



Faculty Senate  
Monroe Community College

**TO:** All Academic Departments

**FROM:** Faculty Senate Curriculum Committee

**DATE:** May 2, 2019

**RE:** Review of Credit/Instructional (Contact) Hour Draft Guidelines and Course Inventory

The Faculty Senate Curriculum Committee is seeking input from academic departments on the attached draft guidelines and definitions relative to the Credit/Contact Hour policy recently passed by the MCC Board of Trustees. In addition, we are requesting that the departments review each of their courses to ensure that they are properly categorized by instructional type and credit/instructional (contact) hours. Each department will have a member of the Curriculum Committee assigned as a liaison, with whom they can work to complete this inventory, and to whom they can address feedback on the guidelines and definitions. The Faculty Senate is requesting all feedback and revisions be completed and returned to your department's Curriculum Committee liaison by May 27, 2019, so that a vote on the definitions and guidelines can take place at the June 6, 2019 Faculty Senate meeting.

This project marks the first time since the inception of the electronic Curriculum Database that the entirety of our course offerings has been checked for compliance with all relevant credit/contact hour policies and guidelines. The Curriculum Committee of the Faculty Senate is asking for your department's help in verifying this information for your courses. Although regulatory bodies such as SUNY, NYSED, USDOE and MSCHE refer to credit hours and "contact" hours, please understand that this project is not referencing Faculty Contact Hours or workload. The use of "contact" hours in this context refers explicitly to the amount of time that a student spends in the designated course activity type listed. For this reason, in the attached tables, we have used the label "Student Instructional Hours" to avoid any confusion that might be caused using "contact" hours.

The course tables in the spreadsheet were generated from information already encoded in Banner. It is important that this information be verified for accuracy or be corrected if errors are found. Following are instructions on what needs your review, and how to provide information should you find the need for corrections, additions, or deletions.

The following instructions pertain to the spreadsheet, with separate tabs, organized alphabetically by department. Each department is responsible for the information on their own tab. However, we request that each department also review the first tab, labeled "Multi Area Courses", and respond for any courses on it for which they are responsible on the Master Schedule.

First, please verify that the listing of courses for your department is complete.

- The course prefix, number and title should be checked for accuracy, although the title shown may be abbreviated to fit in the Banner field.
- Any deactivated courses that are recent may not be reflected as deactivated. Please note that they have been deactivated in the “Notes” column at the far right.
- Special studies courses that have completed their 2-year trial period and that the department has decided to “sunset” rather than make a permanent course offering should not appear on this report. If they are listed, please note that they should be removed in the “Notes” column at the far right.
- If any active courses have been omitted, please add them at the bottom of the list, and indicate that they are additions in the “Notes” column at the far right. The remaining columns for added courses will also need to be completed as per the instructions below.

Next, please refer to the columns shaded in peach. This is the “Course Type” as was recorded in Banner, either from when Banner was implemented, or from the Curriculum Database records for any new or revised courses since that time. Please verify that the course types indicated accurately reflect how the course is structured and delivered.

**Lec** = Lecture format course (**Group Instruction** on definitions document)

**Lb/St** = Lab or Studio format course (**Group Supervision** on definitions document)

**Con** = Conference format course (**Group Instruction** on definitions document)

**Exp** = Experiential format course (**Experiential Learning** on definitions document)

The columns shaded in blue indicate the number of credit hours that a student taking the course earns. For courses that are NOT variable credit, there should only be a non-zero number in the “CREDIT HOURS Low” column. Using AGS 101 as an example, the number “1” in the “Low” column means that this is a 1-credit course and is never offered as variable credit.

Prefix	#	Course Title	COURSE TYPE				CREDIT HOURS		STUDENT INSTRUCTIONAL HOURS						
			Lec	Lb/St	Con	Exp	Low	High	LecLow	LecHigh	LabLow	LabHigh	OthLow	OthHigh	
AGS	101	Introduction to Agriculture	x				1		1						

Finally, please verify the student instructional (contact) hours: For a course like AGS 101, a non-variable credit lecture course, there should only be a non-zero number in the “LecLow” column, and it should match the number in the “Credit Hours – Low” column. Anything that varies from this requires additional examination.

