**Advanced Credit Hour:**  
Where Curriculum and Scheduling Meet  
Worksheet – July 2020

**Contact Hours Chart**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hrs** | **Min** | **# Bk** | **Bk Min** |  | **Hrs** | **Min** | **# Bk** | **Bk Min** |
| **1.0** | 50 | 0 | 0 |  | **3.0** | 175 | 2 | 20 |
| **1.0** | 55 | 0 | 0 |  | **3.0** | 180 | 2 | 20 |
| **1.0** | 60 | 0 | 0 |  | **3.3** | 185 | 2 | 20 |
| **1.3** | 65 | 0 | 0 |  | **3.4** | 190 | 2 | 20 |
| **1.4** | 70 | 0 | 0 |  | **3.5** | 195 | 2 | 20 |
| **1.5** | 75 | 0 | 0 |  | **3.6** | 200 | 2 | 20 |
| **1.6** | 80 | 0 | 0 |  | **3.7** | 205 | 2 | 20 |
| **1.7** | 85 | 0 | 0 |  | **3.8** | 210 | 2 | 20 |
| **1.8** | 90 | 0 | 0 |  | **3.9** | 215 | 2 | 20 |
| **1.9** | 95 | 0 | 0 |  | **3.9** | 220 | 3 | 30 |
| **1.9** | 100 | 1 | 10 |  | **3.9** | 225 | 3 | 30 |
| **1.9** | 105 | 1 | 10 |  | **4.0** | 230 | 3 | 30 |
| **2.0** | 110 | 1 | 10 |  | **4.0** | 235 | 3 | 30 |
| **2.0** | 115 | 1 | 10 |  | **4.0** | 240 | 3 | 30 |
| **2.0** | 120 | 1 | 10 |  | **4.3** | 245 | 3 | 30 |
| **2.3** | 125 | 1 | 10 |  | **4.4** | 250 | 3 | 30 |
| **2.4** | 130 | 1 | 10 |  | **4.5** | 255 | 3 | 30 |
| **2.5** | 135 | 1 | 10 |  | **4.6** | 260 | 3 | 30 |
| **2.6** | 140 | 1 | 10 |  | **4.7** | 265 | 3 | 30 |
| **2.7** | 145 | 1 | 10 |  | **4.8** | 270 | 3 | 30 |
| **2.8** | 150 | 1 | 10 |  | **4.9** | 275 | 3 | 30 |
| **2.9** | 155 | 1 | 10 |  | **4.9** | 280 | 4 | 40 |
| **2.9** | 160 | 2 | 20 |  | **4.9** | 285 | 4 | 40 |
| **2.9** | 165 | 2 | 20 |  | **5.0** | 290 | 4 | 40 |
| **3.0** | 170 | 2 | 20 |  | **etc.** |  |  |  |

**Formulas (simplified, shortened versions):**

1. **TLM** = Term-Length Multiplier = # of weeks in primary semester
2. **Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)
3. **Short term:** TSCH = (contact hrs/session) x (# of sessions)
4. **Online lec:** TSCH = (units) x (TLM)

**Note**: Maximum TLM = 17.5

**Slide 23: 18-week semester. The Course Outline of Record for VZEN 101 – Intro to Vertical Zen lists it as a 3-unit lecture course with 52.5 contact hours.**

**Class meets…**

1. MWF from 8:00-8:50 a.m., for full term **Contact Hours = \_52.5\_**  
   **Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 1.0 x 3 x 17.5 = 52.5
2. Mondays from 6 – 8:50 p.m., full term **Contact Hours = \_52.5\_  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 3.0 x 1 x 17.5 = 52.5
3. Online, full term **Contact Hours = \_52.5\_  
     
   Online lec:** TSCH = (units) x (TLM)  
     
   **Calculation:** TSCH = 3 units x 17.5 = 52.5
4. Mondays / Wednesdays from 6 – 9:30 p.m., 9 weeks **Contact Hours = \_\_??\_\_  
     
   Short term:** TSCH = (contact hrs/session) x (# of sessions)  
     
   **Consideration:** Formula says “# of sessions”. Are there any *holidays?*   
     
   **Calculation:** If 0 holidays: TSCH = 3.8 x 18 = 68.4 hours! Way too much.  
    If 1 holiday: TSCH = 3.8 x 17 = 64.6 hours. Still too much.  
    If 2 holidays: TSCH = 3.8 x 16 = 60.8 hours. Still too much.  
     
