

COMMENTS RECEIVED ON PROPOSED NEW OR REVISED POLICIES

AP 3.25.07: Definition of a Credit Hour		
Date Comment Received	Comment	Response
3-3-25	<p>I noticed the new emphasis on "minimum". Currently, we have a 16-week semester and schedule most courses for more than this minimum seat time. For each credit hour, a course is scheduled for 16 contact hours (1 contact hour each week) instead of the minimum 15 hours.</p> <p>For example: For a 3 credit "lecture" course, we offer 48 contact hours instead of 45. For a 4 credit "lecture" course, we offer 64 contact hours instead of 60.</p> <p>That's great news for our students! I do not wish to see these extra hours go away, particularly not by shaving valuable minutes off each class meeting.</p> <p>The seat time calculator should be adjusted to reflect a suggested/default/PCC number of contact minutes (50 min * 16 = 800 minutes) and not just the minimum required by this AP (50 min * 15 = 750 minutes). I am concerned that, over time, departments will start scheduling shorter class meetings if the calculator says 750 minutes. Please adjust the calculator and inform the deans and department heads not to shorten class times.</p> <p>If the intent is to shorten class times, then the College should seriously consider going to a 15-week semester + 1 finals week to minimize the class time lost.</p>	<p>We intentionally incorporated the word "minimum" to indicate that there may be instances where we need additional time; this is optional.</p> <p>The working team has finalized the Standard Operating Procedure (SOP) and is working on a rubric to guide instructors and deans in determining the number of credits. We also discussed incorporating an updated seat time calculator, which will be discussed with faculty, likely in the fall.</p> <p>Under Section 1, Credit Hour Definition: We have added a statement clarifying that all courses must be scheduled and meet through the end of the term. This section also states that "any course offered in less than a full 16-week semester must be equivalent in both direct faculty contact hours and out-of-class activities expected of students (two hours for every hour in class or three hours for asynchronous online) as a full semester-length course." Therefore, that should clarify that the AP intends to maintain our 16-week semester.</p>

Received during the Credit Hour SOP Process from Dean Greg Wilson and Faculty

H. Technical Skills Laboratory - A course type for a supervised laboratory to perform specific tasks for specialized knowledge, practice, and expertise.

Able to add in "practice"

Received during the Credit Hour SOP Process and

We need to change the order of this statement to be in complete alignment throughout the AP and the SOP:
1 credit = 45 hours = minimum contact hours + out-of-class activities needs to be converted to:
45 hours = 1 credit = minimum contact hours + out-of-class activities

Able to switch 45 hours and 1 credit hour