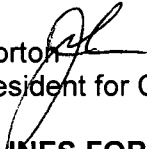




February 13, 2015

MEMORANDUM

TO: Chancellors Manuel Cabral
Helen Cox
Douglas Dykstra
Lui Hokoana
Erika Lacro
Leon Richards
Noreen Yamane

FROM: John Morton 
Vice President for Community Colleges

SUBJECT: **GUIDELINES FOR THE IMPLEMENTATION OF UHCCP #9.237, TEACHING EQUIVALENCIES**

Over the past year, as campuses have implemented UHCCP #9.237, Teaching Equivalencies, it has come to our attention that the following issues need to be clarified:

1. Calculation of Teaching Equivalencies for Courses with Mixed Schedule Types

For any single course where the contact hours are made up of two or more schedule types (e.g. lecture, lab), except for science courses, the basis for the calculation of teaching equivalencies shall be basis of the respective lab portion (e.g. 18 for regular labs, 21 for studio, and 24 for shop). For science courses where the lecture and lab portions are combined into a single course the teaching equivalencies for the contact hours for the lecture portion of the class are calculated on the basis of 15 and those for the lab portion, on the basis of 18. If the science lecture and lab courses are taught separately, the teaching equivalency shall be calculated separately. The result is that teaching equivalencies for science courses are the same, regardless of how the courses are delivered.

Examples:

- a) ME 213 Introduction to Engineering Design (3 cr)
2 hours lecture, 3 hours lab per week
TEs = $2 + 3 = 5/18$ (the basis for lab) = .277 per week, 4.167 per semester
- b) MUS 122C Class Piano II (2 cr)
1 hour lecture, 2 hours lecture/lab per week
TEs = $1 + 2 = 3/21$ (the basis for studio) = .143 per week, 2.142 per semester

- c) CULN 155 Intermediate Baking (5 cr)
1 hour lecture, 13 hours lab per week
TEs = $1 + 13 = 14/24$ (the basis for shop) = .583 per week, 8.749 per semester
- d) CHEM 161B General Chemistry I (4 cr)
3 hours lecture per week, 3 hours lab
TEs = $3/15$ (the basis for lecture) = .20 per week, 3 per semester + 3 hours lab
= $3/18$ (the basis for lab) = .166 per week, 2.5 per semester
Total = .366 per week, 5.5 per semester
- e) CHEM 161 General Chemistry I (3 cr)
3 hours lecture per week
TEs = $3/15$ (the basis for lecture) = .20 per week, 3 per semester
- CHEM 161L General Chemistry I Lab (1 cr)
3 hours lab per week
3 hours lab = $3/18$ (the basis for lab) = .166 per week, 2.5 per semester
Total = .366 per week, 5.5 per semester

2. Standardization of Credits, Schedule Types and Teaching Equivalencies for Language Courses

To ensure consistency in language courses across the campuses, the schedule type for all language courses shall be "lecture." The number of credits shall be identical to the number of contact hours per week. The teaching equivalencies per semester shall be identical to the number of credits.

For all but the 200-level European language courses, language courses will be 4 hours of lecture per week (minimum 4 x 50 minutes = 200 minutes), 4 credits, and 4 teaching equivalencies.

Should you have any questions, please contact Suzette Robinson at 956-3867 or Sandra Uyeno at 956-3874.

c: Vice Chancellors of Academic Affairs
Suzette Robinson
✓ Sandra Uyeno