006	12/15/2006
07/SP	1/16/2007	5/7/2007
07/SU	5/14/2007	8/24/2007
07/FA	8/27/2007	12/14/2007
08/SP	1/14/2008	5/5/2008
08/SU	5/12/2008	8/22/2008
08/FA	8/23/2008	12/12/2008
09/SP	1/11/2009	5/4/2009
09/SU	5/8/2009	8/24/2009
09/FA	8/28/2009	12/17/2009
10/SP	1/11/2010	5/4/2010
10/SU	5/10/2010	8/23/2010
10/FA	8/30/2010	12/17/2010
11/SP	1/10/2011	5/3/2011
11/SU	5/9/2011	8/22/2011

Semester	Start Date	End Date
11/FA	8/29/2011	12/16/2011
12/SP	1/9/2012	5/1/2012
12/SU	5/7/2012	8/22/2012
12/FA	8/27/2012	12/14/2012
13/SP	1/14/2013	5/7/2013
13/SU	5/13/2013	8/27/2013
13/FA	8/28/2013	12/17/2013
14/SP	1/13/2014	5/6/2014
14/SU	5/12/2014	8/25/2014
14/FA	8/26/2014	12/15/2014
15/SP	1/12/2015	5/5/2015
15/SU	5/11/2015	8/23/2015
15/FA	8/24/2015	12/11/2015
16/SP	1/11/2016	5/2/2016
16/SU	5/9/2016	8/22/2016
16/FA	8/29/2016	12/12/2016

## Credit Scheduling and Course Guide Timeline

The credit schedule timeline is developed by the Coordinator of Curriculum and Academic Systems following the development of the Academic Calendar and Registration Dates, generally in November following the approval of the Academic Calendar by the HCC Board of Trustees.

The first step in credit schedule development is completed by the Director of Instruction, who provides Chairs and Directors with the previous year's schedule and suggestions about possible improvements, including: whether to add sections in day, evening, or online; whether the number of enrolled students suggests the need for fewer sections; whether a projected increase or decrease in enrollment suggests the need for more or fewer sections; whether capacities could be raised, etc.

Then Division Chairs and Directors work with Office Associates to either "roll over" the previous year's schedule in Datatel and make changes as needed, or enter a new schedule entirely.

Divisions maintain a roster of "priority" instructional spaces and enter their classes in those spaces first. However, sharing of priority spaces is strongly encouraged, and divisions should not limit class size when it is possible to use the priority space of another division. Division Office Associates confer with one another to request spaces outside of their priority. An up-to-date version of an Instructional Spaces list can be found on the HCC Website under "Academic Affairs."

## Standard Credit Schedules Timeline

Action	Fall	Spring	Summer
Prep materials to Divisions	27 weeks before semester start date	21 weeks before semester start date	25 weeks before semester start date
Divisions begin entering schedule in Datatel	25 weeks before semester start date	19 weeks before semester start date	23 weeks before semester start date
All classes entered into Datatel / review period for Academic Officers, ARR, and Advising	21 weeks before semester start date	15 weeks before semester start date	17 weeks before semester start date
Registration begins	17 weeks before semester start date (check to ensure there is at least one day after the board meeting when fees are approved)	11 weeks before semester start date	8 weeks before semester start date
Academic Affairs sends Track-It for Course Guide info to go to DPPS	11.5 weeks before semester start date	5.5 weeks before registration begins	5.5 weeks before registration begins
Course guide at DPPS / printer	11 weeks before semester start date	5 weeks before registration begins	5 weeks before registration begins
Course guide back from printer and in mailboxes	8 weeks before semester start date	2 weeks before registration begins	2 weeks before registration begins
Semester start date (classes begin)	See Academic Calendar	See Academic Calendar	See Academic Calendar

## Standard Registration Dates

After the Academic Calendar has been approved by the Board, the Coordinator of Curriculum and Academic Systems develops registration dates for each term. These dates are of critical importance for registration, financial aid, finance, payroll, and reporting purposes, and follow the standards below. Following the development of registration dates, they are shared with the Finance office and then with ARR, Division Chairs and Directors, and Office Associates. IT staff typically enter the approved semester dates; a Track-It can be sent to initiate this process.

