

Statement of Agreement

The parties hereby agree to the attached Fall, Winter, Spring, Summer Scheduling Guidelines, until such time as the parties may agree to their revision, in accordance with Article XI.L. of the HFCC-FT Collective Bargaining Agreement.

C. Glass

For the College

1/5/18

Date

John M. Smith

For the Union

1-5-18

Date

Effective 1-1-18
J. M. [Signature]
C. Glass

I. FALL AND WINTER SCHEDULING GUIDELINES

With respect to the Fall and Winter semesters, the scheduling of day (8 a.m. – 5 p.m.) and evening (after 5 p.m.) classes shall be consistent with the following guidelines and scheduling illustrations. For classes containing both a lecture and a laboratory component, each component shall be scheduled so as to conform to these guidelines and illustrations.

The College Organization approved the following definition of a credit at its May 2014 meeting upon the recommendation of College Council:

“At Henry Ford College, a credit hour requires a minimum of 50 instructional minutes weekly for a 16 week semester for a total of 800 minutes, with an expectation of an additional 1600 minutes of out-of-class work by students. In traditional classroom settings, Henry Ford College awards an hour of credit for each 2400 minutes of expected student work, including 800 instructional minutes.”

This definition provides a minimum number of minutes of seat time. Considering this standard as well as the common practices at the College, when scheduling 15-week or 12-week classes, the seat time (excluding the final exam session) should equal as closely as possible:

800 minutes for 1 hour courses,
1,600 minutes for 2 hour courses,
2,400 minutes for 3 hour courses,
3,200 minutes for 4 hour courses,
4,000 minutes for 5 hour courses, and so on.

Because first 8-week classes do not have a final exam, the final exam time must be included in the seat time. When scheduling 8-week classes, the total seat time should equal at least:

850 minutes for 1 hour courses,
1,650 minutes for 2 hour courses,
2,500 minutes for 3 hour courses,
3,300 minutes for 4 hour courses,
4,100 minutes for 5 hour courses, and so on.

It is also advised that time for a break be added to any class session that is scheduled to meet for 2 hours or longer.

When assigning faculty, please refer to the 1650 and AFO contracts. Note that a Statement of Agreement between 1650 and Administration confirms that a class scheduled so as to run at least 20 minutes before 8 a.m. and at least one hour after 8 a.m. or a class scheduled to begin at 4:30 p.m. and run at least 50 minutes beyond 5:00 p.m. may be taught by full-time teachers as either a contractual or extra-contractual assignment at the teacher's option.

II. FALL AND WINTER – DAY GUIDELINES

The guidelines below pertain to 15-week sessions. The tables in Appendix A provide instructions for using these guidelines to schedule 12-week and 8-week sessions. Appendix B provides instructions for adjusting classes to be partially-online in order to schedule the class as though it had fewer contact hours.

1 HOUR CLASSES

Meeting one day per week (M, T, W, R, or F) shall start 8 minutes after the hour and end on the hour.

2 HOUR CLASSES

Meeting two days per week (MW, WF, MF, or TR) shall start at 8 minutes after the hour and end on the hour.

Meeting one day per week (M, W, or F) shall start at 10 minutes after the hour, with 7:10 a.m. as an optional starting time or any time on Friday.

Meeting one day per week (T or R) shall start after 11:10 a.m. or run 7:10 – 9:00 a.m. as an option.

3 HOUR CLASSES

Meeting three days per week (MWF) shall start at 8 minutes after the hour and end on the hour.

Meeting two days per week (MW, WF, MF, or TR) shall meet 7:40 – 9:00 a.m., 8:10 – 9:30 a.m., 9:40 – 11:00 a.m., 11:10 a.m. – 12:30 p.m., or shall start at 12:40 p.m. or later.

(To maximize room utilization, a 3-hour class may be run as 50% online and held just one day per week on M or W or F according to the guidelines above. Example: one traditional class meets M and W from 9:40 – 11:00 a.m. and a 50% online class meets on F from 9:40 – 11:00a.m.)

Meeting one day per week shall be scheduled between 12:40 p.m. and 5 p.m. or any time on Friday.

4 HOUR CLASSES

Meeting four days per week shall start at 8 minutes after the hour and end on the hour.

