

# Lab, Contact, and Credit hour Manual

**2014/2015**

**Valencia College**

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## Abstract

This manual is designed to assist faculty, administrators, and staff in distinguishing between the types of lab designations, establishing lab hours within departments, creating lab fees, and determining faculty contracts.

The information contained in this manual was originally gathered by the Lab Hours Task Force established by the Instructional Affairs Committee (IAC) and the Collegewide Curriculum Committee (CCC) in July 2010. The members on that task force were: Colin Archibald; Della Paul; Nasser Hedayat; Wendy Givoglu; Jeff Cornett; Lisa Armour; Maryke Lee; Melissa Pedone; Frances Frierson; Sherri Dixon; Joe Livingston; Louise Pitts; Joe Bivins; Colin Archibald; Anita Kovalsky; Betty Wanielista, and Karen Borglum. It was updated in June of 2012 by Joe Bivins, Karen Borglum, Dan Dutkofski, Melissa Pedone, and Sherri Dixon.

## History

On May 13, 2009 the CCC requested a task force to review discrepancies regarding the calculation of lab time. A dean representative on the CCC, Joe Bivins, sent out three questions to the IAC for dean feedback.

At this same time the IAC was reviewing compensation issues and lab fees. It was decided on September 28, 2009 by the IAC to join the two groups to create one task force to examine all issues. The Lab Hours Task Force met a total of four times to review critical issues and make recommendations.

On June 5, 2012, a meeting was held with Campus Presidents, the Interim Vice President of Academic Affairs, the Vice President of Administrative Services, three Academic Deans, the Assistant Vice President for Budget and Auxiliary Services, and the Assistant Vice President of Curriculum and Articulation to revise the lab fee review process.

After conducting an Associate in Arts Program Review, the CLC established a contact/credit hour to determine how contact hours were established in relation to credit and lab hours.

On June 16, 2013 the Internal Auditor sent out a final report on the lab audit. The Management Action Plan indicated the following:

1. The VP and CP's, along with the AVP for Curriculum and Articulation, will meet with Deans on an annual basis.
2. During the meetings all Deans will provide descriptions of lab experiences on their respective campuses. The VP, AVP, and CP's will ensure that courses have appropriate lab designations, and that classes with those designations meet the criteria for a lab course. Also during the meetings, methods of delivery (i.e., online, hybrid, or face-to-face) for all courses will be clarified, and fees for fully online courses will not be approved.
3. Deans will submit calculations on a standardized excel spreadsheet prior to the annual meetings. This will ensure that all deans are using the same process (e.g., whether all are including appropriate benefits for different categories of employees, that maintenance fees for special equipment are charged uniformly across campuses, etc). Procedures for calculating fees will be reviewed and approved by the VP, AVP, and CP's during the annual lab meetings.

A complete history of major lab discussions at the college is located in Appendix A.

#### Lab Definition

The following definition is provided for a consistent use of the word "lab," and to ensure that if a course is proposing a lab it is organizing the time in an appropriate manner.

***\*Lab time provides a learning environment for practical application of course outcomes*** using consumable goods and/or staff.

#### State Distinction and Rule

The Florida State Course Numbering System (SCNS) 2009 manual distinguishes between two types of labs: "C" and "L."

A "C" suffix added to a prefix and number indicates that a course is a combination of lecture and laboratory offered as a single course entity.

An "L" suffix added to a prefix and number indicates that it is a lab course. Usually a laboratory course is associated with a theory (lecture) course with the same prefix and number.

Further, lab equivalencies are explained as such, lecture with laboratory courses are offered either as two separate entities or as a combination. In the latter instance, the lecture has a prefix and number (CHM 1045 – General Chemistry) and the laboratory

portion has an identical prefix and number with the suffix L (CHM 1045L - General Chemistry Laboratory). When a lecture with laboratory course is offered as an entity, it has the suffix C (CHM 1045C - General Chemistry combination lecture and lab). For transfer purposes, CHM 1045 + CHM 1045L = CHM 1045C.

