

Contact Hours Task Force, 1994-95 *Recommendations*

Recommendation #1

The Registrar's Office should begin to use and maintain a field in the Student Information System (SIS) for faculty contact hours to allow multiple faculty members to receive contact hours credit for conducting up to four course activity types per course. The field would be an existing one renamed from *weekly contact hours* to *instructional hours per term*, and it should be automatically populated through programming based on standard contact hour to credit hour ratios or based on specific contact hour and credit hour information supplied by faculty through the course approval process. An outline of specific, screen-by-screen changes to SIS, required programming time, and associated costs are attached on page 13 of the "Project analysis Report".

Recommendation #2

The Registrar's office should work with the Faculty Senate and the Academic Standards Committee to approve course activity definitions and contact hour to credit hour standards to be used in programming necessary to implement recommendation #1. Definitions and standards suggested by the Contact Hours Task Force members, as a starting point, are attached on page 4.

Recommendation #3

The Registrar's Office should work with the Faculty Senate to revise the current *Application for New Course* form to collect the necessary information to implement recommendation #1 and to reflect the course activity definitions and standards developed as a result of recommendation #2. A suggested format to replace question #2 on the current form shown on page 8, is attached on page 7.

Recommendation #4

The Registrar's Office should work with the colleges and department chairs to amend and/or "clean-up" the current course inventory file to reflect the course activity definitions and standards developed as a result of recommendation #2. A suggested step-by-step timetable for completing this process and resulting database elements are attached on page 12 of the "Project Analysis Report".

Recommendation #5

To ensure future accuracy in the collection of data necessary to implement recommendation #1, the following recommendations are made:

5a. The Registrar's Office should work with the Faculty Senate and the Academic Standards Committee to develop a policy stating that courses must be taught as approved in terms of activity types, instructional contact hours, student hours, and credit hours earned. This policy will help ensure that courses are scheduled as approved, and, therefore, the instructional contact hours field will be populated as indicated on the course schedule. Suggested wording for such a policy is attached (Note: This policy has yet to be drafted).

5b. The Registrar's Office should work with the Faculty Senate to develop an electronic *Application for New Course* form that would prevent unauthorized changes to the form and that would require the completion of all questions before the approval process could begin. This procedure will help ensure that the course inventory file is updated and maintained with complete and accurate information.

5c. The programming necessary to implement recommendation #1 should also include the addition of a field to indicate whether or not the instructor conducting a course activity will participate in the teacher/course evaluation process. This SIS enhancement will help ensure that appropriate time, attention, and concern is given to completing the screens in SIS that will

collect instructional contact hours information, thereby protecting the accuracy of the data. It has been the experience of the Lexington Campus Office of Planning and Assessment that this data collection process enhances the reliability and accuracy of faculty teaching assignment data.

Recommendation #6

The Office of Institutional Planning, Budgeting and Effectiveness Planning should work with the Lexington Campus and Medical Center to run parallel contact hours analyses in the first year of full implementation and use of recommendations #1 through #5 in order to compare contact hours outcomes under the old and new methods. A step-by-step description of how the parallel analyses would be conducted, along with a description of the current and proposed methods, is attached on page 11.

Recommendation #7

The Office of Institutional Planning, Budgeting and Effectiveness – in conjunction with the Lexington Campus Office of Planning and Assessment; the Medical Center Office of Planning, Assessment, and Effectiveness; the Community College System Office of Institutional Research; and the Graduate School – should adopt a recognized standard methodology for computing faculty contact hours for both University System and Community College System faculty. Documents describing a methodology for each are attached. (Note: Documents describing a methodology are yet to be drafted).

