Fall and Spring 8-Week Daily Class Time and TBA Calculations

Scheduled class time required for an 8-week course meeting a total of **X** number of days/meetings.

Number of Meetings per Week and			2 Meetings per Week each at			3 Meetings per Week multiples of		
Percent of Responsbility		,		% Responsibi			3% Responsi	
Number of Meetings	7 Meetings (1 holiday)	8 Meetings	14 Meetings (2 holidays)	15 Meetings (1 holiday)	16 Meetings	22 Meetings (2 holidays)	23 Meetings (1 holiday)	24 Meetings
Days of the Week	M, T, W, T	h, F, or S	M	1W or TT	'h	MTW or TWTh		
Hrs : Mins / Meeting	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins
LEC% FTE LAB% FTE	per Day	per Day	per Day	per Day	per Day	per Day	per Day	per Day
9 total hours	1:05	1:05						
.6 hrs/wk for 16 weeks 3.33% FTE 2.5% FTE	TBA hours = 1.13		* * *	* * *	* * *	* * *	* * *	* * *
18 total hours	1.29 hrs/day 2:20	2:05	1:05	1:05	1:05			
1.1 hrs/wk for 16 weeks	TBA hours = 2.25	hours per week	TBA hours e	ach half = 1.13 ho	urs per week	* * *	* * *	* * *
6.67% FTE 5% FTE	2.57 hrs/day 2			1.20 hrs/day				
27 total hours 1.7 hrs/wk for 16 weeks	3:35 TBA hours = 3.38	3:10	1:35 TBA hours e	1:30 ach half = 1.69 ho	1:25	1:05	1:05 ach third = 1.13 ho	1:05
10% FTE 7.5% FTE	3.86 hrs/day			1.80 hrs/day			1.17 hrs/day	
36 total hours	4:55	4:15	2:20	2:10	2:05	1:20	1:20	1:15
2.3 hrs/wk for 16 weeks 13.33% FTE 10% FTE	TBA hours = 4.50 5.14 hrs/day			$\frac{\text{ach half} = 2.25 \text{ ho}}{2.40 \text{ hrs/day}}$			$\frac{\text{ach third} = 1.50 \text{ ho}}{1.57 \text{ hrs/day}}$	
45 total hours	6:10	5:20	3:05	2:50	2:30	1:50	1:50	1:35
2.8 hrs/wk for 16 weeks 16.67% FTE 12.5% FTE	TBA hours = 5.63 6.43 hrs/day	hours per week		ach half = 2.81 ho 3.00 hrs/day			ach third = 1.88 ho	
54 total hours		* **	3:35	3:20	2.81 hrs/day 3:10	2:15	1.96 hrs/day 2:10	2:05
3.4 hrs/wk for 16 weeks	TBA hours = 6.75		TBA hours e	a h half = 3.38 ho	urs per week	TBA hours ea	ach third = 2.25 ho	ours per week
20% FTE 15% FTE				3.60 hrs/day			2.35 hrs/day	
63 total hours 3.9 hrs/wk for 16 weeks	* * * * TBA hours = 7.88	* ** *	TBA hours e	4:00 ach half = 3.94 ho	3:35 urs per week	2:35 TBA hours ea	2:25 ach third = 2.63 ho	2:20 ours per week
23.33% FTE 17.5% FTE				4.20 hrs/day			2.74 hrs/day	
72 total hours	* ** *	* ** *	4:55	4:30	4:15	3:05	2:55	2:50
4.5 hrs/wk for 16 weeks 26.67% FTE 20% FTE	TBA hours = 9.00	hours per week		ach half = 4.50 ho 4.80 hrs/day			3.13 hrs/day	
81 total hours	* ** *	* ** *	5:30	5:10	4:55	3:25	3:15	3:10
5.1 hrs/wk for 16 weeks	TBA hours = 10.13	hours per week		ach half = 5.06 ho	urs per week		ach third = 3.38 ho	
