Fall and Spring 16-Week Meeting Length Calculations

Scheduled course time required for a 16-week course meeting X number of days per week.

Meetings per Week Totaling 100% Responsibility **Days of the Week** LEC% FTE LAB% FTE	1 Meeting per Week 100% Responsibility **M,T,W,Th,F,or S** Hrs:Min per Day	2 Meetings per Week each at 50% Responsibility **MW or TTh** Hrs:Min per Day	3 Meetings per Week multiples of 33.33% Responsibility **MWF or TThF** Hrs:Min per Day	4 Meetings per Week multiples of 25% Responsibility **MTWTh or TWThF** Hrs:Min per Day	5 Meetings per Week multiples of 20% Responsibility **MTWThF (Daily)** Hrs:Min per Day
9 total hours .6 hrs/wk for 16 weeks 3.33% FTE 2.5% FTE	**XXXX** Must be placed in 8-week session	* * *	* * *	* * *	
18 total hours 1.1 hrs/wk for 16 weeks 6.67% FTE 5% FTE	**1:05** TBA hours = 1.13 hours per week	*May be used in the 16-week session only if the class has a lecture and a lab component. If the 18-hour class has only one component, the class must be placed in the 8-week session.*			
27 total hours 1.7 hrs/wk for 16 weeks 10% FTE 7.5% FTE	**1:25** TBA hours = 1.69 hours per week	* * *			
36 total hours 2.3 hrs/wk for 16 weeks 13.33% FTE 10% FTE	**2:05** TBA hours = 2.25 hours per week	* * *			
45 total hours 2.8 hrs/wk for 16 weeks 16.67% FTE 12.5% FTE	**2:30** TBA hours = 2.81 hours per week	**1:10** TBA hours per half = 1.41 hours per week			
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 15% FTE	**3:10** TBA hours = 3.38 hours per week	**1:25** TBA hours per half = 1.69 hours per week			
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.5% FTE	**3:35** TBA hours = 3.94 hours per week	**1:50** TBA hours per half = 1.97 hours per week			
72 total hours 4.5 hrs/wk for 16 weeks 26.67% FTE 20% FTE	**4:15** TBA hours = 4.50 hours per week	**2:05** TBA hours per half = 2.25 hours per week	**1:15** TBA hours per third = 1.50 hours per week	* * *	
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.5% FTE	**4:55** TBA hours = 5.06 hours per week	**2:20** TBA hours per half = 2.53 hours per week	**1:25** TBA hours per third = 1.69 hours per week	* * *	
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 25% FTE	**5:20** TBA hours = 5.63 hours per week	**2:30** TBA hours per half = 2.82 hours per week	**1:35** TBA hours per third = 1.88 hours per week	**1:10** TBA hours per fourth = 1.41 hours per week	
99 total hours 6.2 hrs/wk for 16 weeks 36.67% FTE 27.5% FTE	**6:00** TBA hours = 6.19 hours per week	**2:55** TBA hours per half = 3.10 hours per week	**1:55** TBA hours per third = 2.06 hours per week	**1:20** TBA hours per fourth = 1.55 hours per week	* * *
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30% FTE	**6:30** TBA hours = 6.75 hours per week	**3:10** TBA hours per half = 3.38 hours per week	**2:05** TBA hours per third = 2.25 hours per week	**1:25** TBA hours per fourth = 1.69 hours per week	* * *
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.5% FTE	**7:05** TBA hours = 7.31 hours per week	**3:25** TBA hours per half = 3.66 hours per week	**2:10** TBA hours per third = 2.44 hours per week	**1:30** TBA hours per fourth = 1.83 hours per week	**1:15** TBA hours per fifth = 1.46 hours per week
126 total hours 7.9 hrs/wk for 16 weeks 46.67% FTE 35% FTE	**7:35** TBA hours = 7.88 hours per week	**3:50** TBA hours per half = 3.94 hours per week	**2:20** TBA hours per third = 2.63 hours per week	**1:50** TBA hours per fourth = 1.97 hours per week	**1:20** TBA hours per fifth = 1.58 hours per week
135 total hours 8.4 hrs/wk for 16 weeks 50% FTE 37.5% FTE	* * * *	**4:00** TBA hours per half = 4.22 hours per week	**2:30** TBA hours per third = 2.81 hours per week	**1:55** TBA hours per fourth = 2.11 hours per week	**1:25** TBA hours per fifth = 1.69 hours per week
144 total hours 9.0 hrs/wk for 16 weeks 53.33% FTE 40% FTE	* * * *	**4:15** TBA hours per half = 4.50 hours per week	**2:50** TBA hours per third = 3.00 hours per week	**2:05** TBA hours per fourth = 2.25 hours per week	**1:30** TBA hours per fifth = 1.80 hours per week
153 total hours 9.6 hrs/wk for 16 weeks 56.67% FTE 42.5% FTE		**4:30** TBA hours per half = 4.80 hours per week	**3:00** TBA hours per third = 3.20 hours per week	**2:10** TBA hours per fourth = 2.40 hours per week	**1:35** TBA hours per fifth = 1.92 hours per week
162 total hours 10.1 hrs/wk for 16 weeks 60% FTE 45% FTE		**4:55** TBA hours per half = 5.06 hours per week	**3:10** TBA hours per third = 3.38 hours per week	**2:15** TBA hours per fourth = 2.53 hours per week	**1:50** TBA hours per fifth = 2.03 hours per week
171 total hours 10.7 hrs/wk for 16 weeks 63.33% FTE 47.5% FTE		**5:10** TBA hours per half = 5.35 hours per week	**3:20** TBA hours per third = 3.56 hours per week	**2:25** TBA hours per fourth = 2.67 hours per week	**1:55** TBA hours per fifth = 2.14 hours per week
180 total hours 11.3 hrs/wk for 16 weeks 66.67% FTE 50% FTE	* * * *	**5:20** TBA hours per half = 5.63 hours per week	**3:30** TBA hours per third = 3.75 hours per week	**2:30** TBA hours per fourth = 2.81 hours per week	**2:05** TBA hours per fifth = 2.25 hours per week