An example of one such discrepancy is shown below. AGS 150 is a 4-credit hour course with 3 lecture hours and 2 lab hours. It is not a variable credit course. However, as it is shown below, with 0 in the “Credit Hours – **Low**” and 4 in the “Credit Hours – **High**” columns, would indicate that its credits may vary. In such cases, please make a comment in the “**Notes**” column at the far right, indicating that it is a non-variable credit course so that this can be corrected in Banner. In addition, since it is not a variable credit course, both the lecture hours and lab hours should be recorded in the “**Low**” columns for each.

**Example – how AGS 150 appears in the spreadsheet:**

Prefix	#	Course Title	COURSE TYPE				CREDIT HOURS		STUDENT INSTRUCTIONAL HOURS					
			Lec	Lb/St	Con	Exp	Low	High	LecLow	LecHigh	LabLow	LabHigh	OthLow	OthHigh
AGS	150	Gen Microbio for Food & Agricu	x	x			0	4	0	3	0	2		

**How AGS 150 SHOULD appear, once the departmental corrections are made:**

Prefix	#	Course Title	COURSE TYPE				CREDIT HOURS		STUDENT INSTRUCTIONAL HOURS					
			Lec	Lb/St	Con	Exp	Low	High	LecLow	LecHigh	LabLow	LabHigh	OthLow	OthHigh
AGS	150	Gen Microbio for Food & Agricu	x	x			4		3		2			

For courses that have clinical, internship, performance, or practica, please be sure to indicate the specifics for each course in the “**Notes**” column at the far right. These types of instructional experiences will be indicated in the Student Instructional Hours “OthLow” and “OthHigh” boxes and will likely have a “x” in the “Course Type – **Exp**” column.

Any course rows highlighted in **red** need particular attention with respect to the credit hour/student instructional hour relationship, as defined above.

The goal of this project is to ensure that all of our courses are accurately identified as to course instructional type, and that the credits and instructional hours meet the requirements in the draft guidelines attached to this list. Each department will have a member of the Curriculum Committee assigned as a liaison, with whom they can work to complete the inventory, and who can address questions from the department.

The Faculty Senate Curriculum Committee looks forward to working with your department and stands ready to assist you in the process. The departmental liaison listing is as follows:

- Lauren Blew, Business Administration and Economics, [lblew@monroecc.edu](mailto:lblew@monroecc.edu), Brighton Campus 5-515, ext. 3344
  - Business Administration and Economics
  - Hospitality
  - Engineering/Physics
- Michael Boester, Chemistry and Geosciences, [mboester@monroecc.edu](mailto:mboester@monroecc.edu), Brighton Campus 8-206, ext. 2447
  - Chemistry and Geosciences
  - AHPS
  - Nursing
- Mary Cameron, Mathematics, [mcameron@monroecc.edu](mailto:mcameron@monroecc.edu), Brighton Campus 8-550, ext. 2963
  - Mathematics
  - World Languages and Cultures
  - Health and Physical Education
- Diane Clements, ESOL/TRS, [dclements@monroecc.edu](mailto:dclements@monroecc.edu), Downtown Campus 374A, ext. 6178
  - ESOL/TRS
  - Education and Human Services
- Bill Rotenberg, EDIWS, [wrotenberg@monroecc.edu](mailto:wrotenberg@monroecc.edu), Downtown Campus 704E, ext. 6240
  - ATC
  - Engineering Technologies
  - Information and Computer Technologies
- Carl Silvio, English/Philosophy, [csilvio@monroecc.edu](mailto:csilvio@monroecc.edu), Brighton Campus 5-504, ext. 3391
  - English/Philosophy
  - Psychology
- Gary Thompson, Law and Criminal Justice, [gthompson@monroecc.edu](mailto:gthompson@monroecc.edu), Downtown Campus 332D, ext. 6196
  - Law and Criminal Justice
  - PSTF
- MaryJo Vest, Biology, [mvest@monroecc.edu](mailto:mvest@monroecc.edu), Brighton Campus 8-402, ext. 2733
  - Biology
  - Health Related Professions
  - Visual and Performing Arts