Meeting two days per week (MW, WF, MF, or TR) shall run 7:10 – 9:00 a.m., 8:10 – 10:00 a.m., 9:10 – 11:00 a.m., 10:10 a.m. – 12:00 p.m., or start at 11:10 a.m. and thereafter. Two hour laboratories may start at 10 minutes after the hour.

Meeting one day per week shall be scheduled between 12:40 p.m. and 5 p.m. or any time on Friday.

5 HOUR CLASSES

Meeting five days per week shall start at 8 minutes after the hour and end on the hour.

Meeting three days per week (MWF, MTR, MTW or TWR) shall meet 7:30 – 9:00 a.m. or shall start at 1:10 p.m. or later.

OTHER PRINCIPLES

Laboratories shall be scheduled independent of the classroom scheduling guidelines above, but shall be scheduled in such a way as to maximize the use of laboratory spaces while minimizing the conflict with properly-scheduled lecture classes.

Saturday classes may be scheduled at the discretion of the department/division, with all sections beginning in the morning ending by 12:00 p.m. and all sections beginning in the afternoon starting no earlier than 12:30 p.m.

III. FALL AND WINTER – EVENING GUIDELINES

With respect to all **Fall and Winter semesters**, the scheduling of **evening (5 p.m. on) classes** shall be consistent with the following principles and scheduling illustrations. For classes containing both a lecture and laboratory component, each component shall be scheduled so as to conform with these principles and illustrations. Exceptions to these scheduling principles and illustrations may be approved by the College President only after consultation with the Union.

The guidelines below provide specific instructions for 15-week, 12-week, and 8-week sessions. Appendix B provides instructions for adjusting classes to be partially-online in order to schedule the class as though it had fewer contact hours.

A. FALL AND WINTER SEMESTERS: 15-WEEK EVENING SESSIONS

1 NIGHT PER WEEK (Mon-Thurs)

2 Hour Classes

5:30 – 7:20 p.m.

7:30 – 9:20 p.m.

3 Hour Classes (break included)

4:30 – 7:20 p.m.

6:00 – 8:50 p.m.

7:25 – 10:15 p.m.

1 NIGHT PER WEEK (Friday)

Begin any time after 5 p.m.

2 NIGHTS PER WEEK (MW or TR)

2 Hour Classes

6:00 – 6:55 p.m.

7:30 – 8:25 p.m.

9:00 – 9:55 p.m.

3 Hour Classes

4:30 – 5:50 p.m.

6:00 – 7:20 p.m.

7:30 – 8:50 p.m.

9:00 – 10:20 p.m.

4 Hour Classes

5:25 – 7:15 p.m.

7:30 – 9:20 p.m.

5 Hour Classes (break included)

5:05 – 7:25 p.m.

7:30 – 9:50 p.m.

6 Hour Classes (break included)

4:30 – 7:20 p.m.

7:20 – 10:10 p.m.

Laboratories meeting two nights per week shall be scheduled MW, MF, WF, or TR.

B. FALL AND WINTER SEMESTERS: 12-WEEK EVENING SESSIONS

1 NIGHT PER WEEK (Mon-Thurs)_____

2 Hour Classes (break included)

5:05 – 7:25 p.m.

7:30 – 9:50 p.m.

3 Hour Classes (break included)

6:00 – 9:30 p.m.

1 NIGHT PER WEEK (Friday)

Begin any time after 5 p.m.

2 NIGHTS PER WEEK (MW or TR)

2 Hour Classes

6:00 – 7:10 p.m.

7:30 – 8:40 p.m.

9:00 – 10:10 p.m.

3 Hour Classes

5:40 – 7:20 p.m.

7:30 – 9:10 p.m.

4 Hour Classes (break included)

5:05 – 7:25 p.m.

7:30 – 9:50 p.m.

5 Hour Classes (break included)

4:20 – 7:15 p.m.

6:00 – 8:55 p.m.

7:30 – 10:25 p.m.

6 Hour Classes (break included)

6:00 – 9:30 p.m.

Laboratories meeting two nights per week shall be scheduled MW, MF, WF, or TR.

