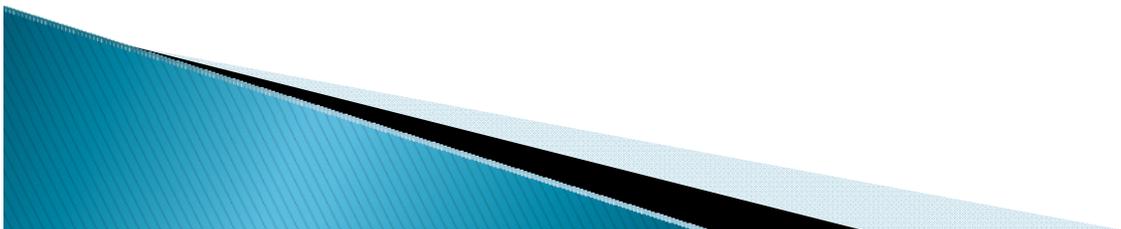


16 Week Calendar

Meena Singhal
Dean – Academic Services
January 14, 2009

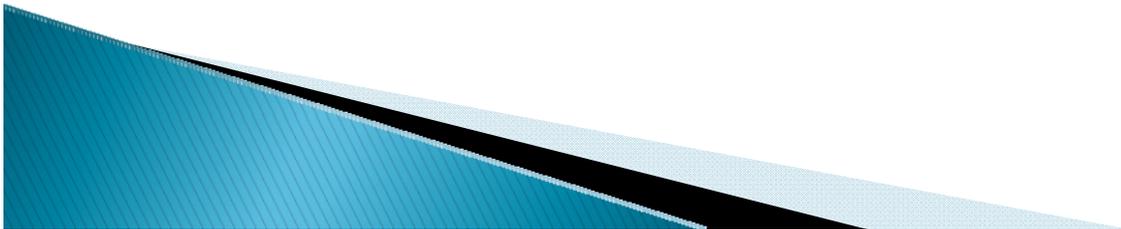
Definitions

- ▶ Class Hour – the basic unit of attendance for computing full-time equivalent student (FTES). It is 50 minutes of scheduled instruction.
- ▶ Clock Hour – is a 60 minute time frame.
- ▶ Passing time – allows students time to move from one class to another (usually 10 minutes).
- ▶ Break time – 10 minutes break time for every 60 minutes (clock hour)



Scheduling Guidelines

- ▶ Follow guidelines in Title 5 and Student Attendance Accounting Manual
- ▶ Utilize comparable student contact hours, regardless of course length
- ▶ Utilize class-scheduling patterns that achieve optimum apportionment
- ▶ Publish explicit start and stop times
- ▶ Provide appropriate passing time



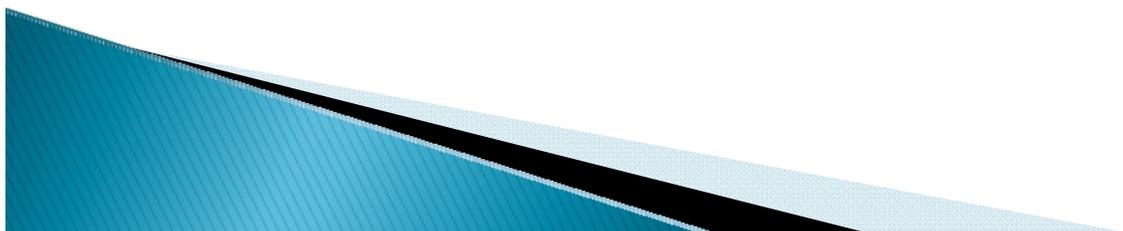
Compressed Calendar – Class Hours Per Week

- ▶ Number of total course hours does not change but class hours per week must be increased when the number of weeks is decreased.

For example, a class that would normally meet 6 hours a week would now meet 6.8 hours a week.

$$6 \text{ WSCH} \times 18 \text{ weeks} = 108 \text{ hours total}$$
$$108 \text{ hours total} / 16 \text{ weeks} = 6.8 \text{ WSCH}$$

$$3 \text{ WSCH} \times 18 \text{ weeks} = 54 \text{ hours total}$$
$$54 \text{ hours total} / 16 \text{ weeks} = 3.4 \text{ WSCH}$$