If a student has only taken the laboratory or the lecture portion of a course and transfers to an institution where the same course is offered only in combination, it is the receiving institution's responsibility to determine whether and how to assign credit to this partially fulfilled requirement.

The task force took these definitions to the IAC on January 25, 2010 for an agreement of how faculty would use the "C" and "L" designations and the following was approved:

**Use a "C" for a course that is considered one course and that issues one grade to the student. The "L" designation is to be used for courses that are considered two courses and that issue two grades: one for the lab and one for the lecture part of the course.**

The task force, at their June 14<sup>th</sup> meeting suggested adding that the faculty will document what students are accomplishing in lab during lab time.

Administrative Rule 6A-10.033 (a) College credit states, **"College credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such things as laboratory instruction, internships, and clinical experiences determined by the institution based upon the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours."**

The task force interpreted the rule to mean that the institution will determine lab hours based upon time factors which include lab exercises, internships, or clinical standards.

#### Determination of Lab Hours

The task force recommended that since each department has different needs regarding lab time, that each department would collaboratively determine how they calculate lab hours so that there was consistency across campuses within departments. The deans were also asked to measure faculty engagement time with the labs.

### ***English and Reading***

Faculty have decided that a two hour lab requirement typically means that students will spend two hours outside of class time working on specific assignments that should improve their mastery of the skills demanded by the class. Most often this is in an open lab environment. This “two hour rule” is somewhat flexible as it represents the average time an average student will take to complete assignments to a satisfactory level. Some students will spend much more time on these assignments, some less time.

### ***EAP***

Faculty have typically adopted a similar model for the classes that have a mandated lab. The catalog does not specify any specific number of lab hours but the lab fee for those classes is based on the assumption that the average student spends an average of one hour per week outside of class time working on lab assignments.

### ***Allied Health and Nursing***

For Allied Health and Nursing programs the lab hours are designated as on campus lab and clinical learning experiences. The majority of “C” courses have a 1 credit to 3 contact hour ratio for student and faculty. For several of the allied health disciplines the credit hour to contact hour ratio is higher based on requirements for clinical hours within the specific discipline (example: CVT program requirements are a total of 900 lab/clinical hour within the total program, and a 1 credit to 24 contact hour is used for higher level courses)

Full-time and adjunct faculty work in labs/clinicals and are paid according to the contact hours of the lab. The faculty (FT and PT) are responsible for the teaching and assessment of learning in all lab/clinical experiences (see Appendix B for more specific information).

Instructional assistants work in campus labs. They are not responsible for teaching/assessment, rather they manage the lab set up, scheduling, and are available to reinforce learning, not for teaching of content not previously presented by full-time faculty. They are paid in accordance with the college’s salary schedule.

### ***Science***

The lab hours in science are determined by convention and are consistent across the state and, for the most part, the country for community colleges and universities.

Although they vary in their groupings or arrangements, they are set at a ratio of 3 contact hours for the laboratory component per 1 credit hour. There are “C” courses where the lab component is combined with the lecture and there are also stand alone “L” courses where the lab grade is reported separate from any lecture.

Valencia’s science labs are run by science faculty. They involve constant engagement of the students by the faculty to reinforce the content covered in the lectures as well as supervising the students to assure proper lab technique. The Instructional Assistants (I.A.) have very little student engagement (5-20% of I.A.’s time). The majority of their time is devoted in the management of our laboratory facilities and preparation of lab materials.

### ***Math***

The lab hours in math are primarily determined by convention and are fairly consistent across the state. Although they vary in form of implementation, they are set at a ratio of one hour for the laboratory component for a three credit hour course. Our courses are “C” courses where the lab component is combined with the lecture and one grade is assigned for the combination of both course and lab.

