

## Dean's / Department Chair Training April, 2018

### I. Calculating Class Hours (Student Contact Hours) in Compressed Calendar

1. Definitions
  - a. Clock Hour – 60 minutes, made up of one 50 minute contact hour and one 10 minute break
  - b. Contact Hour (also known as Class Hour) – 50 minutes
  - c. Break – 10 Minutes
  - d. Term Length Multiplier – Gavilan's Term Length Multiplier is 16.7
  - e. Partial Class Hours - A "partial class hour" is that fractional part of a class hour in a class scheduled *for more than one clock hour*, starting from and including the 51st minute of the last full clock hour.
2. Rules
  - a. Courses are scheduled in 5 minute increments.
  - b. There is one 10 minute break for each contact hour, except during the last hour or partial hour of the scheduled class.
  - c. There is no additional apportionment for the 10 minutes breaks.
3. Gavilan's curriculum is based on a standard 18 week calendar.
  - a. The Total Contact Hours are displayed on the Course Outline of Record.
  - b. Course Outline of Record, A Curriculum Reference Guide Revisited,
  - c. CCCCO Hours and Units Calculations - "The Chancellor's Office strongly recommends using the 18-week semester as the basis for student contact hour calculation used in the COR, even if a college has been approved to use the compressed academic calendar."
  - d. Lecture/Lab hours and Out of Class Assignments
4. When a course is scheduled, the goal is to "generate contact hours that are as close to what the actual target contact hour calculation would be *without going under it.*"
5. Full Term Course:
  - a. Gavilan's Term Length Multiplier is 16.7.
  - b. If the course is full term the Total Contact Hours are divided by the TLM to arrive at the Weekly Contact Hours. Refer to the SAAM examples for different scheduling patterns.
  - c. The Attendance Accounting Method is "CH".
6. Short Term Course:
  - a. After entering the first and last day of the class Banner will calculate the number of days for that section.
  - b. To calculate the Daily Contact Hours divide the Total Contact Hours by the number of Days.
  - c. The Attendance Accounting Method is "DH".

7. Online course are coded “UA” for full term courses, “UD for short term courses.
8. Noncredit – follows the same scheduling patterns as credit, but the courses are code “PH” – Positive Hours.
  - d. There is no difference between computing contact/class hours for positive attendance courses as compared to other permitted attendance accounting procedures.
  - e. Attendance Method PH

<b>Compressing 18 Weeks to 16 Weeks for Weekly Census (Full Term) Courses Using 16.7 TLM</b>						
<b>Contact Hours per Week, based on 18 Week Calendar</b>	<b>Number of Days per Week</b>	<b>Daily Contact Hours (converted to 16 week calendar)</b>	<b>Weekly Contact Hours</b>	<b>Class Meeting Time</b>	<b>Number of 10 Minute Breaks</b>	<b>Example Start/End Time</b>
1	1	1	1	50 Minutes	0	8:00 – 8:50
2	1	2.3	2.3	125 Minutes	1	8:00 – 10:05
3	1	3.4	3.4	190 Minutes	2	8:00 – 11:10
3	2	1.7	3.4	85 Minutes	1	8:00 – 9:25
4	1	4.5	4.5	265 Minutes	3	8:00 – 12:15
4	2	2.3	4.6	125 Minutes	1	8:00 – 10:05
4	3	1.5	4.5	75 Minutes	0	8:00 – 9:15
5	2	2.8	5.6	150 Minutes	1	8:00 – 10:30
5	3	1.9	5.7	95 Minutes	0	8:00 – 9:35
5	4	1.4	5.6	70 Minutes	0	8:00 - 9:10
6	2	3.3	6.6	185 Minutes	2	8:00 - 11:05
6	4	1.7	6.8	85 Minutes	0	8:00 - 9:25

## II. CurricUNET

### a. Mapping course SLOs and ILOs to PLOs

1. Create a proposal to update the program.
2. Select the Program Requirements block.
3. Select "Edit Program Courses".
4. Select the first course and mark the Checkbox "Map SLO to PLO". Then "Update".
5. Repeat for each required course in the program.