30% FTE 22.5% FTE 90 total hours	* ** *	* ** *	5./9 hrs/day 6:10	5.40 hrs/day		3.68 hrs/day 3:55	3.52 hrs/day 3:35	3.38 hrs/day 3:30
5.6 hrs/wk for 16 weeks	TBA hours = 11.25			5:50 ach half = 5.63 ho	5:20 urs per week		ach third = 3.75 ho	
33.33% FTE 25% FTE		•		6.00 hrs/day		4.09 hrs/day	3.91 hrs/day	3.75 hrs/day
99 total hours 6.2 hrs/wk for 16 weeks	* * * * TBA hours = 12.38	* **	* ** *	* * * * ach half = 6.19 ho	* **	4:15	4:05 ach third = 4.13 ho	3:55
36.67% FTE 27.5% FTE	TBA Hours = 12.36	nours per week	TBA Hours e	acii iiaii = 6.19110	urs per week		4.30 hrs/day	
108 total hours	* ** *	* ** *	* ** *	* ** *	* ** *	4:35	4:25	4:15
6.8 hrs/wk for 16 weeks 40% FTE 30% FTE	TBA hours = 13.50) hours per week	TBA hours e	ach half = 6.75 ho	urs per week		ach third = 4.50 ho	
117 total hours	* ** *	* ** *	* ** *	* ** *	* ** *	4.91 hrs/day 5:05	4.70 hrs/day 4:55	4.50 hrs/day 4:35
7.3 hrs/wk for 16 weeks	TBA hours = 14.63			ach half = 7.31 ho			ach third = 4.88 ho	
43.33% FTE 32.5% FTE							5.09 hrs/day	
126 total hours 7.9 hrs/wk for 16 weeks	* * * * TBA hours = 15.75	* ** *	* ** *	* * * * ach half = 7.88 ho	* ** *	5:25 TBA hours ea	5:15 ach third = 5.25 ho	5:05 ours per week
46.67% FTE 35% FTE	13.73	sars per week	. Drillours C	23.7.10.110	DOI TIGER		5.48 hrs/day	
135 total hours	* ** *	* ** *	* ** *	* ** *	* ** *	5:55	5:35	5:20
8.4 hrs/wk for 16 weeks 50% FTE 37.5% FTE	TBA hours = 16.88	3 hours per week	TBA hours e	ach half = 8.44 ho	urs per week		sach third = 5.63 ho 5.87 hrs/day	
144 total hours	* ** *	* ** *	* ** *	* ** *	* ** *	6:15	6:05	5:50
9.0 hrs/wk for 16 weeks	TBA hours = 18.00			ach half = 9.00 ho		TBA hours ea	ach third = 6.00 ho	ours per week
53.33% FTE 40% FTE 153 total hours	ale aleste de	ste steste etc	ale alcala ata	ste steate etc	ste steete ste		6.26 hrs/day	
9.6 hrs/wk for 16 weeks	* * * * TBA hours = 19.13	* ** * B hours per week	* ** * TBA hours e	* ** * ach half = 9.56 ho	* ** * urs per week	6:50 TBA hours ea	6:25 ach third = 6.38 ho	6:10 ours per week
56.67% FTE 42.5% FTE							6.65 hrs/day	
162 total hours 10.1 hrs/wk for 16 weeks	* ** *	* ** *	* ** *	* ** *	* ** *	7:10	6:50	6:30
60% FTE 45% FTE	TBA hours = 20.25	nours per week	IBA hours ea	ach half = 10.13 ho	burs per week		ach third = 6.75 ho 7.04 hrs/day	
171 total hours	* ** *	* ** *	* ** *	* ** *	* ** *	* **	* **	* **
10.7 hrs/wk for 16 weeks						TBA hours ea	ach third = 7.13 ho	ours per week
63.33% FTE 47.5% FTE 180 total hours	* ** *	* ** *	* ** *	* ** *	* ** *	* ** *	* ** *	* ** *
11.3 hrs/wk for 16 weeks	* * * *	* * * *	* ** *	ጥ ጥጥ ጥ	ጥ ጥጥ ጥ	* ** *	ጥ ጥጥ ጥ	ጥ ጥጥ ጥ
66.67% FTE 50% FTE								

