

## 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 Percent of Responsibility	1 Meeting per Week 100% Responsibility		2 Meetings per Week each at 50% Responsibility			3 Meetings per Week multiples of 33.33% Responsibility		
	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, Th, F, or S		MW or TTh			MTW or TWTh		
Hrs : Mins / Meeting	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day
LEC% FTE    LAB% FTE								
<b>9 total hours</b> .6 hrs/wk for 16 weeks <b>3.33% FTE    2.5% FTE</b>	<b>1:05</b> TBA hours = 1.13 hours per week 1.29 hrs/day	<b>1:05</b> 1.13 hrs/day	***	***	***	***	***	***
<b>18 total hours</b> 1.1 hrs/wk for 16 weeks <b>6.67% FTE    5% FTE</b>	<b>2:20</b> TBA hours = 2.25 hours per week 2.57 hrs/day	<b>2:05</b> 2.25 hrs/day	<b>1:05</b> TBA hours each half = 1.13 hours per week 1.28 hrs/day	<b>1:05</b> 1.20 hrs/day	<b>1:05</b> 1.13 hrs/day	***	***	***
<b>27 total hours</b> 1.7 hrs/wk for 16 weeks <b>10% FTE    7.5% FTE</b>	<b>3:35</b> TBA hours = 3.38 hours per week 3.86 hrs/day	<b>3:10</b> 3.38 hrs/day	<b>1:35</b> TBA hours each half = 1.69 hours per week 1.93 hrs/day	<b>1:30</b> 1.80 hrs/day	<b>1:25</b> 1.69 hrs/day	<b>1:05</b> TBA hours each third = 1.13 hours per week 1.23 hrs/day	<b>1:05</b> 1.17 hrs/day	<b>1:05</b> 1.13 hrs/day
<b>36 total hours</b> 2.3 hrs/wk for 16 weeks <b>13.33% FTE    10% FTE</b>	<b>4:55</b> TBA hours = 4.50 hours per week 5.14 hrs/day	<b>4:15</b> 4.50 hrs/day	<b>2:20</b> TBA hours each half = 2.25 hours per week 2.57 hrs/day	<b>2:10</b> 2.40 hrs/day	<b>2:05</b> 2.25 hrs/day	<b>1:20</b> TBA hours each third = 1.50 hours per week 1.64 hrs/day	<b>1:20</b> 1.57 hrs/day	<b>1:15</b> 1.50 hrs/day
<b>45 total hours</b> 2.8 hrs/wk for 16 weeks <b>16.67% FTE    12.5% FTE</b>	<b>6:10</b> TBA hours = 5.63 hours per week 6.43 hrs/day	<b>5:20</b> 5.63 hrs/day	<b>3:05</b> TBA hours each half = 2.81 hours per week 3.21 hrs/day	<b>2:50</b> 3.00 hrs/day	<b>2:30</b> 2.81 hrs/day	<b>1:50</b> TBA hours each third = 1.88 hours per week 2.05 hrs/day	<b>1:50</b> 1.96 hrs/day	<b>1:35</b> 1.88 hrs/day
<b>54 total hours</b> 3.4 hrs/wk for 16 weeks <b>20% FTE    15% FTE</b>	***	***	<b>3:35</b> TBA hours each half = 3.38 hours per week 3.86 hrs/day	<b>3:20</b> 3.60 hrs/day	<b>3:10</b> 3.38 hrs/day	<b>2:15</b> TBA hours each third = 2.25 hours per week 2.45 hrs/day	<b>2:10</b> 2.35 hrs/day	<b>2:05</b> 2.25 hrs/day
<b>63 total hours</b> 3.9 hrs/wk for 16 weeks <b>23.33% FTE    17.5% FTE</b>	***	***	<b>4:15</b> TBA hours each half = 3.94 hours per week 4.50 hrs/day	<b>4:00</b> 4.20 hrs/day	<b>3:35</b> 3.94 hrs/day	<b>2:35</b> TBA hours each third = 2.63 hours per week 2.86 hrs/day	<b>2:25</b> 2.74 hrs/day	<b>2:20</b> 2.63 hrs/day