Contact Hours Definitions, Procedures, and Reporting Guidelines

University of Kentucky University System

The purpose of this document is to set forth standard definitions, procedures, and reporting guidelines for responding to the contact hours data collection, analysis, and reporting requirements of the annual accountability report. As a result of the cooperative efforts of the Contact Hours Task Force, the contents of this document represent careful consideration of accountability definitions and requirements, current and proposed capabilities of the Student Information System (SIS), and other relevant procedures such as the course approval application and process. In the first section, all terms necessary for a thorough understanding of the procedures and reporting guidelines are defined; next, a variety of data collection, input, and maintenance procedures are delineated; and finally, a methodology for accessing and analyzing contact hours data for accountability reporting purposes is presented. Taken together, all components of this document will enable the University to produce the required contact hours information more accurately, efficiently, and consistently from year to year than has been previously possible. More important, however, may be the resulting capability of various offices to access and use contact hours data for other analytical and reporting purposes.

Definitions

Contact Hours (SB109): *The number of hours per week spent by faculty in the conduct of formally scheduled courses, laboratories, and other educational activities as listed on the semester course schedule of the institution. In many cases, contact hours are equivalent to the credit hours available from the course. In other cases, the formally scheduled contact hours may be greater than the credit hours. An example occurs when a science course meets weekly for three hours of lecture and two hours of laboratory experience. While such a course might grant four credit hours, it constitutes five contact hours.*

SIS Course Activity Type: *Specific educational activities attached to approved courses and entered into the Course Inventory. For example, lecture, laboratory, discussion, studio, etc.*

Standard Activities: *SIS course activities for which the number of required faculty and student contact hours for each credit hour earned by the student has been established by academic policy.*

Nonstandard Activities: *SIS course activities for which the number of required faculty and student contact hours for each credit hour earned by the student varies by course and/or discipline.*

SIS Course Activity Type Definitions: Specific definitions for each activity type are as follows:

I. Standard Activities

Hours per Term:

Abbrev	SIS Course Activity Type and Definition	Faculty	Student	Credit
COL	Colloquium – a course activity in which students attend a series of lectures delivered by experts in the field, but arranged by faculty.	16	16	1
DIS	Discussion – a course activity (generally associated with a lecture course) in which small groups of students, under the direction of a faculty member, are encouraged to interact and study various aspects of the subject through oral and written communications.	16	16	1
EXP	Experiential – an <u>elective</u> internship or cooperative education activity, arranged by the Office of Experiential Education, in which students earn undergraduate academic credit by working in business, agencies, or other settings pertinent to their academic majors or career goals.	4 per student	48	1
HPR	Phys Ed Performance – a course activity in which students engage in physical performance.	48	48	1
IND	Independent Study – a course in which students learn independently, meeting periodically with a faculty member to discuss and report progress; provides the opportunity to study material not normally covered or offered in the regular curriculum or course offerings.	16	16	1
	Laboratory – a course activity in which students test, analyze, or demonstrate the applications of ideas, theories, techniques, and/or methods.			
LB1		16	16	1
LB2		32	32	1
LB3		48	48	1
LEC	Lecture – a course activity in which students learn primarily through a series of lectures delivered by the faculty member.	16	16	1
PBL	Problem-Based Learning – a set of course activities designed to emphasize the application of critical thinking skills, independent research skills, and teamwork to the solution of case problems through student-centered interactions.	16	16	1
RES	Research – a course in which the principal student activity is to conduct independent research under the supervision of a faculty member (pre-qualifying only).	16 per student	16	1
RSD	Residency – a course offered exclusively to provide residence credit for a graduate or professional degree.	48	48	
SEM	Seminar – a course activity (generally offered as an independent course) in which small groups of students, under the direction of a faculty member, engage in the advanced, intensive study of a selected topic(s) through oral and written communications.	16	16	1

II. Non-Standard Activities

Hours per Term:

Abbrev	SIS Course Activity Type and Definition	Faculty	Student	Credit
CAV	Computer-Assisted/Audio-Visual Instruction – a course activity in which students, under the guidance of a faculty member, work relatively independently with learning resources residing on computers and/or other electronic media.			
CLI	Clinical – a course activity in which students, under the supervision of a faculty member, are involved with direct treatment or observation of patients/clients.			
PRA	Practicum – a required course activity designed to help students integrate classroom learning with actual work experience emphasizing the practical applications of theory; includes non-clinical internships/externships and specifically includes student teaching.			
STU	Studio – a course normally associated with visual/creative arts activities that require specialized facilities beyond those of a normal classroom/lab and emphasize individual development through expressive media.			

