Teaching Equivalences

General Rules (as agreed upon at July 2016 VCAA/AAA meeting)
- TEs – calculate to 3, round to 2. TEs should be recorded in Banner under the Workload section.
- Course titles should be the same, for course titles with "Introduction", change to "Intro XXX". Be aware of Banner character limits when finding common titles.
- While going through this process, if we find that a class at a campus is truly a different class, then that campus needs to change the course title, number, etc.
- For all of natural science classes (as defined by diversification designation or area requirements) that have a lab component, the lab should be a separate course and alpha. Example – PHYS 151 and PHYS 151L. For all lab courses, please use L at the end of the course numbering. This includes natural science classes for CTE programs. Excludes Engineering courses.
- If 80% of the content is the same, it's the same class.
- Contact hours in Banner should always show the semester total using 15 weeks.
- Once a determination is made on common contact hours, if an individual instructor chooses to add additional contact hours to the class they will still be paid based on the agreed upon TEs. If there is rationale – additional content or skills being taught and this is reason why hours need to be increased, then it is a different class. In this case, change course numbers, credits, etc.
- There may be a need to address minimum contact hours based on specific program accreditation. These will be determined by the PCCs.

Liberal Arts Courses – General Guidelines for Specific Disciplines
ART
- "Pure" non-lecture Art classes should be changed to Studio in Banner and we should use Studio for TE basis, this includes digital art classes. Example – ART 112 for 3 credits should be Studio and Contact Hours should equal 90, and the TE should be 4.29
DANCE
- If the course has some sort of performance aspect, it should be Studio.
- Hours outside of set class time for rehearsal and performances are not part of contact hours.
- Included in this are hula courses that are under HAW or HWST alpha.
MUSIC
- Hours outside of set class time for rehearsal and performances are not part of contact hours.
- "Pure" non-lecture Music classes should be changed to Studio in Banner and we should use Studio for TE basis, in other words, if the course has some sort of

performance aspect, it should be Studio.

SCI
- If class is not being offered on your campus, please make sure these are deactivated in Banner.
- Clean up only those that are active.
- See general natural science rule.

SPEECH & COM & SPCO
- Change COM 145 to SP 181.
- If not using COM 145, deactivate in Banner.
- KapCC check to see if SP 145 is active.
- HawCC will need to change SPCO alpha to SP.

THEA & DRAM
- All DRAM course should be inactive in Banner.
- UHMC needs to change DRAM alpha to THEA.
- THEA courses that are not "pure" lecture should be changed to Studio.

ZOOL to PHYL
- ZOOL 141/141L and ZOOL 142/142L should change alpha to PHYL.
- Other ZOOL courses should retain the ZOOL alpha.

*We will hold off on any changes in English and math until we have more information on how changes in pathways and Dev Ed will be impacted.

CTE Programs

Autobody (J. Dire)
- All courses should use Shop basis.
- Need to reconcile course numbering – cannot have two different courses using the same number, if it is same course need to use same number..
- Need to double check list to see it reflects changes for upcoming school year.

Automotive (Ron)
- All courses should use Shop basis.
- Need to reconcile course numbering – cannot have two different courses using the same number, if it is same course need to use same number.
- Need to double check list to see it reflects changes for upcoming school year.
- Contact hours need to be addressed – need to decide based on NATEF if we are using high range or somewhere under that. Example AMT 30 contact hours range from 180 to 240, TEs are 7.5 to 10.

Culinary & HOST (John R.)
- For those courses where the majority are listed as SHP, the LEC needs to change to SHP.
- Need to address range in contact hours if it's the same class.
- Need to address credit range if it's the same class.

HOPE (all)
- Inactive all HOPE alphas in Banner.

Nursing (Patricia)
- Any courses where the students are off campus in a hospital or clinical setting should be listed as CLN (clinical) in Banner and basis is 24.
- Calculation of TE's for all nursing courses will be as follows beginning Fall 2016:

Lecture portion credits will use a basis of 15.
Lab/clinical (including seminar, dry lab, simulation, etc) portion credits will use a basis of 24.
For example: NURS 153 is a total of 8 credits; 3 credits are lecture portion, 5 credits are lab/clinical portion.
Lecture = (3cr x 15hrs) / 15 = 3TE's
Lab/clinical = (5cr x 45hrs) / 24 = 9.375TE's

Responsibilities of VCAA/Dean

Below is a table showing the responsible VCAA or Dean that will coordinate this process. For Liberal Arts, the categories are as defined by the degree category.

Program or Discipline Heading	VCAA/Dean Responsible
Arts	Marcia Roberts-Deutsch (HonCC)
Humanities	John McKee (UHMC)
Social Sciences	Charles Sasaki (WCC)
Natural Sciences	Jim Goodman (LCC)
Languages	Maria Bautista (KapCC)
Auto Body	Jim Dire (KauCC)
Accounting	David Grooms (UHMC)
Administration of Justice	David Grooms (UHMC)
Allied Health	Patricia O'Hagan (KapCC)
Architectural Engineering & CAD	Keala Chock (HonCC)
Agriculture	Ron Umehira (LCC)
Automotive Tech	Ron Umehira (LCC)
Business Tech	Joyce Hamasaki (HawCC)
Carpentry	Jim Dire (KauCC)
Culinary Arts	John Richards (KapCC)
Early Childhood	Katy Ho (HonCC)
Electronics Tech	Joyce Hamasaki (HawCC)
Fashion Tech	David Grooms (UHMC)
Fire	Joyce Hamasaki (HawCC)
Hospitality & Tourism	John Richards (KapCC)
Human Services	Charles Sasaki (WCC)
IT/ICS/CENT	John Richards (KapCC)
Marketing/Management	Jim Dire (KauCC)
Nursing	Patricia O'Hagan (KapCC)
Welding	???

Instructions for VCAA/Dean

1. Pull together the PCC or discipline group you are responsible for to discuss cleaning up of TEs, Course number, alpha, credits, mode of instruction, etc.
2. Use the Excel spreadsheets sent by Gayle on July 11, 2016 for reference.
3. Clearly document what changes need to be made as a result of discussions. These changes should then be emailed to the appropriate VCAA for action.
4. VCAAs – send out TE memo to campus at start of school year. Also be prepared to have all changes as a result of this process compiled in a memo to your curriculum committees for action by December 2016.