C. FALL AND WINTER SEMESTERS: 8-WEEK EVENING SESSIONS

1 NIGHT PER WEEK

N.B. Must select day that meets 8 times during the 8-week session. Due to holidays, some days are not available 8 times within 8 weeks of the Fall and Winter semesters.

1 Hour Classes

5:30 – 7:20 p.m.

7:30 – 9:20 p.m.

2 NIGHTS PER WEEK (MW or TR)

1 Hour Classes

5:30 – 6:25 p.m.

6:30 – 7:25 p.m.

7:30 – 8:25 p.m.

9:00 – 9:55 p.m.

2 Hour Classes

5:30 – 7:15 p.m.

7:30 – 9:15 p.m.

3 Hour Classes (break included)

4:30 – 7:15 p.m.

7:30 – 10:15 p.m.

4 Hour Classes (break included)

6:00 – 9:35 p.m.

IV. APPENDIX A: 12-WEEK and 8-WEEK DAY CLASSES

To adjust day classes so that they can be scheduled in a 12-week or 8-week session while remaining consistent with the scheduling guidelines for the 15-week session, there are two options: adjust the seat time of the class (Table A.1) or adjust the instructional method to be hybrid, or partially online (Table A.2). Adjustment to hybrid delivery method should only be used where pedagogically appropriate.

Departments/Divisions should exercise caution when scheduling classes in a 12-week or 8-week session so as to cause as little interference with regularly-scheduled 15-week classes as possible. The following exhibits are illustrative suggestions only. Departments/Divisions remain responsible for guaranteeing the appropriate amount of seat time. The illustrations below for the 8-week session were calculated including the final exam seat time.

Where the illustrations below lead to excess seat time, Departments/Divisions may choose an earlier class end time to avoid the overage.

Table A.1 – Conversion to 12-week and 8-week sessions by adjusting seat time.

Class contact hours	To schedule in 12-week session	To schedule in 8-week session
1 contact hour	Add 15 minutes total per week (by starting early or ending late, depending on which is less likely to interfere with other courses).	Follow 15-week guidelines for 2-hour classes.
2 contact hours	Add 30 minutes total per week (by starting early or ending late, depending on which is less likely to interfere with other courses).	Follow 15-week guidelines for 4-hour classes (may lead to 7 or more excess minutes per week).
3 contact hours	Follow 15-week guidelines for 4-hour classes (may lead to 13 or more excess minutes per week).	Follow 15-week guidelines for two 3-hour classes (may lead to 7 or more excess minutes per week).
4 contact hours	Follow 15-week guidelines for 5-hour classes, or two days per week for 140 minutes at a convenient start time.	Schedule for two days per week for 210 minutes at a convenient start time.

Table A.2 – Conversion to 12-week and 8-week sessions by adjusting instructional method.

Using the method described below, a Department or Division could choose the days/times for the class using the 15-week guidelines above, but move the start and end dates of the semester to conform to the 12-week or 8-week sessions.

The following exhibits are illustrative suggestions only. Departments/Divisions remain responsible for guaranteeing the appropriate amount of seat time. The illustrations below for the 8-week session were calculated including the final exam seat time.

Where the illustrations below lead to excess seat time, Departments/Divisions may choose an earlier class end time to avoid the overage.

Class contact hours	To schedule in 12-week session	To schedule in 8-week session
1 contact hour	20% online (CW20)	50% online (CW50)
2 contact hours	20% online (CW20)	50% online (CW50) (leads to 4 excess minutes per week)
3 contact hours	20% online (CW20)	50% online (CW50) (leads to 4 excess minutes per week)
4 contact hours	20% online (CW20)	50% online (CW50) (leads to 7 excess minutes per week)
5 contact hours	20% online (CW20)	50% online (CW50) (leads to 11 excess minutes per week)

V. APPENDIX B: ADJUSTING INSTRUCTIONAL METHOD

In order to schedule a class as though it had fewer contact hours (e.g., to schedule a 4-hour class in a 3-hour block) the instructional method can be changed to be hybrid, or partially online, as detailed below. These guidelines use only currently-available hybrid classifications (e.g., CW20, CW25, etc.). Adjustment to hybrid delivery method should only be used where pedagogically appropriate.