^{* * *} Pattern does not give optimal apportionment.

* * * * A class this long is usually broken down into smaller meetings. Look farther to your right or on other side.

The Passing Time: In the example circled, a 54-hour class meeting 14 times should meet 3.86 hours per day. Students get credit for 3.86 hours/day (54 total hours), and Instructors get paid for 3.86 hours/day (54 total hours). (54 divided by 14 days = 3.86 hrs/day. .86 hours X 60 minutes = 51.6 minutes. Technically, that's 3 hours and 52 minutes.) But when using the Chancellor's Office's formula, we find that this class would meet 3 hours and 35 minutes. The difference allows for the passing time. If this class meets 8-11:35AM, the passing time would be 11:35 to 11:45. So when planning classes, if this class ends at 11:35, the next one should not begin until 11:45.



Fall and Spring 8-Week Daily Class Time and TBA Calculations

Scheduled class time required for an 8-week course meeting a total of X number of days/meetings.

Number of Meetings per Week		4 Meetings	s per Week		5 Meetings per Week				
and		multii	oles of		multiples of				
Percent of Responsbility	25% Responsibility				20% Responsibility				
	20.14 .:			32	26.14 .:			20.14 .:	
Number of Meetings		30 Meetings	_			37 Meetings			
	(3 holidays)	(2 holidays)	(1 holiday)	Meetings	(4 holidays)	(3 holidays)	(2 holidays)	(1 holiday)	
Days of the Week	MTWTh or TWThF Daily - MTWThF								
	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins			Hrs : Mins	
Hrs : Mins / Meeting						Hrs : Mins	Hrs : Mins		
LEC% FTE LAB% FTE	per Day	per Day	per Day	per Day	per Day	per Day	per Day	per Day	
36 total hours									
2.3 hrs/wk for 16 weeks	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	
13.33% FTE 10% FTE	7, 7, 7,	77 77 77	71. 71. 41.	1, 1, 1,	77. 77. 77.	71. 11. 11.	71. 11. 11.	7. 7. 7.	
45 total hours	1:20	1:15	1:15	1:10					
2.8 hrs/wk for 16 weeks			= 1.41 hours per v		* * *	* * *	* * *	* * *	
16.67% FTE 12.5% FTE	1.55 hrs/day	1.50 hrs/day	1.45 hrs/day	1.41 hrs/day					
54 total hours	1:35	1:30	≱ :25	1:25	1:15	1:15	1:10	1:10	
3.4 hrs/wk for 16 weeks		hours each fourth	= 1.59 hours per v			A hours each fifth =			
20% FTE 15% FTE	1.86 hrs/day	1.80 hrs/day		1.69 hrs/day	1.5 hrs/day	1.46 hrs/day	1.42 hrs/day	1.38 hrs/day	
63 total hours	2:00	1:55	1:50	1:50	1:30	1:30	1:25	1:20	
3.9 hrs/wk for 16 weeks	TBA	hours each for th	= 1.97 hours per v			A hours each fifth =		eek	
23.33% FTE 17.5% FTE	2.17 hrs/day	2 10 brc day	2.03 hrs/day		1.75 hrs/day	1.70 hrs/day	1.66 hrs/day	1.62 hrs/day	
72 total hours	2:15	2:10	2:05	2:05	1:50	1:35	1:35	1:30	
4.5 hrs/wk for 16 weeks			= 2.25 hours per v			A hours each fifth =			
26.67% FTE 20% FTE	2.48 hrs/day	2.40 hrs/day	2.32 hrs/day	2.25 hrs/day	2.00 hrs/day	1.95 hrs/day	1.89 hrs/day	1.85 hrs/day	
81 total hours	2:30	2:25	2:20	2:15	2:05	2:00	1:55	1:55	
5.1 hrs/wk for 16 weeks			= 2.53 hours per v			A hours each fifth =			
30% FTE 22.5% FTE	2.79 hrs/day	2.70 hrs/day	2.61 hrs/day	2.53 hrs/day	2.25 hrs/day	2.19 hrs/day	2.13 hrs/day	2.08 hrs/day	
90 total hours	2:55	2:50	2:35	2:30	2:15	2:10	2:10	2:05	
5.6 hrs/wk for 16 weeks			= 2.81 hours per v			A hours each fifth =			
33.33% FTE 25% FTE	3.10 hrs/day		2.90 hrs/day			2.43 hrs/day			
99 total hours	3:20	3:05	3:00	2:55	2:30	2:25	2:20	2:15	
6.2 hrs/wk for 16 weeks			= 3.09 hours per v			A hours each fifth =			
36.67% FTE 27.5% FTE			3.19 hrs/day			2.68 hrs/day			
108 total hours	3:25	3:20	3:15	3:10	2:50	2:35	2:30	2:30	
6.8 hrs/wk for 16 weeks 40% FTE 30% FTE			= 3.38 hours per v			A hours each fifth =			
			3.48 hrs/day			2.92 hrs/day			
117 total hours	3:50	3:35	3:30	3:25	3:05	3:00	2:55	2:50	
7.3 hrs/wk for 16 weeks 43.33% FTE 32.5% FTE			= 3.66 hours per v			A hours each fifth =			
		3.90 hrs/day				3.16 hrs/day	3.08 hrs/day		
126 total hours	4:05	4:05	3:55	3:35	3:15	3:10	3:05	3:05	
7.9 hrs/wk for 16 weeks 46.67% FTE 35% FTE			= 3.94 hours per v			A hours each fifth =			
	4.34 hrs/day	4.20 hrs/day	4.06 hrs/day			3.41 hrs/day	3.32 hrs/day	3.23 hrs/day	
135 total hours	4:25	4:15	4:10	4:00	3:30	3:25	3:20	3:15	
8.4 hrs/wk for 16 weeks 50% FTE 37.5% FTE			= 4.22 hours per v			A hours each fifth =			
	4.66 hrs/day	4.50 hrs/day	4.35 hrs/day			3.65 hrs/day	3.55 hrs/day	3.46 hrs/day	
144 total hours	4:50	4:30	4:20	4:15	3:50	3:35	3:30	3:25	
9.0 hrs/wk for 16 weeks 53.33% FTE 40% FTE			= 4.50 hours per v			A hours each fifth =			
153 total hours	4.97 hrs/day		4.65 hrs/day			3.89 hrs/day		3.69 hrs/day	
9.6 hrs/wk for 16 weeks	5:05	4:55	4:35 = 4.78 hours per v	4:30	4:05	3:55 A hours each fifth =	3:50	3:35	
56.67% FTE 42.5% FTE	5.28 hrs/day		4.94 hrs/day			4.13 hrs/day			
162 total hours 10.1 hrs/wk for 16 weeks	5:20	5:10	5:05 = 5.06 hours per v	4:55	4:15	4:10 A hours each fifth =	4:05	4:00	
60% FTE 45% FTE	5.59 hrs/day	5.40 hrs/day	5.23 hrs/day		4.5 hrs/day		4.26 hrs/day	4.16 hrs/day	
171 total hours	4:35	5:40 Hrs/day		5:10	4.5 Hrs/day	4.38 Hrs/day			
10.7 hrs/wk for 16 weeks			5:15 = 5.34 hours per v			4:20 A hours each fifth =	4:15	4:10	
63.33% FTE 47.5% FTE	5.90 hrs/day			5.34 hrs/day		4.62 hrs/day	4.50 hrs/day	4.38 hrs/day	
180 total hours	6:00	5:50	5:30		4:50	4:35	4:25	4:20	
11.3 hrs/wk for 16 weeks			= 5.63 hours per v	5:20		4:35 A hours each fifth =			
66.67% FTE 50% FTE			5.81 hrs/day			4.86 hrs/day			
53107 7011E 30 7011E	0.ZI HIS/Udy	0.00 ms/udy	J.OI HIS/Udy	J.UJ HIS/Uay	5.00 HIS/udy	T.00 HIS/uay	T./3 HIS/Udy	T.UZ TITS/Udy	

