



LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL PROGRAMS AND INSTITUTIONAL EFFECTIVENESS

June 12, 2014

TO: Don Gauthier, President, District Academic Senate
Joe Ramirez, Chair, Vice Presidents of Student Services
Karen Daar, Chair, Vice Presidents of Academic Affairs
Will Marmolejo, Chair, District Admissions and Records Committee

FROM: Bobbi Kimble, Interim Vice Chancellor

RE: Changes to E-97 – Scheduling of Breaks, Instruction and Passing Time

BACKGROUND: Attached are proposed revisions to E-97, which has not been updated since 2003. Revisions were made to reduce redundancy and clarify general policies for scheduling. Information contained in Appendix A of the original document has been moved to a separate resource document, located on the LACCD intranet.

You will note that the layout looks very different from our current administrative regulations. The new format is ADA compliant and being phased in as rules are revised.

ACTION REQUESTED: Please review the proposed changes and forward any questions or concerns to me at KimbleB@email.laccd.edu.

RESPONSE DATE: These are purely technical revisions. Therefore I am hopeful that you can respond to me by **June 23, 2014**.

Thank you very much for your prompt review.

Cc: Cathy Iyemura, Senior Research Analyst, EPIE
Maury Pearl, Associate Vice Chancellor, EPIE
Alma Johnson-Hawkins, President Liaison, CIO Council
Eric Kim, Office of General Counsel
Monte Perez, President Liaison, CSSO Council



TOPIC: **Scheduling of Instruction, Breaks and Passing Time**

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I. BACKGROUND

Title 5, *California Code of Regulations* (Division 6, Chapter 9 – “Fiscal Support”, Subchapter 1 – “Attendance”) and the California Community Colleges’ *Student Attendance Accounting Manual*, establish the policies upon which community college districts can claim apportionment for student attendance.

In keeping with the provisions of these regulations, the Los Angeles Community College District (LACCD) employs various methods for attendance accounting. Weekly Student Contact Hour (WSCH) and Daily Student Contact Hours (DSCH) are calculated using the appropriate census day contact hours. Attendance for Positive Attendance classes is determined through the tabulation of actual student contact hours. Reporting for Independent Study and Work Experience are based on units, not hours, and are thus not subject to the requirements below.

Attendance Accounting calculations are based upon a 50-minute class (student contact) hour. Sufficient break time must be included and passing time outside of scheduled class time must be provided. However, there are certain break requirements for classes that cause scheduling patterns that are less effective uses of elapsed time in generating FTES and should be avoided if possible.

Various scheduling tools and resources are available on the Educational Programs and Institutional Effectiveness website:
<http://www.laccd.edu/Departments/EPIE/Pages/default.aspx>.

II. BASIC PRINCIPLES

A. Follow Guidelines in Title 5 and Student Attendance Accounting Manual

Class scheduling shall be done in accordance with the provisions of Title 5, California Code of Regulations (Division 6, Chapter 9 - "Fiscal Support," Subchapter 1 - "Attendance Accounting") and the California Community Colleges' *Student Attendance Accounting Manual*.

B. Utilize Comparable Student Contact Hours, Regardless of Course Length

The scheduling of classes, to the extent possible, shall be equal to the total number of student contact hours, including final examinations, taught during a traditional 18-week semester. This should be true for compressed primary terms, summer sessions, winter intersessions, and any other short-term classes. In this way, there will be no loss of instructional time or FTES because of the use of the compressed calendar.

However, the total of the weekly hours scheduled (exclusive of scheduled holiday and vacation hours) for a class cannot be less than the number of *standard class hours* listed in the LACCD course database multiplied by 16.

C. Utilize Class-Scheduling Patterns That Achieve Optimum Apportionment

Inefficient scheduling, such as scheduling for more time than can be received for apportionment, should be avoided.

D. Publish Explicit Start and Stop Times

The start and end of each face-to-face class meeting time shall be explicitly stated in every published schedule of classes.

E. Provide Appropriate Passing Time

For each class there must be a *passing time*, outside of the class meeting time, of sufficient duration as allow students to travel from one class to another.

III. DEFINITIONS

A. Class Hour

The "class hour" is the basic unit of attendance for computing a Full-Time Equivalent Student (FTES). A class hour is no less than 50 consecutive minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For FTES purposes, a class hour is commonly referred to as a "contact hour" or "student contact hour" (SCH).

B. Clock Hour

A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20, etc.

C. Passing Time/Break

Each clock hour is composed of one class hour segment and a mandatory "passing time" or "break".

D. Partial Class Hour

A "partial class hour" is that fractional part of a class hour in a class scheduled *beyond* one clock hour.

E. Multiple Hour Class

1. A multiple-hour class is any period of instruction scheduled continuously for more than one clock hour.
2. Each 50 minutes exclusive of breaks is a *class hour*. If the final hour of a class is scheduled for more than a clock hour (i.e., 60 minute period), additional minutes beyond the 50th minute can be counted.
3. The additional minutes are counted as a fraction of a 50 minute period.
4. There shall be no class break in the last full clock hour or the partial class hour.
5. Because of break requirements, total instructional hours (class hours) must be less than or equal to clock hours.

IV. SCHEDULING

A. WSCH and DSCH classes scheduled for whole *clock/class hours*

If a class is scheduled for only fifty minutes, the minimum allowed for apportionment, it cannot have a break and passing time must be outside of class time.

B. *Multiple-Hour* WSCH and DSCH classes will be scheduled as follows:

1. A ten minute break is required for each 50 minutes of class time. The exception to this is the multiple hour class in which a class is scheduled for more than 60 minutes. In this case, there are no breaks in the final class hour.
2. Break periods cannot be accumulated so that the class is dismissed earlier.
3. If the fractional part of a class extends beyond the last full clock hour by less than 40 minutes, then there will be no breaks in this period.

V. POSITIVE ATTENDANCE CLASSES

Positive Attendance classes shall be scheduled with sufficient weekly hours to equal a total of 16 to 18 *class (student contact) hours* for each *class hour* listed in the LACCD course outline of record

VI. INDEPENDENT STUDY and WORK EXPERIENCE CLASSES

Independent Study and Work Experience classes are not subject to these requirements.

Original Issue Date: June, 2003

Date of Changes: June, 2014

Initiated by: Educational Support Services

References: Title V section 57001 (e), 58003.1 (e), 58051 (g), 58023;

California Community Colleges' *Student Attendance Accounting Manual*

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by

contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.