   ***Rule of Thumb: Reasonable excess is no more than about 105% of target.*** *1.05 x 54 = 56.7 hours max. The dean must adjust class session length based on # of meetings and holidays. Ex: If 2 holidays, drop class hours to 6-9:10 for 3.4 hrs each session, and a total of 3.4 x 16 = 54.4*
5. Monday and Wednesday from 6 – 7:20, full term **Contact Hours = \_56…but!\_**  
   **Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 1.6 x 2 x 17.5 = 56  
     
   ***But…*** 56 is below 105% of target, but some colleges have been dinged for over-claiming. Wisest choice would be to reduce scheduled time to 6-7:15.

**Slide 24: 16.4-week semester. The Course Outline of Record for VZEN 101 – Intro to Vertical Zen lists it as a 3-unit lecture course with 54 contact hours.**

**Class meets…**

1. MW from 8:00-9:25 a.m., for full term **Contact Hours = \_55.76\_  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 1.7 x 2 x 16.4 = 55.76
2. Mondays from 6 – 9:05 p.m., full term **Contact Hours = \_54.12\_  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 3.3 x 1 x 16.4 = 54.12
3. Online, full term **Contact Hours = \_49.20\_  
     
   Online lec:** TSCH = (units) x (TLM)  
     
   **Calculation:** TSCH = 3 x 16.4 = 49.2  *This 4.8-hour reduction below COR hours is “the online penalty.”*
4. Mondays / Wednesdays from 6 – 9:30 p.m., 8 weeks **Contact Hours = \_\_??\_\_  
     
   Short term:** TSCH = (contact hrs/session) x (# of sessions)  
     
   **Considerations:** How many holidays are there? As in Slide 23 #4, this adds a lot of variability! If we assume there are 2 holidays, that leaves 14 sessions.  
     
   **Calculation:** 3.8 x 14 = 53.2. That’s just below the target. I’d recommend adjusting the class to run 6-9:35 for 3.9 hours, resulting in 3.9 x 14 = 54.6 total hours.
5. Dual enrollment HS offering: alternating schedule MWF 8-8:50 in odd weeks & TTh 8-9:25 in odd weeks, 18 weeks total. **Contact Hours = \_\_??\_\_  
     
   Confession:** *Now we’re just messing with you!* Fact is, this class is super tricky. It’s a “bridge” class that runs longer than the primary term. Its schedule alternates, so that makes it *irregular* scheduling. And as soon as it’s irregular, it has to become *positive attendance*. So in the end, the college will earn apportionment based on the actual hours of attendance of students in the class. Generally, positive attendance is “bad” because of lost revenue compared to other apportionment types, but also because it relies on taking roll every day like a high school. But…it *is* a HS dual enrollment class. It’s best to just take your medicine on this one.

**Slide 25: 18-week semester. The Course Outline of Record for VZENENG 101 – Intro to Vertical Zen Engineering lists it as a 3-unit lecture / lab course with a maximum of 108 contact hours. The COR shows 1.5 units for lecture and 1.5 for lab.**

**Class meets…**

1. Tuesday from 11 – 12:30 (lecture) and Thursday from 11 – 3:30 (lab),  
   full term **Contact Hours = 112 or 105  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation**: Lec TSCH = 1.8 x 1 x 17.5 = 31.5  
    Lab TSCH = 4.8 x 1 x 17.5 = 84. Total = 115.5 (which is 107% of target).   
   Suggest trim to 11-12:25 and 11-3:25 for 1.7 and 4.7 per session, resulting in **112** total which is (103.7% of target). Or, because colleges on traditional calendars generally get only 52.5 hours from a 54-hour class, trim to 11-12:15 and 11-3:15 for 1.5 and 4.5 per session, resulting in **105 hours**
2. Online lectures plus Thursday labs 11-3:15, full term **Contact Hours = \_105\_  
     
   Online lec:** TSCH = (units) x (TLM)?? Yeah, but this is a hybrid.  
     