<b>72 total hours</b> 4.5 hrs/wk for 16 weeks <b>26.67% FTE    20% FTE</b>	***	***	<b>4:55</b> TBA hours each half = 4.50 hours per week 5.14 hrs/day	<b>4:30</b> 4.80 hrs/day	<b>4:15</b> 4.50 hrs/day	<b>3:05</b> TBA hours each third = 3.00 hours per week 3.27 hrs/day	<b>2:55</b> 3.13 hrs/day	<b>2:50</b> 3.00 hrs/day
<b>81 total hours</b> 5.1 hrs/wk for 16 weeks <b>30% FTE    22.5% FTE</b>	***	***	<b>5:30</b> TBA hours each half = 5.06 hours per week 5.79 hrs/day	<b>5:10</b> 5.40 hrs/day	<b>4:55</b> 5.06 hrs/day	<b>3:25</b> TBA hours each third = 3.38 hours per week 3.68 hrs/day	<b>3:15</b> 3.52 hrs/day	<b>3:10</b> 3.38 hrs/day
<b>90 total hours</b> 5.6 hrs/wk for 16 weeks <b>33.33% FTE    25% FTE</b>	***	***	<b>6:10</b> TBA hours each half = 5.63 hours per week 6.43 hrs/day	<b>5:50</b> 6.00 hrs/day	<b>5:20</b> 5.63 hrs/day	<b>3:55</b> TBA hours each third = 3.75 hours per week 4.09 hrs/day	<b>3:35</b> 3.91 hrs/day	<b>3:30</b> 3.75 hrs/day
<b>99 total hours</b> 6.2 hrs/wk for 16 weeks <b>36.67% FTE    27.5% FTE</b>	***	***	***	***	***	<b>4:15</b> TBA hours each third = 4.13 hours per week 4.50 hrs/day	<b>4:05</b> 4.30 hrs/day	<b>3:55</b> 4.13 hrs/day
<b>108 total hours</b> 6.8 hrs/wk for 16 weeks <b>40% FTE    30% FTE</b>	***	***	***	***	***	<b>4:35</b> TBA hours each third = 4.50 hours per week 4.91 hrs/day	<b>4:25</b> 4.70 hrs/day	<b>4:15</b> 4.50 hrs/day
<b>117 total hours</b> 7.3 hrs/wk for 16 weeks <b>43.33% FTE    32.5% FTE</b>	***	***	***	***	***	<b>5:05</b> TBA hours each third = 4.88 hours per week 5.32 hrs/day	<b>4:55</b> 5.09 hrs/day	<b>4:35</b> 4.88 hrs/day
<b>126 total hours</b> 7.9 hrs/wk for 16 weeks <b>46.67% FTE    35% FTE</b>	***	***	***	***	***	<b>5:25</b> TBA hours each third = 5.25 hours per week 5.73 hrs/day	<b>5:15</b> 5.48 hrs/day	<b>5:05</b> 5.25 hrs/day
<b>135 total hours</b> 8.4 hrs/wk for 16 weeks <b>50% FTE    37.5% FTE</b>	***	***	***	***	***	<b>5:55</b> TBA hours each third = 5.63 hours per week 6.14 hrs/day	<b>5:35</b> 5.87 hrs/day	<b>5:20</b> 5.63 hrs/day
<b>144 total hours</b> 9.0 hrs/wk for 16 weeks <b>53.33% FTE    40% FTE</b>	***	***	***	***	***	<b>6:15</b> TBA hours each third = 6.00 hours per week 6.55 hrs/day	<b>6:05</b> 6.26 hrs/day	<b>5:50</b> 6.00 hrs/day
<b>153 total hours</b> 9.6 hrs/wk for 16 weeks <b>56.67% FTE    42.5% FTE</b>	***	***	***	***	***	<b>6:50</b> TBA hours each third = 6.38 hours per week 6.95 hrs/day	<b>6:25</b> 6.65 hrs/day	<b>6:10</b> 6.38 hrs/day
<b>162 total hours</b> 10.1 hrs/wk for 16 weeks <b>60% FTE    45% FTE</b>	***	***	***	***	***	<b>7:10</b> TBA hours each third = 6.75 hours per week 7.36 hrs/day	<b>6:50</b> 7.04 hrs/day	<b>6:30</b> 6.75 hrs/day
<b>171 total hours</b> 10.7 hrs/wk for 16 weeks <b>63.33% FTE    47.5% FTE</b>	***	***	***	***	***	***	***	***
<b>180 total hours</b> 11.3 hrs/wk for 16 weeks <b>66.67% FTE    50% FTE</b>	***	***	***	***	***	***	***	***

