

3. Revised proposal from John Nicols for discussion by the UGC (6-10-02)

What follows is a simplified version of the outline we have discussed before. I am asking for your approval not necessarily of every item, but of my plan to send the document to deans and departments for comment.

DRAFT OF CONTACT-HOUR GUIDELINES 6 June 2002

1. Classroom courses. As specified in faculty legislation, credit hours for all lower division courses should correspond to the equivalent contact hours. When there is not a direct correspondence between credit hours and regularly scheduled classroom hours, the course syllabus (as guided by approved departmental guidelines) should list how the course meets the contact-hour requirement.

a) Laboratories, field trips, and out-of-classes exercise and significant alternative assignments may be used to meet the standard.

b) Departmental guidelines must specify how the additional work is monitored.

c) Where it is not possible to match equivalent contact hours to the credit hours, and where no satisfactory means for monitoring the additional work can be identified, the credit hours should be adjusted to match the contact hours.

2. Non-classroom courses. For non-classroom courses where credit and contact hours do not coincide, equivalence should be established through formal standards for student performance that are consistent with a corresponding classroom course. Preferably, students should have a choice between this type of course and the corresponding classroom course, with consistent standards of assessment. In some instances, e.g., rarely taught languages, a choice may not be possible, but there are nationally recognized standards and means of assessment that can be employed.

3. Readings, research, etc. credits. These guidelines for contact hours do not apply to readings and conference, research, internship, practica, or other similar types of credits, which should be evaluated using other traditional criteria for these credits.

4. Monitoring. When credit and contact hours do not coincide, either via class time or discussion/laboratory time, then course syllabi and practice should be regularly reviewed both by the department and the college for accordance with these guidelines.