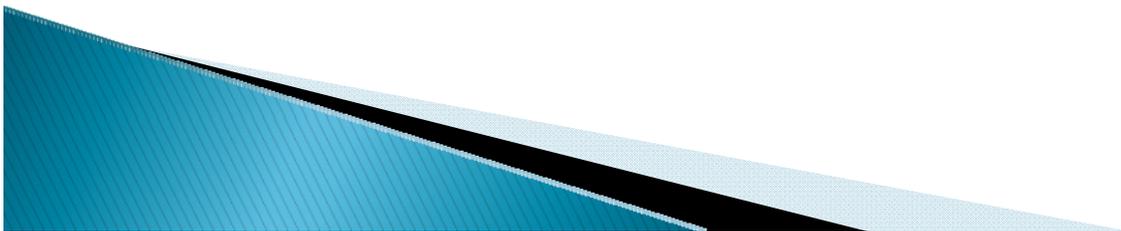
Apportionment and Scheduling

Same Class Twice a Week

- ▶ 3.4 hours per week / 2 days = 1.7 hours per day (85 minutes per class)
- ▶ 8:00–8:50 = 1 class hour / 50 min = 1.0
- ▶ 8:50 – 9:25 = 35 minutes / 50 min = .7
- ▶ Total 1.7 SCH

1.7 SCH x 2 days per week = 3.4 WSCH

In the Schedule of Classes, the class would appear as Mon/Wed 8:00–9:25.



Inappropriate Scheduling

Same Class Three Times a Week

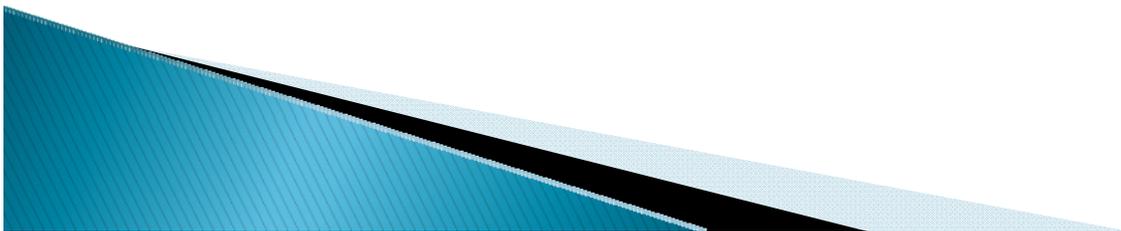
- ▶ 3 hour class (3.4 WSCH) offered 3 times a week.
- ▶ $3.4/3 \text{ days} = 1.13 = 56 \text{ minutes/day}$
- ▶ $1.1 \text{ hours/day} = 55 \text{ minutes/meeting}$
=8:00–8:55am

But accounting rules require breaks in each clock hour so 55 minutes is only 1.0 SCH.

$1.0 \text{ SCH} \times 3 \text{ days} = 3.0 \text{ WSCH}$ not 3.4 per week needed on the compressed calendar.

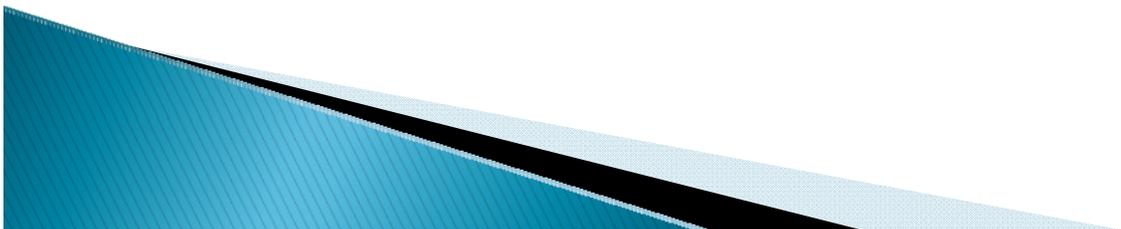
So a 3 hour class cannot be scheduled 3 days a week

(Any class scheduling patterns that has the same number of meeting days per week as the number of hours per week will have this problem and such patterns should be avoided).