2 HOUR CLASSES

Can be scheduled as 1 hour class if 50% online (CW50).

3 HOUR CLASSES

Can be scheduled as 2 hour class if 33.3% online (CW33).

Can be scheduled as 1 hour class if 66.6% online (CW67).

4 HOUR CLASSES

Can be scheduled as 3 hour class if 25% online (CW25).

Can be scheduled as 2 hour class if 50% online (CW50).

Can be scheduled as 1 hour class if 75% online (CW75).

5 HOUR CLASSES

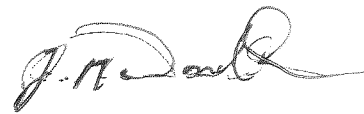
Can be scheduled as 4 hour class if 20% online (CW20).

Can be scheduled as 3 hour class if 40% online (CW40).

Can be scheduled as 2 hour class if 60% online (CW60).

Can be scheduled as 1 hour class if 80% online (CW80).

Effective 1/1/18
Class



SPRING and SUMMER scheduling guidelines, 2015 – 2020

The College Organization approved the following definition of a credit at its May 2014 meeting upon the recommendation of College Council:

“At Henry Ford College, a credit hour requires a minimum of 50 instructional minutes weekly for a 16 week semester for a total of 800 minutes, with an expectation of an additional 1600 minutes of out-of-class work by students. In traditional classroom settings, Henry Ford College awards an hour of credit for each 2400 minutes of expected student work, including 800 instructional minutes.”

Because Spring and Summer classes do not have a final exam, the final exam time must be included in the seat time. When scheduling Spring and Summer classes, the total seat time should equal at least 850 minutes for 1 hour courses; 1,650 minutes for 2 hour courses; 2,500 minutes for 3 hour courses; 3,300 minutes for 4 hour courses; 4,100 minutes for 5 hour courses; and so on.

It is also advised that time for a break be added to any class session that is scheduled to meet for 2 hours or longer. A class that is 4 hours or longer should have two breaks. Breaks are already built into the class meeting times given in these guidelines.

Use the tables below (Table 1 for Spring and Table 2 for Summer) to determine the number of class meetings you need. This will affect the scheduling of these courses. Note that the number of meetings varies by year for Summer semesters. (This is due to the July 4th holiday, which is observed on a Monday most, but not all, years.)

Table 1. Total number of meetings for <u>Spring</u> Semesters 2015 – 2020										
Year	Number of meetings per week (days)									
	Four (MTWR)	Three (TWR)	Three (MTW)	Two (MW)	Two (TR)	Two (MR)	One (M)	One (T)	One (W)	One (R)
All Years	27	21	20	13	14	13	6	7	7	7

Table 2. Total number of meetings for <u>Summer</u> Semesters 2015 – 2020										
Year	Number of meetings per week (days)									
	Four (MTWR)	Three (TWR)	Three (MTW)	Two (MW)	Two (TR)	Two (MR)	One (M)	One (T)	One (W)	One (R)
2015	27	21	20	13	14	13	6	7	7	7
2016	27	21	20	13	14	13	6	7	7	7
2017	27	20	20	14	13	14	7	6	7	7
2018	27	20	20	13	14	14	7	7	6	7
2019	27	20	21	14	13	13	7	7	7	6
2020	27	21	20	13	14	13	6	7	7	7

Once you have identified the number of meetings, refer to the schedules below to see the acceptable times for offering courses of different contact hours. For contact hours in excess of 5, try when possible to schedule the course as though it is composed of smaller contact hour courses. Example: schedule a 6-hour course to meet 4 days per week using the schedule

of a 3 credit hour course meeting twice per week. (Be mindful of when doing so leads to different numbers of meetings on different nights.)

These guidelines are not meant to address every possible scenario. However, it is believed that most of the courses at the College can and should be scheduled according to these guidelines. Also note that a Division or Department may choose to further limit options for scheduling so as to create consistency within a program or across programs within a Division.

Also note that other two- and three-day combinations are possible (such as MT, TW, etc.). When using these other combinations, be careful to correctly count the number of meetings.