In September 2008 a task force made up of faculty, deans, human resources representatives, and senior staff concluded an investigation of math lab implementation and compensation on East, West, Osceola, and Winter Park Campuses. They determined that the engagement time for faculty members and instructional assistants is implemented in one of two formats. In one format the lab hour is scheduled with the three course credit hours and taught by the same faculty member who is compensated for the lab hour at the adjunct/overload rate depending on his/her part-time or full-time status. In an alternate format the lab hour is not scheduled with the three course credit hours. In this format students complete their lab requirement in an open lab with the support of Senior Instructional Assistants who are compensated at the current hourly rate for that position due to the fact that they act under the supervision of the faculty member to reinforce classroom content, and does no assessment of student work.

### ***Engineering, Computer Programming, and Technology***

The lab hours are designed to complement and enhance the lecture material, and are on average 50% of the total contact hours.

Faculty in the Architecture, Engineering, and Technology Division engage students throughout the contact hours of all courses. Instructional assistants may assist with engagement when there is a need for more than one staff member to assist students.

### ***Art & Photography***

Lab hours equate to three lab hours for every three class/lecture hours. A faculty member is engaged with students for all six contact hours. The exception would be in ART 2930, where there is the flexibility to vary the number of credit/contact hours/engagement time with faculty.

### ***Digital Media***

There is at least one lab hour for every two or three class/lecture hours for classes that require students to use computers and software for practical application of course concepts. The faculty member is engaged with students for all contact hours.

### ***Film***

There are two lab hours for every two class/lecture hours for four contact hour courses. There are ten lab hours for every one class/lecture hour for an eleven contact hour course. The faculty member is engaged with students for all contact hours.

### ***Graphics***

There is at least one lab hour for every two or three class hours for classes that require students to use computers and software for practical application of course concepts. The faculty member is engaged with students for all contact hours.

### ***Music***

There are two hours of lab for every one hour of class/lecture for ensemble classes, and three hours of lab for every three hours of class/lecture for theory classes. The faculty member is engaged with students for all contact hours.

### ***Music & Sound Technology***

They use the formula of one class hour equals one contact hour; one lab hour equals two contact hours. There is one exception: MUM 2607 Soundtrack Development, a three credit hour class with six contact hours, defined as two contact hours for class and four contact hours for lab. The reason for this is that the course is taught with a strong component of class time at the beginning, and becomes almost total lab after the first

Because of the very practical, individual nature of the discipline, faculty members must engage with students far longer than the scheduled meeting times. They have few

technical systems for individual projects, so students schedule individual practical time at different times of the day, and faculty engage with them for these individual sessions.

Because of the same reasons outlined above, the Senior Instructional Assistant must engage with students no less than 60% of the time. Our part-time lab assistants oversee most of the student activities that must occur after the college is officially closed. Their duties require engagement with students during their entire shifts. The catalog descriptions for these classes state, “students must be prepared for additional hours of studio work.” This work occurs beyond the stated lab hours for the class.”

### ***Physical Education and Fitness***

Selected HLP, PEM, PEN, PEL and HSC prefix courses include a mandated practical lab component consistent across Valencia College campuses. Some of these are “C” designated courses where the lab component is combined with lecture and offered as a single course. Assessments for practical lab hours are included in the assessment for the respective course.

Valencia’s designated fitness lab courses are run by credentialed fitness faculty and staff. They involve constant engagement of the students by the faculty to reinforce the content covered in the lectures as well as supervising the students to assure proper lab techniques. The Instructional Assistant (I.A.) is actively engaged with students during the lab component of each designated course. The remainder of the Instructional Assistant’s time is devoted to the management of the fitness lab facilities and preparation for student lab activities. Part-time lab assistants provide additional support in conjunction with and in the absence of the Instructional Assistant.

### ***Theatre***

There are two hours of lab for every one hour of class/lecture for performance classes. The faculty member is engaged with students for all contact hours.

### ***Theatre Technology***

In technical classes, like stagecraft, lighting and audio, lab hours are increased in order to allow time for instructor planned in-class activities. A four-credit, five- contact hour class like Stagecraft is two hours of class time and three hours of lab in this model.