   **Confession again:** Yep, messing with you again! For this one, you have to use the *alternative accounting procedure*. However, ***it’s actually the alternative to the alternative accounting procedure***. See, the alternative accounting method is to use the formula “units x TLM” for online classes. But this one is a hybrid lec/lab class, so the alternative comes from Title 5 section [58009](https://govt.westlaw.com/calregs/Document/I1112C508974D4C22AD4D7799BE225258?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0ad62d2c000001732683ee76bc09c482%3fNav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI1112C508974D4C22AD4D7799BE225258%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=1&t_T1=5&t_T2=58009&t_S1=CA+ADC+s)(a) which says, “*For independent study, correspondence, or distance education* ***laboratory*** *courses, weekly student contact hours shall be equivalent to those which would be generated for the same student effort in a laboratory course computed pursuant to subdivisions (b) or (c) of section 58003.1. For purposes of this section only, a “distance education* ***laboratory*** *course” means a distance education course which consists partly or exclusively of laboratory work.*”  
     
   To calculate the apportionment hours, you figure out what you would *normally* claim if the class were face-to-face, and claim that as the equivalent amount. As in the previous example, you’d normally earn **105** hours, so that’s what you’d claim.
3. Tues & Thurs from 9:30 – 12:20 (lec/lab combined\*), full term **Contact Hours = \_105\_***Note: \*Not all districts utilize combined hours fluidly.* **Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 3.0 x 2 x 17.5 = 105 *Wasn’t that nice and easy by comparison?*
4. Tues from 9:30 – 3:20 (lec/lab combined), full term **Contact Hours = \_105\_  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 6.0 x 1 x 17.5 = 105. Easy Peasy!

What problems are presented by these scenarios? How would you correct the problems? **OBVIOUSLY, these rules are just *nuts* and the normal thing to do would be to throw them out and start over!**

**Slide 26: 16.4-week semester. The Course Outline of Record for VZENENG 101 – Intro to Vertical Zen Engineering lists it as a 3-unit lecture / lab course with 108 contact hours. The COR shows 1.5 units for lecture and 1.5 for lab.**

**Class meets…**

1. Tuesday from 11 – 12:25 (lecture) and Thursday from 11–3:50 (lab),  
   full term **Contact Hours = \_109.88\_  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** Lec TSCH = 1.7 x 1 x 16.4 = 27.88  
    Lab TSCH = 5.0 x 1 x 16.4 = 82  
    Total = 109.88, which lies below 105% of 108 hour target.
2. Online lectures plus Thursday labs 11–3:50, full term **Contact Hours = \_109.88\_  
     
   Online lec:** TSCH = (units) x (TLM)??  
     
   **Here we go again…** These hybrid ones require the alternative accounting method, which calls for the alternative to the alternative to claim hours as if it were not an alternative, and just get what you normally get, although now it’s odd because what you get in a compressed calendar is more than what you get if it’s a traditional calendar, so you can claim the same 109.88 hours as in the last one. *Confused yet?*
3. Tues & Thurs from 9:30 – 12:35 (lec/lab combined\*), full term **Contact Hours = \_108.24\_***Note: \*Not all districts utilize combined hours fluidly.* **Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 3.3 x 2 x 16.4 = 108.24
4. Tues from 9:30 – 3:50 (lec/lab combined), full term **Contact Hours = \_108.24\_  
     
   Full term:** TSCH = (contact hrs/session) x (sessions/wk) x (TLM)  
     
   **Calculation:** TSCH = 6.6 x 1 x 16.4 = 108.24

How do these compare to the hours in a traditional calendar? **They’re all MORE!**

In summary, (a) these rules are truly nuts – and we’ve only scratched the surface. Lots more nuance to dive into! (b) Compared to traditional calendar districts, compressed districts are *penalized* on their online lecture classes, but can claim *more* hours on other classes. Do these balance out? Of course not. Statistically, that’s impossible. The ongoing surge of districts moving toward compressed calendars illustrates that there is a net gain by doing so.

By contrast, if the proposed new system on slide 30 were enacted, then…

* All scheduling options on slides 23 and 24 would earn 3 LEU, regardless of schedule or calendar type.
* All scheduling options on slides 25 and 26 would earn 6 LEU, regardless of schedule or calendar type.
  + **Calculation**: 6 LEU = 1.5 LEU from LEC + (1.5 x 3) LEU from LAB = 1.5 LEU from LEC + 4.5 LEU from LAB.
* *DONE!* All of the chaos of the preceding four pages condensed into two lines!