Several sections meet outside of the typical sessions, including summer Upward Bound classes and TRK 15-week online courses. Registration dates for these sections should be calculated according to the chart below and communicated directly to the Office Associate for the division in question.

Total Days	Calculated by Reg Dates Template spreadsheet Total days from Start of Term to End of Term
Class Days	"Total Days" minus Holidays for each session
Days to Withdraw	"Class days" multiplied by .66 (2/3 of the session)
Days to Census	"Class days" multiplied by .2 (20% of the session)

First Day of Classes	See above									
Last Day to Add:	7 days after First Day of Classes	3 days after First Day of Classes	3 days after First Day of Classes	2 days after First Day of Classes	2 days after First Day of Classes	2 days after First Day of Classes	2 days after First Day of Classes	2 days after First Day of Classes	2 days after First Day of Classes	2 days after First Day of Classes
Last Day for 100% Refund:	Same as "Last Day to Add" – no weekends or holidays									
Last Day from Audit to Credit:	One day before "Census Date" – no weekends or holidays									
Last Day Drop w/no Grade	Same as "Last day from Audit to Credit" – no weekends or holidays									
Last Day to Withdraw:	Calculated by Reg Dates Template spreadsheet "Start of Term" plus "Days to withdraw" – no weekends or holidays									

Last Day from Credit to Audit:	Same as "Last Day to Withdraw" – no weekends or holidays
Last Day of Classes	See above
Financial Aid Census Date	Same as 15-week "Last day for a 100% refund" – no weekends or holidays
Census Date	"Start of Term" plus "Days to Census" – weekends are OK on this one

### Tools for schedule development

- **Datatel Colleague** – The College’s main database for finance, student services, curriculum, human resources, registration, scheduling, institutional research, and more. The Director of Instruction and Coordinator of Curriculum and Academic Systems manage the setup of degree programs and courses; Division Chairs and Directors, The Director of Instruction, the Coordinator of Curriculum and Academic Systems, The Academic Systems Specialist, and Division Office Associates, among others, use the course information to build sections and establish an academic schedule for each term according to the timelines outlined on the previous page. Training videos and extensive manuals for scheduling processes can be found at the Datatel Colleague website. HCC IT staff also can serve as a resource for questions related to scheduled development in Colleague.
- **Student Planner** – Beginning in Fall 2015, the Student Planner module will take the place of Web Advisor for student registration and degree planning. Aspects of Student Planner will aid in the development of a master class schedule; to be explored more fully at that time.
- **Roo** – Access database that pulls room scheduling information from Datatel. This database provides reports on room use in a calendar format, allows users to search for available classrooms, displays error reports for room double-booking, and more. Contact staff from Planning and Institutional Effectiveness for information on how to install and use Roo.
- **Kanga** – Access database that provides a window into the Datatel schedule and schedule-related reports, including (but not limited to):
  - Daily Enrollment Report – Run daily by the Coordinator of Curriculum and Academic Systems and distributed to Division Chairs and Directors, Office Associates, and key Student Services staff. This report provides information on enrollment and course offerings for the current semester and the semester-in-planning.
  - Course Meetings Report – shows when sections meet on a weekly calendar.
  - Average Class Size – calculates the average class size over a specified time frame, by division or for the campus as a whole. Does not include tutorial, independent study, internships.

### Standard class capacities

HCC closely monitors average class size by division and across campus. In Fall 2013, for example, the average class size was around 17, and by carefully adjusting capacities and limiting the number of sections, the average class size in Fall 2014 was around 19. To increase efficiency and save instructional costs, capacities should generally follow the following standards, although classroom size, availability of instructional equipment, instructional design, grading time, and other factors must be considered.