In the design of classes, the mix is more traditional, so a three-credit, four-contact hour class is two hours class and two hours lab. The students work on individual projects under instructor guidance.

Lab classes like Technical theater production and AV Production are three-credit, ten-contact hour with a one hour class meeting and a ten hour lab per week. Students are required to schedule ten production hours independently with the Technical Director. Instructor meets with students at weekly class meeting plus takes responsibility for coordinating the work of specific crews.

In technical and design classes with a built in lab, the instructor is engaged and compensated for the full contact hours of the course. In labs, the instructor is compensated for contact hours equivalent to the course credit hours for supervising and coordinating students on specific crews. Instructional assistant covers additional lab hours.

### ***Culinary***

Lab hours for courses within the culinary program are determined by the curriculum of the individual course. The complexity of the recipes as well as the time required to prepare different types of menus are taken into consideration. For example, the recipes taught in FSS 2054C (Cookies, Tarts, and Frinadises) take considerably less time to execute than those found in FSS 2056C (Pastry Techniques). Classes that require the use of leavens require more time in the lab than those that only require certain physical set ups.

### **Lab Fees**

Florida Statute 1009.23 paragraph (12a) states, **“In addition to tuition, out-of-state, financial aid, capital improvement, student activity and service, and technology fees authorized in this section, each community college board of trustees is authorized to establish fee schedules for the following user fees and fines: laboratory fees, which do not apply to a distance learning course; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; graduation fees; and late fees related to registration and payment. Such user fees and fines shall not exceed the cost of the services provided and shall only be charged to persons receiving the service. A community college may not charge any fee except as authorized by law.**

## Lab Fee : Overview, Principles, and Process

### Overview

All lab and special fees must be authorized by the District Board of Trustees and are assigned to individual courses for collection with tuition/matriculation fees at the time of registration.

All lab and special fee calculations are reviewed as part of the Catalog approval process, and will be done no more frequently than one time per year, ideally in the fall term.

According to statute 1009.23 (12)(a) In addition to tuition, out-of-state, financial aid, capital improvement, student activity and service, and technology fees authorized in this section, each Florida College System institution board of trustees is authorized to establish fee schedules for the following user fees and fines: laboratory fees, which do not apply to a distance learning course.

### Principles

1. Try to reduce costs to students
2. Lab fee dollars have to be used or encumbered within the year it was charged to the student
3. Deans will be trained for consistency in the determination of lab fees
4. Enrollment should be based upon collegewide enrollment numbers
5. Personnel charges cannot be assessed for administrative tasks
6. Fees will be allocated based upon enrollment per campus and the flat fee

### Process

Lab fees will be calculated, at least every two years. Campus based courses will review their fees on even numbered years, where collegewide courses will be reviewed on odd numbered years.

1. The Assistant Vice President of Curriculum and Articulation will meet with the Academic Deans in June/July to discuss possible changes to lab fees.
2. Each Academic Dean will begin the lab fee process in July/August by reviewing the costs of the lab on his or her campus. The lab fee amount will be determined by the

costs of the materials needed for the lab divided by the number of students enrolled collegewide. (see Lab Fee Items for specific consumables/supplies to consider) (campus/collegewide)

3. The Vice President of Academic Affairs, Campus Presidents, Assistant Vice President for Curriculum and Articulation and Assistant Vice President for Budget and Auxiliary Services, will hold collegewide discipline based meetings with the deans and department heads to identify courses and costs that should be included in determining lab fees for each course in September/October. (collegewide only)
4. This information and justification for the lab fee will be shared with each Campus President at a staff meeting in October/November. (campus/collegewide)
5. The Assistant Vice President of Curriculum and Articulation will ensure the signatures from Campus Presidents on campus based fees and from the Vice President of Academic Affairs and Planning on collegewide fees. The Assistant Vice President of Curriculum and Articulation will share the signed forms with the Academic Deans.
6. Once approved by the Campus Presidents for campus based courses, or approved by the Vice President of Academic Affairs and Planning for collegewide courses, the proposed schedule of lab fees, will be submitted with a Miscellaneous Modification form, in CIM, to the Co-Chairs of the College-wide Curriculum Committee for addition on the consent agenda by the February CCC meeting, so that they can be included in the College Catalog and development of the Annual Operating Budget. Faculty will be notified of the changes in the lab fees through an FYI in the CIM system.