Data Collection and Maintenance

Course Approval Procedure and Policy. Data collection for the contact hours analysis actually begins when a new course is approved. At that time, faculty indicate on the *Application for a New Course*, on page 8, the number of faculty contact hours per term required to carry out up to four course activities that may be associated with the course. This can be done in two ways: 1) by selecting a standard course activity that carries with it a pre-determined number of faculty contact hours per term for each hour of earned credit established for the course; or 2) by selecting a nonstandard course activity and indicating the number of faculty contact hours per term required to carry out the activity.

To ensure consistent and complete data for this and other purposes, the *Application for a New Course* is to be accessed in an electronic format that prohibits changes to the form and requires the completion of specified questions before the approval process can begin. Additionally, academic policy requires that courses must be taught as they have been approved in terms of activity types, faculty contact hours, and student hours.

Course Inventory Maintenance. The Registrar enters new course data into the course inventory file and updates the file as necessary when course changes are approved. For the contact hours analysis, the course inventory file contains up to four course activity types and the faculty contact hours per term required to carry out each course activity, in addition to the course prefix, number, college, credit hours, and student hours.

Schedule Building Procedures. The faculty contact hours field for each course is populated when department personnel complete Screens 129, on page 13 of the "Project Analysis Report", during the schedule-building process each semester. For those courses for which instructors are not known at the time the schedule is built, there is a deadline after registration by which the necessary information must be entered. For those courses for which there is more than one activity type, each type is entered into the schedule as a separate section, and students are forced to schedule all necessary components for a course when they register.

Contact Hours Calculation Rules. The automatic population of the faculty contact hours field takes place according to programming rules developed in accordance with the SIS course activity definitions and standards which were presented earlier.

For variable credit courses, the following additional rules apply:

- If a variable credit course is offered as a single section in which students can enroll for varying levels of credit, the faculty contact hours will equal the greatest number of hours for which the course is available; and

For team-teaching courses, the following rule applies:

- In cases where more than one instructor is responsible for an activity such as lectures, the department enters the appropriate instructor data and the proportion of responsibility to be assigned to each instructor for each activity type on Screen 130. The faculty contact hours are then automatically divided and assigned to the appropriate instructor.

For independent study courses, the following rule applies:

For research and residence credit courses, the following rule applies:

In cases of combined sections, the following rule applies:

Methodology

Timetable and Responsibility. Seven (7) days following the end of fall registration, each department is required to submit final data for the contact hours reporting routine by completing Screen 139. The Registrar's Office coordinates this effort since the data are also necessary for other functions carried out by the Registrar.

_____ later the data are frozen in an extract file containing all necessary data elements for conducting the contact hours analysis. These are: college, department, faculty name, faculty social security number, faculty rank, course prefix, course number, course section, activity type, enrollment, and faculty contact hours per term. The Office of Institutional Planning, Budgeting and Effectiveness coordinates this effort through Information Systems.

Population. The population for the contact hours analysis includes all faculty who are counted in the Faculty Workload Report, based on the IPEDS data. To prepare a dataset for the contact hours analysis, faculty SSNs from the IPEDS data are matched against faculty SSNs in the contact hours extract file, and those for which there are matches are used for the contact hours report.

Data Access.

Data Analysis.

Report Generated.