Instructional Method	Standard Capacity
Lecture	30
Lab	24
WEB	25
Hybrid	30
Classroom Lecture Applied	30

Occasionally Chairs and Directors, in consultation with faculty, determine that a particular section or sections can be taught with a capacity beyond the standard. In this case, the following classrooms should be considered, and lower-enrolled classes should be moved to make way for larger sections.

Classroom	Capacity
STEM 407	50
STEM 308	40
BSH 114	100+
CPB 125	66
CPB 131	54
LRC 108	48
LRC 116	48
LSC 114	60+
LRC 346	41
VM 6	60

## College Credit to Contact Hour Relationships

Hagerstown Community College’s Board of Trustees approved a “Contact Hour to Academic Credit Policy,” Policy Number 5052, on November 12, 2010. The policy can be found on the HCC website, in the online and printed catalogs. On the web, it is under About HCC: President and Leadership: Board of Trustees: Policy Manual (as of 11-20-14, this page is <http://www.hagerstowncc.edu/docs/presidents-office/board-trustees-policy-manual-2014>). The policy states:

*It is in the interest of students that the relationship between contact hours and academic credit be managed judiciously to conform to standards generally in place at most colleges and universities, and provide internal guidance for future curriculum development at HCC, therefore;*

- 1) *The ratio of contact hours to academic credit will, at a minimum, comply with standards prescribed by the Code of Maryland.*
- 2) *Definitions of instructional methods with contact hour ratios will be maintained by HCC’s academic administration with oversight by the Vice President of Academic Affairs.*
- 3) *In the process of determining contact hour to academic credit ratios, criteria such as the following will be taken into consideration:*
  - a. *Contact hour to credit ratios generally applied per instructional method by community colleges throughout Maryland in accordance with standards of the Middle States Commission on Higher Education*
  - b. *Cost both to students and to the institution to deliver a program and/or course*
- 4) *Contact hours and credits for all courses will be published as part of official HCC course descriptions.*

(for the 14-15 catalog, this page is [http://catalog.hagerstowncc.edu/content.php?catoid=4&navoid=164#Academic\\_Regulations](http://catalog.hagerstowncc.edu/content.php?catoid=4&navoid=164#Academic_Regulations)).

### **Semester Hours**

*By completing a course successfully, a student earns a certain number of credit units known as semester hours. In non-laboratory courses, the number of semester hours is normally equivalent to the number of class hours devoted to the course during any given week. The number of semester hours for laboratory courses varies with the hours of laboratory work. The section of this publication entitled "Course Descriptions" indicates the number of semester hours credit given for each course.*

### **Total Hours of Coursework to Earn Academic Credit**

*To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least two hours of coursework outside of class for each hour of in-class coursework.*

Further, descriptions of contact hours appear in the catalog course descriptions as well as on course descriptions in Web Advisor (where students register for classes), and on the Master Syllabus and Course Guide for each class. Sample screenshots and links follow:

In the online catalog (<http://www.hagerstowncc.edu/academics/catalogs>):

HCC draws its definition of a credit or credit hour from Middle States, specifically page 2 of the "Degrees and Credits" guideline (found 11-20-14 at [http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL\[1\].pdf](http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL[1].pdf)):

***Credit or credit hour.*** *A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other award.*

HCC also uses Middle States' definitions to calculate specific course meeting times (also from [http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL\[1\].pdf](http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL[1].pdf)):

*The actual amount of academic work that goes into a single semester credit hour is often calculated as follows: Source: USNEI*

*One lecture, seminar, or discussion credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours. Over an entire semester, this formula represents at least 45 hours of class time and 90 hours of student preparation.*

*One laboratory credit hour represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student preparation time. Most laboratory courses are awarded up to 4 credit hours. For a laboratory course earning 3 credit hours, this formula represents at least 45 hours of class time, between 45 and 90 hours of laboratory time, and 90 hours of student preparation per semester.*

*One practice credit hour (supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.) represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per semester. Blocks of 3 practice credit hours, which equate to a studio or practice course, represent between 135 and 180 total hours of academic work per semester.*

*Internship or apprenticeship credit hours are determined by negotiation between the supervising faculty and the work supervisor at the cooperating site, both of whom must judge and certify different aspects of the student's work. The credit formula is similar to that for practice credit.*

A semester credit "hour" is normally granted for satisfactory completion of one 50-minute session of classroom (lecture) instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and Instructional Methods.