\*Lab and special fees associated with a new course or lab and special fees associated with an addition, change or deletion to an existing course are proposed as part of a curriculum proposal for a new course, course modification, or course deletion, and as such, will be changed in the CIM system. Appropriate justification for lab and special fees is submitted as part of the curriculum proposal, even when the lab fee is being changed to zero dollars. The curriculum proposal is submitted by the initiator to the dean(s) and faculty who teach in the discipline and to the dean(s) and program directors/coordinators directly impacted by the proposal as an "FYI." After signatures are obtained for the proposal, the completed proposal is submitted to the Collegewide Curriculum Committee for approval, which then goes to the College Learning Council and District Board of Trustees for final approvals.

7. The Assistant Vice President for Budget and Auxiliary Services will allocate the collegewide lab fees into the appropriate dean's budget based upon enrollment numbers of course by campus as indicated on their campus based lab fee templates and the related expenses.
8. Course fee records are maintained by the Chief Learning Officer as part of the computerized master course file and class schedule process. Fee tables are maintained by the Business Office.

#### Lab Fee Items

Lab and special fees may only be charged for consumable, recurring supplies or services directly related to the course and must be traceable directly to the student. All lab and special fees must adhere to Florida rule and law (see Appendix C). Typical costs acceptable for coverage through lab fees include, but are not limited to, the following:

- Standardized, non-reusable commercial tests (e.g. Myers-Briggs)
- Specific service from outside vendor (e.g. equipment calibration)
- Lab equipment or services as justified directly related to course
- Lab supplies for student STEM (science, technology, engineering, and math) experiments (e.g. chemicals, botanical specimens, etc.)
- Art studio supplies (e.g. clay, paint, paper)
- Individual access to specialized software (e.g. WebCT licenses, CAD/CAM, etc.)
- Cost of open lab consumables (e.g. paper, toner, supplies, etc.)
- Maintaining lab services (Warranties, repairs, Instructional Assistants/Lab Aids/etc. salary and fringe)

#### Contact/Credit/Lab Hours

##### Definition:

A contact hour is a unit of time (50 minutes) in which a student is led within an appropriate learning environment including the classroom and/or lab.

##### Principles:

1. Contact hours will be designed to help students meet course learning outcomes.
2. The number of contact hours will be determined by the discipline collegewide, through faculty review of course learning outcomes and appropriate pedagogies.

3. Combined credit and lab hours are not necessarily equal to contact hours, but there should be explained documented rationale as to why they are not equal.

Recommendations:

1. Each discipline collegewide should establish a rationale to determine the number of contact hours for a course.
  2. If the combined credit and lab hours do not total the contact hours, the deans will submit a rationale explaining the difference. For example, a 3 credit, 3 contact, 3 lab hour course will mean that the course is a combined course that moves fluidly between course credit and lab hours and that the total number of minutes a student is in class is 2,250.
  3. There shall be consistency across campuses for each given course.
  4. We need to document any other person who is teaching part of the contact hours for auditing purposes.
  5. We will include this document in the lab manual and the CCC manual.
  6. We need to change the label in the catalog to say "contact" rather than "class." (completed in the 2013/2014 online catalog)
- To determine contact hours for reassigned time, check with Human Resources as those contact hours contain course credit hours, office hours, and service to the institution hours.