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

Use the decimal figure from the bar in the center for the weekly calculation of TBA hours for the meeting

How long would an 8-week, 72-hour MATH class that meets four days a week (MTWTh) with two holidays would meet? 8wks X 4mtgs/wk = 32 t mtgs 32 - 2holidays = 30 meetings.

Go down the column at the left until you reach the **72 total hours** row and then to the right until you come under the **30 Meetings** column. This class would meet **2 hours and 10 minutes** each day.

Make sure there is the 10 minutes available in the classroom in which you plan to place this class for the passing time that will follow your class. And if there is a class in the room before this one, make sure there is 10 minutes left open for

* * * Pattern does not give optimal apportionment.

Breaks and Passing Times: • If a class is 1 hour or more but less than 2 hours long, the students should get 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.

The Passing Time: In the example circled, a 72-hour class meeting 30 times should meet 2.40 hours per day. Students get credit for 2.40 hours/day (72 total hours), and Instructors get paid for 2.40 hours/day (72 total hours). (72 divided by 30 days = 2.40 hrs/day. .40 hours X 60 minutes = 24 minutes. Technically, that's 2 hours and 24 minutes.) But when using the Chancellor's Office's formula, we find that this class would meet 2 hours and 10 minutes. The difference allows for the passing time. If this class meets 8-10:10AM, the passing time would be 10:10 to 10:20. So when planning classes, if this class ends at 10:10, the next one should not begin until 10:20.