**Modify Program: School Age Child Care (Certificate of Achievement)**

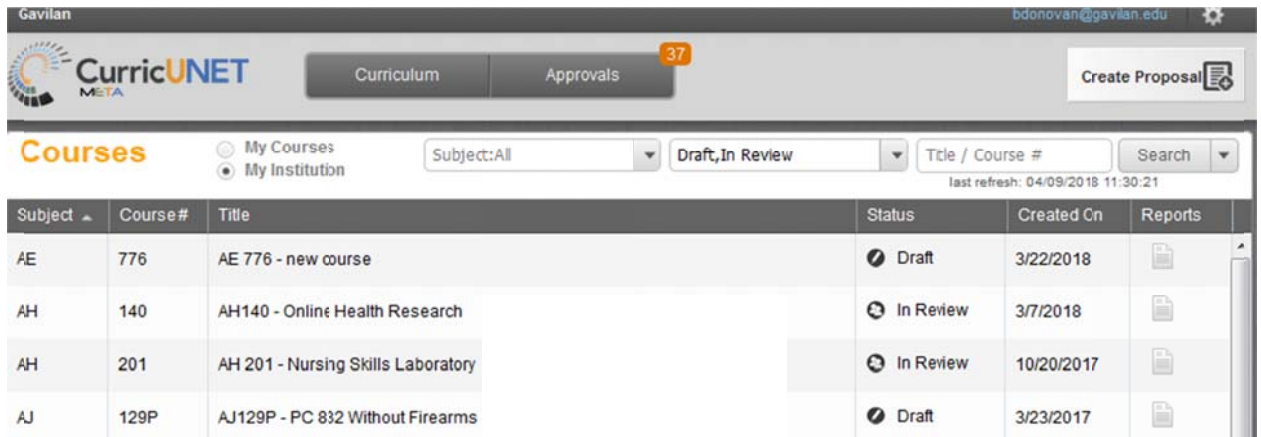
Status: Draft Remaining Launch Req.

Program Description	3/3	<b>Program Requirements</b>
Program Requirements		Last updated by Pat Henrickson on 11/30/2017 at 12:58 PM
Program Learning Outcomes		<b>Program Courses: CORE COURSES: 14 units</b>
Program Planning		Discipline CD - Child Development
Codes/Dates		Course CD9 - Child Health/Nutrition and Safety 3.000 *Active*
Attached Files		Non-Course Requirements
Co-Contributor		Ordered Semester
		<input type="checkbox"/> Map SLO to PLO?
		Condition
		<b>Unit Range</b>
		Units Low
		Units High





6. Open Program Learning Outcomes block.
  - i. Open the first Program Learning Outcome
  - ii. Select the checkbox for each course that supports this Learning Outcome.
7. Currently there is no reporting out of CurricUNET. For now you can do screen shots from the "All fields" report.

## b. Navigating/Searching in CurricUNET

1. Change radio button to “My Institution”
2. Default status is “Draft/In Review”
3. Enter course number or part of the course title to search for a course.
  - Draft – Proposal you are working on.
  - In Review – Proposal that has been launched and is in the review process
  - Active – Active courses or programs
  - Historical – Prior version of a course or program
  - Rejected – Course or program that has been disapproved



The screenshot shows the CurricUNET interface. At the top, there is a navigation bar with "Curriculum" and "Approvals" tabs, and a "Create Proposal" button. Below the navigation bar, there are search filters: "My Courses" and "My Institution" radio buttons, a "Subject: All" dropdown, a "Draft, In Review" status dropdown, and a "Title / Course #" search field. A "last refresh: 04/09/2018 11:30:21" timestamp is visible. The main content is a table with the following data:

Subject	Course#	Title	Status	Created On	Reports
AE	776	AE 776 - new course	Draft	3/22/2018	
AH	140	AH140 - Online Health Research	In Review	3/7/2018	
AH	201	AH 201 - Nursing Skills Laboratory	In Review	10/20/2017	
AJ	129P	AJ129P - PC 832 Without Firearms	Draft	3/23/2017	

III. Banner Demo

IV. COCI Demo  
<https://coci2.ccctechcenter.org/>

V. Questions and answers