Modified Calendar Examples: 1-credit lecture @ 15 hours/term

15 week term - 1 hour per week = 1 lecture credit

7.5 week term - 2 hours per week = 1 lecture credit

5 week term - 3 hours per week = 1 lecture credit

Modified Instructional Method Examples:

Lecture - 1 hour per week = 1 credit

Science Lab - 3 hours per week = 1 credit

Clinical - 3 hours per week = 1 credit

Internship - 4 hours per week = 1 credit

In the state of Maryland The Maryland Higher Education Commission (MHEC ) through The Code of Maryland (COMAR) regulates the granting of academic credits in the state's institutions of higher education. Specifically COMAR 13B.02.02.16.C (Credit Hours) determines the minimum number of student contact hours required for an institution to grant an academic credit. Instructional methods are mentioned in the code but are not defined. COMAR states that one academic credit can be granted for the following:

A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays.

A minimum of 30 hours, of 50 minutes each of **supervised laboratory or studio** time, exclusive of registration, study days, and holidays.

A minimum of 45 hours, of 50 minutes each of instructional situations such as **practica, internships, and cooperative education placements**, when supervision is ensured and learning is documented.



COMAR further states:

Instruction delivered by **instructional television (ITV) or other electronic media** based on the equivalent outcomes in student learning in §C(1)(a) of this regulation, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented.

### Class Offering Options in Various Semester Formats

50 minutes per college hour, 15 minute break time built into 3 hour classes meeting 1 time p/week. Each academic credit requires 15 contact hours each semester. Each course must meet for the following number of minutes per semester:

- One Credit course: 15 contact hours x 50 minutes = 750 minutes/semester
- Two Credit course: 30 contact hours x 50 minutes = 1500 minutes/semester
- Three Credit course: 45 contact hours x 50 minutes = 2250 minutes/semester
- Four Credit course: 60 contact hours x 50 minutes = 3000 minutes/semester
- Five Credit course: 75 contact hours x 50 minutes = 3750 minutes/semester

Classes have traditionally started at 7:00 am and have gone until 10:45 pm, at 1 hour and 30 minute intervals, in the following general timeframes:

7:00-8:15, 8:30-9:45, 10:00-11:15, 11:30-12:45, 1:00-2:15, 2:30-3:45, 4:00-5:15, 5:30-6:45 (MW) or 5:30-8:15 (TR), 7:00-9:45 (MW), 8:30-9:45 (TR).

#### I. 15 week semester

3 hrs. x 50 min. x 15 wks. = 2250 minutes

4 hrs. x 50 min. x 15 wks. = 3000 minutes

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)
1 mtg. p/ week:	3 hr. = 150 min.	6:00 – 8:45 2 hr. 30 min. 1 time p/ week + 15 min. break
	4 hr. = 200 min.	6:00 – 9:35 3 hr. 20 min. 1 time p/week + 15 min. break
2 mtgs. p/week	3 hr. = 75 min.	1:00 – 2:15 1 hr. 15 min. 2 times p/ week
	4 hr. = 100 min.	1:00 – 2:40 1 hr. 40 min. 2 times p/ week
3 mtgs. p/week	3 hr. = 50 min.	1:00 – 1:50 50 min. 3 times p/ week
4 mtgs. p/week	4 hr. = 50 min.	1:00 – 1:50 50 min. 4 times p/ week