## Appendix A Lab History

- November 4, 2004-** Steve Kaplan visits IAC to discuss audit coming for lab fees, and to reevaluate lab/special fees; we review every three years. Template handed out. Need clarification for Lab manager, Instructional Assistants and part-time salaries.
- January 24, 2005-** Main topic at IAC; discuss then recommend fees using template and data for justification.
- February 28, 2005-** IAC reworked templates and discussed next steps.
- March 28, 2005-** Nick Bekas and Will Johnson discussed a work team proposal for prep labs at IAC.
- December 1, 2005-** Lab team work, commissioned by CLC, presented to CLC.
- February 2, 2006-** Revised work team recommendations presented to CLC. CLC asks for lab outcomes to be drafted.
- March 7, 2007-** CCC votes to accept lab outcomes.
- April 5, 2007-** Lab outcomes brought to CLC for final approval.
- October 19, 2007-** CCC evaluates issue with lab determination in the catalog.
- November 2, 2007-** Lab fee review meeting summary created based on conversations with the deans.
- November 13, 2007-** CCC sends out an e-mail noting discrepancies in lab determination in the catalog.
- May 14, 2008-** Changes in lab fees heads to CCC for approval; several disciplines are sent back: Theatre, Music, Digital Media, and Graphics Technology.
- June 4, 2008-** Revisions made to lab fees in the previous disciplines and approved for on-line catalog.
- June 5, 2008-** Math lab hour research, development and implementation proposal created.

- June 24, 2008-** Prep lab math hour process created for existing practices.
- August 19, 2008-** E-mail for approved recommendations and implementation for labs in math and communications sent out.
- September 2008-** A task force made up of faculty, deans, human resources representatives, and senior staff concluded an investigation of math lab implementation and compensation on East, West, Osceola, and Winter Park Campuses.
- May 13, 2009-** CCC requests task force to review discrepancies regarding calculation of lab time.
- September 28, 2009-** IAC requests combined group with HR, deans, and CCC to review lab issues.
- October 28, 2009-** The Lab Hours Task Force holds its first meeting to discuss the history of lab discussions, the dean's survey, and Administrative Rule. The definition of lab is developed.
- November 23, 2009** The Lab Hours Task Force holds its second meeting to discuss the difference in the "C" and "L" lab designation. It is recommended that IAC approves the distinction.
- January 25, 2010** IAC approves the distinction between the "C" and the "L" lab designation.
- March 22, 2010** The Lab Hours Task Force discusses the determination of lab hours. It is decided that each division needs to establish how lab hours are determined, and how faculty engage with students during lab time.
- June 14, 2010** The Lab Hours Task Force reviews the draft Lab Manual and develops a communication plan.
- September 8, 2010** The CCC approves the Lab Manual
- October 7, 2010** Lab manual approved by CLC
- June 5, 2012** Discussion about lab fee calculations, principles, and processes occurred with Campus Presidents, Academic Deans, and Financial

Services. A decision was made to redesign the process due to the new organizational structure.

- December 4, 2012** A subcommittee was put together to discuss contact/credit hours. The group conducted a review of institutional policies, SACS guidelines, rules/statutes, and the Valencia catalog.
- January 23, 2013** The Contact/Credit Hour Subcommittee reviewed other institution's distribution of hours and made recommendations.
- February 5, 2013** Feedback on the contact/credit hour recommendations was requested from the Academic Deans
- May 23, 2013** The Contact/Credit Hour Subcommittee reviewed the feedback from the Academic Deans and Campus Presidents and finalized document for the CLC.
- June 17, 2013** The Internal Auditor's final report on lab fees was disseminated. A discussion about lab fees, contact and credit hours occurred with the Campus Presidents, Academic Deans, Financial Services, the Internal Auditor, and Academic Affairs. A decision was made to redesign the process for clarity
- December 17, 2013** The Vice President of Academic Affairs, The Vice President for Operations and Finance met with the AVP for Curriculum and Articulation and the AVP for Budget and Auxiliary Services met to discuss an electronic lab template and to create a draft of the lab fee review process.