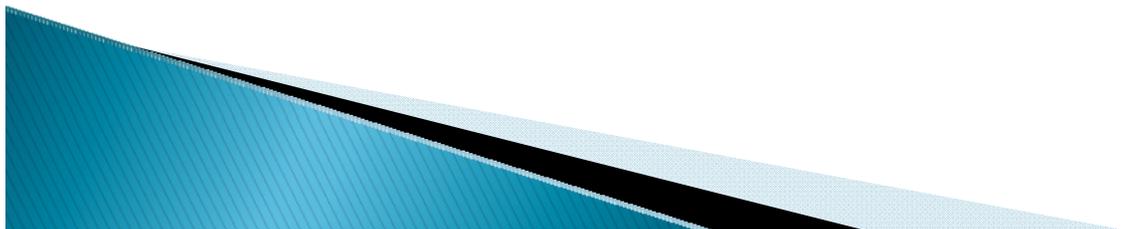
Recommendations by Task Force

- ▶ The time patterns will include an explicitly stated 10 minute passing time wherever possible. There will of course need to be some alterations made in the time patterns to fit unique situations at LBCC. However, every effort should be made to use the established patterns or to have coordinated times so that the college does its best to meet student needs and maximize facility utilization.
- ▶ There will be no separate final exam schedule. Instead, classes will be held until the last day of the semester and final exams will be held within regularly scheduled class times.
- ▶ The winter intersession will be a five week offering.
- ▶ Summer sessions will primarily utilize two discrete five week sessions in the daytime and an eight week program at night.
- ▶ The fall semester will attempt to have the first day of instruction on the day after Labor Day. However, in years when Labor Day is late, the first day of instruction in the fall semester will begin on the preceding Monday.
- ▶ Spring break will be maintained and will continue to be the week after Easter (or whatever is established by the Long Beach Unified School District).
- ▶ There will be 3 flex days and a term length multiplier of 16.3.



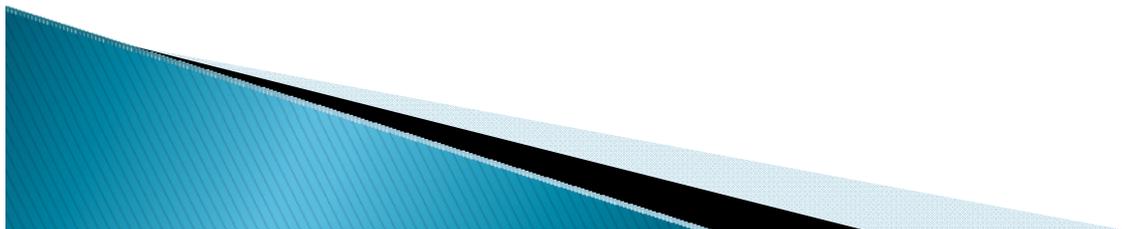
2010 - 2011 Calendar

Flex Days - To be determined (2 embedded and one floating). On this chart they are shown as August 26, Oct 12, and March 17 th
College Day (August 27, 2010)
Fall 2010 August 30-December 17, 2010
Winter Intersession Jan 3 - Feb 4, 2011
Spring 2011 Feb 7 - June 3, 2011
Spring Break April 25 - 29, 2011 (not finalized by LBUUSD)
Summer 1 - June 13 - July 15, 2011
Summer 2 - July 18 - August 19, 2011
There will also be an overlapping 8 week session in the summer (mostly evening offerings)
Fall 2011 would start August 29, 2011
Graduation - To be determined - perhaps June 8, 2011



Schedule Sample

	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes
DAY	8:00-9:05 M,T,W, or Th	8:00-10:05 M,T,W or Th	8:00-9:25 MW	8:00-9:15 MWF	8:00-9:20 MW and 8:00-10:10 on F
			9:35-11:00 MW	9:35-10:50 MWF	9:35-10:55 MW and 9:35-11:45 on F
			11:10-12:25 MW	11:10-12:25 MWF	11:10-12:30 MW and 10:20-12:30 on F
			12:45-2:10 MW	12:45-2:00 MWF	8:00-9:20 TTh and 8:00- 10:10 on F
			2:15-3:40 MW	2:15-3:30 MWF	9:35-10:55 TTh and 9:35-11:45 on F
					11:10-12:30 TTh and 10:20-12:30 on F



16 Week Calendar Website



16 Week Calendar



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-  [Frequently Asked Questions](#)
 -  [Fall 2009/Spring 2010 Calendar](#)
 -  [Faculty Poll on 16 Week Calendar](#)
 -  [Equivalents to 18 Week Semester Standard](#)
 -  [Class Length on a 16 Week Calendar](#)
 -  [Time Pattern Chart for 16 Week Calendar](#)
 -  [Instructional Periods for Fall and Spring \(16 Week Primary Terms\)](#)
 -  [Instructional Periods for 5 Week Winter Intersession](#)
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<http://oas.lbcc.edu/16w/>