II. 10 week semester

3 hrs. = 2250 minutes /10 wks. = 225 minutes p/ week

4 hrs. = 3000 minutes /10 wks. = 300 minutes p/ week

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)	
1 mtg. p/ week:	3 hr. = 225 min.	6:00 – 10:00	3 hr. 45 min. 1 time p/ week + 15 min. break
2 mtgs. p/week	3 hr. = 112.5 min.	6:00 – 8:00	1 hr. 53 min. 2 times p/ week + 7 min. break
	4 hr. = 150 min.	6:00 – 8:45	2 hr. 30 min. 2 times p/ week + 15 min. break
3 mtgs. p/week	3 hr. = 75 min.	6:00 – 7:15	1 hr. 15 min. 3 times p/ week
	4 hr. = 100 min.	6:00 – 7:40	1 hr. 40 min. 3 times p/ week
4 mtgs. p/week	3 hr. = 56.25 min	6:00 – 6:56	56 min. 4 times p/ week
	4 hr. = 75 min.	6:00 – 7:15	1 hr. 15 min. 4 times p/ week

III. 7.5 week semester

3 hrs. = 2250 minutes /7.5 wks. = 300 minutes p/ week

4 hrs. = 3000 minutes /7.5 wks. = 400 minutes p/ week

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)	
1 mtg. p/ week:	N/A	N/A	N/A
2 mtgs. p/week	3 hr. = 150 min.	1:00 – 3:45	2 hr. 30 min. 2 times p/ week + 15 min. break
	4 hr. = 200 min.	1:00 – 4:35	3 hr. 20 min. 2 times p/ week + 15 min. break
3 mtgs. p/week	3 hr. = 100 min.	1:00 – 2:40	1 hr. 40 min. 3 times p/ week
	4 hr. =133.4 min.	1:00 – 3:30	2 hr. 15 min. 3 times p/ week + 15 min. break
4 mtgs. p/week	3 hr. = 75 min.	1:00 – 2:15	1 hr. 15 min. 4 times p/ week
	4 hr. = 100 min.	1:00 – 2:40	1 hr. 40 min. 4 times p/ week

IV. 5 week semester

3 hrs. = 2250 minutes /5 wks. = 450 minutes p/ week

4 hrs. = 3000 minutes /5 wks. = 600 minutes p/ week

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)	
1 mtg. p/ week:	N/A	N/A	N/A
2 mtgs. p/week	3 hr. = 225 min.	1:00 – 5:00	3 hr. 45 min. 2 times p/ week + 15 min. break
3 mtgs. p/week	3 hr. = 150 min.	1:00 – 3:45	2 hr. 30 min. 3 times p/ week + 15 min. break
	4 hr. = 200 min.	1:00 – 4:35	3 hr. 20 min. 3 times p/ week + 15 min. break
4 mtgs. p/week	3 hr. = 112.5 min	1:00 – 2:53	1 hr. 53 min. 4 times p/ week
	4 hr. = 150 min.	1:00 – 3:45	2 hr. 30 min. 4 times p/ week + 15 min. break

V. 8 week semester

3 hrs. = 2250 minutes /8 wks. = 282 minutes p/ week

4 hrs. = 3000 minutes /8 wks. = 375 minutes p/ week

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)	
1 mtg. p/ week:	N/A	N/A	N/A
2 mtgs. p/week	3 hr. = 141 min.	2 hr. 21 min.	2 times p/ week + 15 min. break
	4 hr. = 187.5	3 hr. 10 min.	2 times p/ week + 15 min. break
3 mtgs. p/week	3 hr. = 95 min.	1 hr. 35 min.	3 times p/ week
	4 hr. = 125 min.	2 hr. 5 min.	3 times p/ week + 15 min. break
4 mtgs. p/week	3 hr. = 75 min	1 hr. 15 min.	4 times p/ week
	4 hr. = 95 min.	1 hr. 35 min.	4 times p/ week

