

# NORCO COLLEGE

## CURRICULUM COMMITTEE MINUTES

October 13, 2015 - 2:00 pm  
ST 107

Brian Johnson chaired the meeting.

### Members Present:

Brian Johnson.....Math and Sciences  
Rex Beck.....Business, Engineering & Information Technologies  
Nicole Capps.....Communications  
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Kevin Fleming.....Dean of Instruction, Career & Technical Education  
Dr. Carol Farrar.....Dean of Instruction  
Ladylyn Dominquez.....Social and Behavioral Sciences  
Nicholas Franco.....Social and Behavioral Sciences  
Diane Palmer.....Arts, Humanities and World Languages  
Vivian Harris.....Library  
Mitzi Sloniger.....Communications  
Dr. Monica Gutierrez.....Math and Sciences  
Dr. Teresa Friedrich-Finnern.....Math and Sciences  
Musa Rasheed.....ASNC

### Members Absent: NONE

### Guests: NONE

### Committee Support:

Nicole C. Ramirez.....Office of the Dean of Instruction

- A. Meeting called to order at 2:05pm
- B. Motion to approve October 13, 2015 agenda – MSC: V. Harris/ M. Sloniger. Committee approves.
- C. Motion to approve September 22, 2015 minutes – MSC: D. Palmer/V. Harris. Committee approves.
- D. Norco Action Items: Norco College Approval Items for 10/13/15

### 1. New Stand Alone Courses: The following courses will be part of the second 10 unit certificate in Entrepreneurship:

- a. BUS-31 Financing Your Business (N) Motion to approve R. Beck/N. Capps \*\*Approved\*\*
- b. BUS-33 Business Structure and Legal Issues (N) Motion to approve R. Beck/ N. Capps \*\*Approved\*\*

### 2. New Courses: NONE

**3. Course Inclusions: NONE**

**4. Distance Education: NONE**

Course	Title	Location	Comment
1. New Courses: None			
2. New Stand Alone Courses			
3. Course Inclusions: None			
4. Distance Education: None			
5. Major Course Modifications:			

The following course is being modified to update the SLOs, course content, MOI, MOE, and MOA. 66-6(al)-62-2699 assignments and course materials:

Course	Title	Location	Comment
6. Course Exclusions:			
7. Course Deletions:			
The following courses are outdated and have been replaced:			
FIT-I2A	Instructor 2A, Techniques of Evaluation	M	
FIT-I2C	Instructor 2C, Employing Audio Visual Aids	M	
8. New State Approved Certificates/Degrees:			

that was due to not informing the committee secretary to include it. It will be added to the next meeting's action items.

**Next Meeting: October 27, 2015 \* Room ST 107**

# Demystifying the Relationship Between Units and Hours

Craig Rutan, Santiago Canyon College  
Erik Shearer, Napa Valley College

2015 ASCCC Curriculum Institute

# Overview

- Regulations About Hours and Units
- Developing Effective Local Practices
- Sample Calculations
- Challenges for Curriculum Committees

# I. Regulations



# CCC Credit Hour

§55002.5 defines the “Credit Hour” for the California Community Colleges

- a) Establishes minimum of 48 total student learning hours = 1 unit

# Federal Credit Hour

## USDE 34 CFR 600.2

- Credit hour Except as provided in 34 CFR 668.8(k) and (l), credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than
  - 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

# Program and Course Approval Handbook

- Existing guidance in <sup>th</sup>5 Edition on page 80-83
- New guidelines in forthcoming PCAH <sup>th</sup>6 Edition.
- 6<sup>th</sup> Edition guidance consistent with principles and examples in this presentation.



162 Total Student Learning Hours = 3  
units of Credit

Three Variations

Regulations govern the total hours, articulation and  
accreditation provide standards for ratios.

## II. Practices



# Total Student Learning Hours

- 1 Unit of college credit is granted for 48-54 student learning hours (48 hours is based on 16 weeks at 3 hours per week, 54 hours is based on 18 weeks at 3 hours per week).
- Total student learning hours include both contact hours and outside-of-class hours (homework).
- Colleges can only collect apportionment for work completed in the classroom (contact hours).