COURSE APPROVAL FORM
Suggested Revision to support Contact Hours Project

Replace the current section number 2 with the following:

2. Proposed designation and *Bulletin* description of this course:

- a. Prefix and Number: _____ b) Course Title: _____
- c) Credit Hours Earned: _____ d) May be repeated to a maximum of _____ credit hours
- e) Circle the **standard** educational activities that make up this course, if any, after referring to the attached course activity type definitions and standards:

COL DIS EXP HPR IND LB1 LB2 LB3 LEC PBL RES RSD SEM

f) Indicate the **nonstandard** educational activities in this course, if any, by completing the appropriate boxes (refer to the attached course activity type definitions and standards):

SIS Abbreviation	Total Faculty Contact Hours per Term	Total Student Hours per Term
CAV		
CLI		
PRA		
STU		

- g) Of the educational activities indicated in both **e** and **f** above, which activity is the **primary** activity of the course? _____
- h) Course Description: _____
- i) Prerequisites (if any): _____

APPLICATION FOR NEW COURSE

1. Submitted by College of _____ Date _____
Department/Division offering course _____

2. Proposed designation and Bulletin description of this course

a. Prefix and Number _____ b. Title* _____
*NOTE: If the title is longer than 24 characters (including spaces), write
A sensible title (not exceeding 24 characters) for use on transcripts _____

c. Lecture/Discussion hours per week _____ d. Laboratory hours per week _____

e. Studio hours per week _____ f. Credits _____

g. Course description

h. Prerequisites (if any)

i. May be repeated to a maximum of _____ (if applicable)

4. To be cross-listed as
_____ Prefix and Number _____ Signature, Chairman, cross-listing department _____

5. Effective Date _____ (semester and year)

6. Course to be offered Fall Spring Summer

7. Will the course be offered each year? Yes No
(Explain if not annually)

8. Why is this course needed?

9. a. By whom will the course be taught? _____

b. Are facilities for teaching the course now available? Yes No
If not, what plans have been made for providing them?

APPLICATION FOR NEW COURSE

10. What enrollment may be reasonably anticipated? _____
11. Will this course serve students in the Department primarily? Yes No
Will it be of service to a significant number of students outside the Department?
If so, explain. Yes No
-
- Will the course serve as a University Studies Program course? Yes No
If yes, under what Area? _____
12. Check the category most applicable to this course
- traditional; offered in corresponding departments elsewhere;
 - relatively new, now being widely established
 - not yet to be found in many (or any) other universities
13. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky? Yes No
14. Is this course part of a proposed new program:
If yes, which? Yes No
-
15. Will adding this course change the degree requirements in one or more programs? *
If yes, explain the change(s) below Yes No
-
16. Attach a list of the major teaching objectives of the proposed course and outline and/or reference list to be used.
17. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.
18. Within the Department, who should be contacted for further information about the proposed course?
Name _____ Phone Extension _____

*NOTE: Approval of this course will constitute approval of the program change unless other program modifications are proposed.

APPLICATION FOR NEW COURSE

Signatures of Approval:

_____	_____
Department Chair	Date
_____	_____
Dean of the College	Date
_____	_____
	Date of Notice to the Faculty
_____	_____
*Undergraduate Council	Date
_____	_____
*University Studies	Date
_____	_____
*Graduate Council	Date
_____	_____
*Academic Council for the Medical Center	Date
_____	_____
*Senate Council (Chair)	Date of Notice to University Senate

*If applicable, as provided by the Rules of the University Senate

_____ ACTION OTHER THAN APPROVAL _____

**CONTACT HOURS TASK GROUP
RECOMMENDATION #6
PARALLEL REPORTING**

If I understand the current contact hour reporting process, the recommended programming changes to SIS will not alter any fields that are used by the current process. The “clean-up” of the data will have an effect on the current process because some courses will revise their activity types. However, the use of only the first activity type by the current process should greatly diminish the effect of revisions. The same extract file should be used to generate both the old and new methodology figures. After separately computing contact hours by both methods, a comparison will need to be made to analyze the differences. This analysis should provide valuable feedback on the new methodology and a greater understanding of contact hours in general.