VI. 10 week semester

3 hrs. = 2250 minutes /10 wks. = 225 minutes p/ week

4 hrs. = 3000 minutes /10 wks. = 300 minutes p/ week

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)
1 mtg. p/ week:	N/A	N/A N/A
2 mtgs. p/week	3 hr. = 113 min.	1 hr. 53 min 2 times p/week
	4 hr. = 150 min.	2 hr. 30 min 2 times p/week + 15 min. break
3 mtgs. p/week	3 hr. = 75 min	1 hr. 15 min 3 times p/week
	4 hr. = 100 min.	1 hr. 40 min 3 times p/week
4 mtgs. p/week	3 hr. = 57 min.	57 min 4 times p/week
	4 hr. = 75 min.	1 hr. 15 min 4 times p/week

VII. 12 week semester

3 hrs. = 2250 minutes /12 wks. = 187.5 minutes p/ week + break

4 hrs. = 3000 minutes /12 wks. = 250 minutes p/ week + break

Meetings per Week	Minutes per Meeting	Example (Including breaks where needed)
1 mtg. p/ week:	3 cr. = 188 min.	6:00 – 9:25 3 hr. 10 min. + 15 min. break
2 mtgs. p/week	3 cr. = 95 min.	6:00 – 7:35 1 hr. 35 min. 2 times p/ week
	4 cr. = 125 min.	6:00 – 8:20 2 hr. 5 min. 2 times p/ week + 15 min. break
3 mtgs. p/week	3 cr. = 65 min.	6:00 – 7:05 1 hr. 5 min. 3 times p/ week
	4 cr. = 85 min.	6:00 – 7:25 1 hr. 25 min. 3 times p/ week
4 mtgs. p/week	3 cr. = 50 min	6:00 – 6:50 50 min. 4 times p/ week
	4 cr. = 65 min.	6:00 – 7:05 1 hr. 3 min. 4 times p/ week

## Instructional Methods and Faculty Load

**At Hagerstown Community College, semester credit hours are granted for various types of instruction as follows:**

**Contact Hours** = Minimum academic hours a student has direct instructional contact with the instructor(s) of the course.

**Load Hours** = Minimum academic hours an instructor has direct instructional contact with students in a section of a course.

### **Method: Lecture (LEC) (15 Student Contact Hours per Credit)**

Faculty members orally present and interpret information, facts, concepts and principles in a face-to-face format. Instruction takes place in a traditional classroom setting. Section size varies by level and discipline. Instruction may involve student interaction in collaborative groups.

Credit-Equivalent Load Calculation: (Load Hours/15)

### **Internship/Practicum (INT) (60 Student Contact Hours minimum per Credit)**

Applied, monitored and supervised, field-based, hands-on learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and/or directed plan of study.

Credit-Equivalent Load Calculation: Credits x (HRLY Rate/10) x Number of Students

### **Externship (EXT) (60 Student Contact Hours minimum per Credit)**

Applied, monitored and supervised, field-based, hands-on learning experience. Students gain practical experience and follow a directed plan of study. Students are supervised by a preceptor who is a professional in the field of study and monitored by a faculty member.

Credit-Equivalent Load Calculation: Credits

### **Classroom Lecture and Application (CLA) (20-30 Student Contact Hours per Credit)**

A class utilizing the applied lecture method involves participation in or the performance of some activity. Knowledge associated with the proper performance of skill or activity is presented by the instructor utilizing the lecture method. Students demonstrate acquisition of the knowledge by performing the skill or activity. The instructor provides guidance, critical review and final evaluation.

Credit-Equivalent Load Calculation: (Credits + ((Load Hours – (15 x Credits))/20)

**Applied Music Lesson (ASA) (as arranged (.5 Student Contact Hours per Credit))**

The course provides individual instruction and critique in musical instrument and/or voice.

Credit-Equivalent Load Calculation: (Credits x Students x MusicLessonRate))

**Laboratory (LAB) (30-45 Student Contact Hours per Credit)**

Courses meeting in a defined physical setting (i.e., laboratory) for the purpose of the application of methods and principles of a discipline. (Includes instruction in a laboratory which provides a “virtual” or simulated experience that could occur in a “real-life” environment.) Section size varies according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, and equipment.