1 hour classes – DAY

Meeting once per week (6 times)

7:00 AM to 9:30 AM

9:30 AM to 12:00 PM

12:30 PM to 3:00 PM

or for 150 minutes starting after 2:00 PM

Meeting once per week (7 times)

7:20 AM to 9:30 AM

9:50 AM to 12:00 PM

12:30 PM to 2:40 PM

or for 130 minutes starting after 2:00 PM

Meeting twice per week (13 times or 14 times)

8:25 AM to 9:30 AM

9:35 AM to 10:40 AM

10:55 AM to 12:00 PM

12:30 PM to 1:35 PM

or for 65 minutes starting after 2:00 PM

Meeting three times per week (20 times)

NOT SUPPORTED

Meeting three times per week (21 times)

NOT SUPPORTED

Meeting four times per week (27 times)

NOT SUPPORTED

1 hour classes – NIGHT

Meeting once per week (6 times)

5:00 PM to 7:30 PM

7:35 PM to 10:05 PM

Meeting once per week (7 times)

5:20 PM to 7:30 PM

7:35 PM to 9:45 PM

Meeting twice per week (13 times or 14 times)

5:15 PM to 6:20 PM

6:25 PM to 7:30 PM

7:35 PM to 8:40 PM

Meeting three times per week (20 times)

NOT SUPPORTED

Meeting three times per week (21 times)

NOT SUPPORTED

Meeting four times per week (27 times)

NOT SUPPORTED

2 hour classes – DAY

Meeting once per week (6 times)
NOT SUPPORTED

Meeting once per week (7 times)
7:50 AM to 12:00 PM
9:35 AM to 1:45 PM
12:30 PM to 4:40 PM

Meeting twice per week (13 times)
7:20 AM to 9:30 AM
9:50 AM to 12:00 PM
12:30 PM to 2:40 PM
or for 130 minutes starting after 2:00 PM

Meeting twice per week (14 times)
7:30 AM to 9:30 AM
10:00 AM to 12:00 PM
12:30 PM to 2:30 PM
or for 120 minutes starting after 2:00 PM

Meeting three times per week (20 times)
8:05 AM to 9:30 AM
9:35 AM to 11:00 AM
10:35 AM to 12:00 PM
12:30 PM to 1:55 PM
or for 85 minutes starting after 2:00 PM

Meeting three times per week (21 times)
8:10 AM to 9:30 AM
9:35 AM to 10:55 AM
10:40 AM to 12:00 PM
12:30 PM to 1:50 PM
or for 80 minutes starting after 2:00 PM

Meeting four times per week (27 times)
8:25 AM to 9:30 AM
9:35 AM to 10:40 AM
10:55 AM to 12:00 PM
12:30 PM to 1:35 PM
or for 65 minutes starting after 2:00 PM

2 hour classes – NIGHT

Meeting once per week (6 times)
NOT SUPPORTED

Meeting once per week (7 times)
5:00 PM to 9:10 PM

Meeting twice per week (13 times)
5:20 PM to 7:30 PM
7:35 PM to 9:45 PM

Meeting twice per week (14 times)
5:30 PM to 7:30 PM
7:35 PM to 9:35 PM

Meeting three times per week (20 times)
6:05 PM to 7:30 PM
7:35 PM to 9:00 PM

Meeting three times per week (21 times)
6:10 PM to 7:30 PM
7:35 PM to 8:55 PM

Meeting four times per week (27 times)
5:15 PM to 6:20 PM
6:25 PM to 7:30 PM
7:35 PM to 8:40 PM

3 hour classes – DAY

Meeting once per week (6 times)
NOT SUPPORTED

Meeting once per week (7 times)
NOT SUPPORTED

Meeting twice per week (13 times)
6:10 AM to 9:30 AM
8:40 AM to 12:00 PM
9:35 AM to 12:55 PM
12:30 PM to 3:50 PM
2:00 PM to 5:20 PM

Meeting twice per week (14 times)
6:25 AM to 9:30 AM
8:55 AM to 12:00 PM
9:35 AM to 12:40 PM
12:30 PM to 3:35 PM
or for 185 minutes starting after 2:00 PM

Meeting three times per week (20 times)
7:20 AM to 9:30 AM
9:50 AM to 12:00 PM
12:30 PM to 2:40 PM
or for 130 minutes starting after 2:00 PM