Breaks and Passing Times:

● If a class is 1 hour or more, but less than 2 hours long, the students must have 10 minutes passing time after the class ends, in lieu of a break.

● If a class is 2 hours or more, but less than 3 hours long, the students should get one 10-minute break during class and 10 minutes passing time after the class ends.

● If a class is 3 hours or more, but less than 4 hours long, the students should get two 10-minute breaks during class and 10 minutes passing time after the class ends.
etc.

Example:

The Catalog says a MATH 805 course meets 4.5 lecture hours for 16 weeks. That means it must meet 72 total hours.

We want to create a MATH 805 class that meets twice a week.

Go down the left side to the "72 total hours" row, and then right until you come under the "2 Meetings per Week" column. The lecture must meet 2 hours and 5 minutes twice a week.

If there were a lab, you would do the same thing for the lab.

When you locate a room for the class, make sure there's an extra ten minutes after the class for the passing time. And if there's a class before this one, make sure there's 10 minutes left open for its passing time.

Use the hours and minutes when figuring **start and end time** for a meeting pattern.

Use the decimal figures to calculate the total **weekly TBA hours** for a meeting pattern.

* * * Pattern does not give optimal apportionment.

* * * A class this long is usually broken down into smaller meetings.

The Passing Time: In the example circled, a 72-hour class meeting twice a week should meet 2.25 hours per day.

Students get credit for 2.25 hours/day and Instructors get paid for 2.25 hours/day. (2.25 X 2 days/wk X 16 weeks = 72 total hours.)

We know that .25 hour = 1/4 hour = 15 minutes, but when using the Chancellor's Office's 16-Week formula, we find that the class would meet 2 hours and 5 minutes. The difference allows for the passing time. If this class meets 8-10:05AM, the passing time would be 10:05 - 10:15. So when planning classes, if this class ends at 10:05AM, the next one should not begin until 10:15AM.