Credit-Equivalent Load Calculation: (Load Hours/20)

**Clinical (CLNA) (45-60 Student Contact Hours per Credit)**

Clinical instruction occurs primarily in nursing related facilities and involves work with clients who receive professional services from students serving under direct or indirect supervision of a faculty member and/or an approved member of the agency staff. Students collaborate extensively with health professionals to provide critical and acute patient care in multiple settings.

Credit-Equivalent Load Calculation: (Load Hours/15)

**Clinical (CLNB) (45-60 Student Contact Hours per Credit)**

Clinical instruction occurs primarily in a health-science or nursing related facilities and involves work with clients who receive professional services from students serving under direct or indirect supervision of a faculty member and/or an approved member of the agency staff. Clinical instruction may occur in a laboratory which provides a “virtual” or simulated experience that could occur in a “real-life” environment.

Credit-Equivalent Load Calculation: (Load Hours/20)

**Guided Independent Study (IDS) (typically 1-3 credits, Contact Hours vary)**

Students complete individualized plans of study in academic areas for which there is not currently a specific course in existence. The faculty member and students negotiate the details of the study plans. The student is given initial guidance by the instructor who follows up with critical review and final evaluation.

Credit-Equivalent Load Calculation: Credits x (HRLY Rate/10) x Number of Students

### **Tutorial (TUT) (Contact Hours vary)**

Tutorials are provided for a student who has a critical need for an existing course that normally would be offered but is not available in a given semester, has been cancelled because of low enrollment or has too few students enrolled to run as a full-enrolled class. The Instructor schedules time independently with the student(s).

The student is given initial guidance by the instructor who follows up with repeated, regularly scheduled individual student conferences and periodic review.

Credit-Equivalent Load Calculation: Credits x (HRLY Rate/10) x Number of Students

### **Online or Web-Delivered (WEB) (Contact Hours are generally assumed to be the same as the Contact Hours required for the on-campus, face-to-face version of the course.)**

These classes are conducted asynchronously via the internet within normal start and end times for the terms in which they are delivered. Testing may be done in the college's academic testing center.

Credit-Equivalent Load Calculation: (Load Hours/15)

### **Hybrid: Internet and Lecture 50/50 (HYB) (Contact Hours are generally assumed to be the same as the Contact Hours required for the on-campus, face-to-face version of the course.))**

Half the normal instructional time is provided on-campus in a face-to-face format. The remainder of the instruction is provided as it would be for a WEB (online) course.

Credit-Equivalent Load Calculation: (Load Hours/15)

## Schedule Verification

The Vice President of Academic Affairs oversees all processes related to credit hour assignment, and the Director of Instruction is directly responsible for this work. Before registration opens for each term, the schedule must be checked to verify that the following factors align with college, state, and federal policy for each section. The Daily Enrollment Report and a semester Census Report from IT provide a way to evaluate the accuracy of the following items:

- Registration dates align with the college calendar
- Start and end dates align with the session offered
- Rooms are not double-booked (checked using the conflict report in "Roo")
- Faculty load has been correctly entered
- Sections that students typically take together do no overlap

- Programs and courses advertised as being online are indeed available online; if not each semester, then at least once an academic year
- Section meeting minutes align with credits, contact hours, and instructional method

To verify each section is meeting the proper number of minutes, the Director of Instruction runs a report that indicates the minutes of course time that each credit class I scheduled during the course of the semester, and compares the results to the published contact hours for each course. Inconsistencies and errors are addressed far in advance of the semester's start. A sample of the report results is below:

Division	Course Name	Section Number	Instruction Method	Credits	Start Date	End Date	Number of Weeks	Meeting Days	Start Time	End Time	Meeting Minutes	Meeting Hours	Contact Hours
EM	BIO-099	04	LEC	3	1/12/2015	5/5/2015	15	MW	01:00PM	02:15PM	2475	41.25	45.00
EM	BIO-099	05	LEC	3	1/12/2015	5/5/2015	15	MW	05:30PM	06:45PM	2475	41.25	45.00
EM	BIO-099	06	LEC	3	1/12/2015	5/5/2015	15	MW	10:00AM	11:15AM	2475	41.25	45.00
EM	BIO-099	G01	LEC	3	2/23/2015	5/5/2015	10	TTh	05:30PM	07:30PM	2520	42.00	45.00
EM	BIO-101	05	LEC	4	1/12/2015	5/5/2015	15	M	05:30PM	08:15PM	2805	46.75	45.00
EM	BIO-101	M01	LEC	4	1/12/2015	5/5/2015	15	T	05:30PM	08:15PM	2805	46.75	45.00
EM	BIO-101	M02	LEC	4	1/12/2015	5/5/2015	15	T	05:30PM	08:15PM	2805	46.75	45.00
EM	BIO-101	M03	LEC	4	1/12/2015	5/5/2015	15	TTh	02:30PM	03:45PM	2475	41.25	45.00
EM	BIO-101	M04	LEC	4	1/12/2015	5/5/2015	15	TTh	02:30PM	03:45PM	2475	41.25	45.00
EM	BIO-101L	01	LAB	0	1/12/2015	5/5/2015	15	Th	05:30PM	08:15PM	2640	44.00	45.00
EM	BIO-101L	02	LAB	0	1/12/2015	5/5/2015	15	F	08:30AM	11:15AM	2640	44.00	45.00
EM	BIO-101L	03	LAB	0	1/12/2015	5/5/2015	15	T	11:30AM	02:15PM	2805	46.75	45.00
EM	BIO-101L	04	LAB	0	1/12/2015	5/5/2015	15	Th	10:00AM	12:45PM	2640	44.00	45.00

As the "Credits" increase, so do the "Meeting Minutes." Some classes, in this case BIO-099 04 and others, may meet for more than the minimum 2250 minutes. The Academic Calendar is built slightly longer to accommodate holidays, so some 3-credit sections will meet 2250 minutes (the minimum) and some will meet more.

## Other Considerations

The Director of Instructional monitors enrollments across the college as registration continues for each semester. This process includes, but is not limited to, monitoring and making schedule adjustments according to the following criteria:

- Adding sections of the most popular courses at the most popular times, especially in General Education courses that are more than 75% full after the first few days of registration.
- Monitoring low-enrollment sections after the halfway point of registration to see whether they could be combined with other sections to save on instructional costs.
- Monitoring enrollment in WEB sections to ensure that there are never two WEB sections that add up to a capacity less than the top capacity for one WEB section (these should always be combined).
- Working with Chairs and Directors to create packages of courses that students may need or want to take consecutively.
- Meeting weekly with the Enrollment Management group and bi-weekly with a team of advisors (usually the Director of Academic Advising and another advisor) to determine how to handle waitlists and when it may be necessary to add another section to handle current or anticipated student needs. The Director of Instruction is the liaison to the Chairs and Directors for additional section requests. When possible, it is wise to suggest to the Chairs and Directors the time when a new section would be most beneficial to students.



- Are Honors sections being offered appropriately?
- Are there sections at the Valley Mall?
- Do evening offerings align with college expectations?
  - Are they in the right blocks
- Full-time HCC faculty are required to be on campus at least four days a week, but not five. This means most faculty prefer M-R schedules. Typically Fridays offer students fewer options. When possible, consider crafting schedule options that include WF classes so faculty teach TR and WF.

### Master Class Scheduling Plan

During Academic Year 2016, the Director of Instruction and members of the Academic Council will collaborate to develop a program-based scheduling model for implementation in Fall 2017. The program scheduling model puts student completion at the fore, using newly developed Program Pathways to place courses on the schedule in the semester when students need them. Further, it requires division chairs and directors to enumerate exactly when degree programs are offered – evening, day, weekend, and/or online, and schedule courses accordingly. Use of data on our existing students’ majors and demonstrated schedule preferences will inform this process.