Meeting three times per week (21 times)
7:30 AM to 9:30 AM
10:00 AM to 12:00 PM
12:30 PM to 2:30 PM
or for 120 minutes starting after 2:00 PM

Meeting four times per week (27 times)
7:55 AM to 9:30 AM
9:35 AM to 11:10 AM
10:25 AM to 12:00 PM
12:30 PM to 2:05 PM
or for 95 minutes starting after 2:00 PM

3 hour classes – NIGHT

Meeting once per week (6 times)
NOT SUPPORTED

Meeting once per week (7 times)
NOT SUPPORTED

Meeting twice per week (13 times)
5:00 PM to 8:20 PM

Meeting twice per week (14 times)
5:00 PM to 8:05 PM

Meeting three times per week (20 times)
5:20 PM to 7:30 PM
7:35 PM to 9:45 PM

Meeting three times per week (21 times)
5:30 PM to 7:30 PM
7:35 PM to 9:35 PM

Meeting four times per week (27 times)
5:55 PM to 7:30 PM
7:35 PM to 9:10 PM

4 hour classes – DAY

Meeting once per week (6 times)

NOT SUPPORTED

Meeting once per week (7 times)

NOT SUPPORTED

Meeting twice per week (13 times)

7:30 AM to 12:00 PM

9:35 AM to 2:05 PM

12:30 PM to 5:00 PM

Meeting twice per week (14 times)

7:50 AM to 12:00 PM

9:35 AM to 1:45 PM

12:30 PM to 4:40 PM

Meeting three times per week (20 times)

6:40 AM to 9:30 AM

9:35 AM to 12:25 PM

12:30 PM to 3:20 PM

or for 170 minutes starting after 2:00 PM

Meeting three times per week (21 times)

6:45 AM to 9:30 AM

9:35 AM to 12:20 PM

12:30 PM to 3:15 PM

or for 165 minutes starting after 2:00 PM

Meeting four times per week (27 times)

7:25 AM to 9:30 AM

9:55 AM to 12:00 PM

12:30 PM to 2:35 PM

or for 125 minutes starting after 2:00 PM

4 hour classes – NIGHT

Meeting once per week (6 times)

NOT SUPPORTED

Meeting once per week (7 times)

NOT SUPPORTED

Meeting twice per week (13 times)

For 270 minutes starting after 5:00 PM

Meeting twice per week (14 times)

For 250 minutes starting after 5:00 PM

Meeting three times per week (20 times)

For 170 minutes starting after 5:00 PM

Meeting three times per week (21 times)

For 165 minutes starting after 5:00 PM

Meeting four times per week (27 times)

5:25 PM to 7:30 PM

7:35 PM to 9:40 PM

5 hour classes – DAY

Meeting once per week (6 times)
NOT SUPPORTED

Meeting once per week (7 times)
NOT SUPPORTED

Meeting twice per week (13 times)
NOT SUPPORTED

Meeting twice per week (14 times)
NOT SUPPORTED

Meeting three times per week (20 times)
6:00 AM to 9:30 AM
8:30 AM to 12:00 PM
9:35 AM to 1:05 PM
12:30 PM to 4:00 PM
2:00 PM to 5:30 PM

Meeting three times per week (21 times)
6:10 AM to 9:30 AM
8:40 AM to 12:00 PM
9:35 AM to 12:55 PM
12:30 PM to 3:50 PM
2:00 PM to 5:20 PM

Meeting four times per week (27 times)
6:55 AM to 9:30 AM
9:35 AM to 12:10 PM
12:30 PM to 3:05 PM
or for 155 minutes starting after 2:00 PM

5 hour classes – NIGHT

Meeting once per week (6 times)
NOT SUPPORTED

Meeting once per week (7 times)
NOT SUPPORTED

Meeting twice per week (13 times)
NOT SUPPORTED

Meeting twice per week (14 times)
NOT SUPPORTED

Meeting three times per week (20 times)
For 210 minutes starting after 5:00 PM

Meeting three times per week (21 times)
For 200 minutes starting after 5:00 PM

Meeting four times per week (27 times)
4:55 PM to 7:30 PM
7:35 PM to 10:10 PM