# Basics for Curriculum Committees

- For Curriculum, calculations of units are based on total “student learning hours,” which includes all class and out-of-class work.
- Hours recorded on the Course Outline of Record (COR) represent the maximum potential hours for a course. Actual hours for a given section vary based on calendars and scheduling.
- The CCCCO recommends that hour to unit calculations for CORs should be based on 18 week semesters, even when a local college uses a 15, 16, or 17 week calendar.
- Course Outlines of Record should record total hours for each instructional category and total student learning

# Lecture, Laboratory, Activity, etc.

- For lecture courses, it is assumed that students will complete a minimum of 2 hours of outside assignments for every hour they spend in class
- For laboratory courses, it is usually assumed that students will complete all of their work during in class hours
- For laboratory with homework, activity with homework, or other categories, it is assumed that students will complete some hours outside of

# III. Standard Formula and Sample Calculations



# Sample Calculation

Imagine that a course requires 72 hours of lecture, 54 hours of laboratory, and 144 hours of homework. Then the total number of units would be:

# Example 1

English 1A meets for 4 hours of lecture per week, over a 16 week semester.

- How many hours of outside-of-class work should be listed on the COR?
- How many total student learning hours?
- How many units of credit should be recorded on the course outline of record?

# Solution 1

English 101 meets for 4 hours of lecture per week, over a 16 week semester.

– How many hours of outside-of-class work should be listed on the COR?

- 2 hours of outside work for every hour in class.  
Therefore,  $4 \times 2 \times 18 = 144$  hours

– How many total student learning hours?

- 72 hours of lecture + 144 hours outside = 216 hours

– How many units of credit should be recorded on the course outline of record?

- 4 units



# Example 2

Welding130 meets for 3 hours of lab per week for 18 weeks.

- How many hours of outside-of-class work should be listed on the COR?
-



# Example 3

ARTS 100 meets for 6 hours of lab or activity w/  
homework per week, over 18 weeks with 3  
hours of homework per week.

- How many contact hours should be listed on COR?
- How many total student learning hours?
- How many units of credit should be recorded on the course outline of record?

# Solution 3

ARTS 100 meets for 6 hours of activity w/ homework per week, over 18 weeks with 3 hours of homework per week.

– How many contact hours should be listed on COR?

• 108     ( $6 \times 18 = 108$ )

– How many total student learning hours?

• 162     ( $9 \times 18 = 162$ )

– How many units of credit should be recorded on the course outline of record?

• 3 units     ( $162 / 54 = 3$ )

# Challenging Scenario

Carpentry 101– Introduction to Framing

Students are required to complete 716 hours of classroom time over 20 weeks, but there are no specifics on how those hours are divided between lecture, lab, or other categories.

- A. How would the faculty and the curriculum committee determine the appropriate breakdown of hours between lecture, lab, or other instructional formats?
- B. What elements on the COR would be reviewed to determine if the hours had been nn-5(t)1 Tcty a(W)tou6een

# Scenario Answers

- A. Local policy, process, and standards based on guidelines in T5 and PCAH. COR elements can provide direction.
- B. Homework, evaluation, assignments, content, outcomes, objectives, content.
- C. Depends  
Pure Lab = 10 units, Pure Lecture = 39 units, Lec/Lab = Variable
- D. Faculty Load, Cost of Enrollment, External Acc.
- E. To provide guidelines that answer this question from inception and delineate between prescriptive and permissive aspects of regulation re: unit calculation.

# How would you handle this?

Your athletics faculty are proposing a new course for your college's men's golf team. Your faculty know that the student athletes can only have so many units in athletics, so they propose that this new course be 2 units of laboratory. Since Title 5 allows a maximum of 350 hours per sport, your faculty propose the course to have a total of 350 hours. How would you address this situation?

# IV. Fractional Unit Awards and Other Calculations



# Fractional Units

- Title 5 §55002.5 requires colleges to award in .5 increments.
- Title 5 allows colleges to award in smaller increments

# Hour Ranges and Unit Thresholds

Range of hours for each increment of credit (in 54 = 1 scenario):

- .5 unit = 1–53 total SLH
- 1 unit = 54–80 total SLH
- 1.5 units = 81–107 total SLH
- 2 units = 108–134 total SLH

This is similar to grading, where a B = 80%.  
Students earn the next unit of credit when they  
cross the next fraction  $\frac{a}{P} < \frac{Tw}{hey}$





# Tips

- Develop a local policy that is consistent with regulations and make sure that everyone knows what the policy is.
- Train your committee to calculate units and evaluate when a course is lecture, laboratory, lecture/lab, lab / activity with homework, etc.
- Issues like faculty workload are not issues for the curriculum committee. Leave them to your union.

# Questions?

- Thank you for joining us!
  - Craig Rutan [rutan\\_craig@sccollege.edu](mailto:rutan_craig@sccollege.edu)
  - Erik Shearer [eshearer@napavalley.edu](mailto:eshearer@napavalley.edu)