\*\*\* 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 and Percent of Responsibility		4 Meetings per Week multiples of 25% Responsibility				5 Meetings per Week multiples of 20% Responsibility			
		29 Meetings (3 holidays)	30 Meetings (2 holidays)	31 Meetings (1 holiday)	32 Meetings	36 Meetings (4 holidays)	37 Meetings (3 holidays)	38 Meetings (2 holidays)	39 Meetings (1 holiday)
Number of Meetings		MTWTh or TWThF				Daily - MTWThF			
Days of the Week		MTWTh or TWThF				Daily - MTWThF			
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
<b>36 total hours</b> 2.3 hrs/wk for 16 weeks 13.33% FTE    10% FTE									
<b>45 total hours</b> 2.8 hrs/wk for 16 weeks 16.67% FTE    12.5% FTE		1:20	1:15	1:15	1:10				
<b>54 total hours</b> 3.4 hrs/wk for 16 weeks 20% FTE        15% FTE		1:35	1:30	1:25	1:25	1:15	1:15	1:10	1:10
<b>63 total hours</b> 3.9 hrs/wk for 16 weeks 23.33% FTE    17.5% FTE		2:00	1:55	1:50	1:50	1:30	1:30	1:25	1:20
<b>72 total hours</b> 4.5 hrs/wk for 16 weeks 26.67% FTE    20% FTE		2:15	2:10	2:05	2:05	1:50	1:35	1:35	1:30
<b>81 total hours</b> 5.1 hrs/wk for 16 weeks 30% FTE        22.5% FTE		2:30	2:25	2:20	2:15	2:05	2:00	1:55	1:55
<b>90 total hours</b> 5.6 hrs/wk for 16 weeks 33.33% FTE    25% FTE		2:55	2:50	2:35	2:30	2:15	2:10	2:10	2:05
<b>99 total hours</b> 6.2 hrs/wk for 16 weeks 36.67% FTE    27.5% FTE		3:20	3:05	3:00	2:55	2:30	2:25	2:20	2:15
<b>108 total hours</b> 6.8 hrs/wk for 16 weeks 40% FTE        30% FTE		3:25	3:20	3:15	3:10	2:50	2:35	2:30	2:30
<b>117 total hours</b> 7.3 hrs/wk for 16 weeks 43.33% FTE    32.5% FTE		3:50	3:35	3:30	3:25	3:05	3:00	2:55	2:50
<b>126 total hours</b> 7.9 hrs/wk for 16 weeks 46.67% FTE    35% FTE		4:05	4:05	3:55	3:35	3:15	3:10	3:05	3:05
<b>135 total hours</b> 8.4 hrs/wk for 16 weeks 50% FTE        37.5% FTE		4:25	4:15	4:10	4:00	3:30	3:25	3:20	3:15
<b>144 total hours</b> 9.0 hrs/wk for 16 weeks 53.33% FTE    40% FTE		4:50	4:30	4:20	4:15	3:50	3:35	3:30	3:25
<b>153 total hours</b> 9.6 hrs/wk for 16 weeks 56.67% FTE    42.5% FTE		5:05	4:55	4:35	4:30	4:05	3:55	3:50	3:35
<b>162 total hours</b> 10.1 hrs/wk for 16 weeks 60% FTE        45% FTE		5:20	5:10	5:05	4:55	4:15	4:10	4:05	4:00
<b>171 total hours</b> 10.7 hrs/wk for 16 weeks 63.33% FTE    47.5% FTE		5:35	5:25	5:15	5:10	4:30	4:20	4:15	4:10
<b>180 total hours</b> 11.3 hrs/wk for 16 weeks 66.67% FTE    50% FTE		6:00	5:50	5:30	5:20	4:50	4:35	4:25	4:20

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

**Example:**  
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

**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. etc.

**\*\*\* Pattern does not give optimal apportionment.**

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 divided by 30 days = 2.40 hrs/day). 2.40 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.