

Instruction ADA/DAA Workshop 10/30/2025

- INTRODUCTION - coming fall 2026
 - Schedule Planning Template (Krista)
 - Class Scheduling Blocks (Richard)
 - Standardized Attendance Accounting (Richard)

MORE INFORMATION AND WORKSHOPS TO FOLLOW ...

Class Scheduling Blocks

- Strategic Enrollment Management Academy 2024 action item.
- Aspiration: Develop schedules that facilitate completion and are data-informed, offering classes when, where, and how students need them.
- Reality: Students take classes having different meeting lengths.
- Goal: Reimagine scheduling blocks allowing students to intentionally cross blocks using common passing periods.
- Action: Encompass at least 80% of time lengths **already in use**.
- Incorporate a mid-day break – approx. 12:15-1:15.

Class Scheduling Blocks

[illegible]

Class Scheduling Blocks

- Calculate contact hours following the Daily Census methodology. Count the number of instructional days.
- Schedule towards the maximum contact hours.
- Several blocks are long enough to share two or more meeting lengths. Schedule within the blocks for the proper amount of time.
 - In a shared block, it is possible you won't need the full meeting length.
- Sequential Lec/Lab classes can have both components scheduled within a single larger block.

Class Scheduling Blocks

- Don't see the meeting length you are looking for:
 - **Rework the meeting pattern, more than likely one of the listed time slots works.**
 - Find a block that covers the meeting length and schedule within that block.
- Leave the period **12:15-1:15** open as much as possible. Do not schedule over that period by more than 10 minutes.
- For One-Day-Per-Week classes less than 16 meetings, use the best fitting block of J, K, or L and schedule within that block.

Class Scheduling Blocks

Focus on meeting length

HIST	101	17	LEC	11.10.00.000000	12.35.00.000000	MW	1:25
CS	102	24	LEC	15.45.00.000000	17.10.00.000000	TTH	1:25

	Block A	Block B	Block C
Mtg Length	0:50, 1:05, 1:10	1:15, 1:20, 1:25, 1:30	2:10
Contact Hrs	1, 1.3, 1.4	1.5, 1.6, 1.7, 1.8	2.4
Additional Uses			Sequential Lec/Lab <=2:10
Option 1	8:10a-9:20a	7:50a-9:20a	7:00a-9:10a
Option 2	9:35a-10:45a	9:35a-11:05a	8:00a-10:10a
Option 3	11:10a-12:20p	10:50a-12:20p	10:20a-12:25p
Option 4	1:15p-2:25p	1:10p-2:40p	1:15p-3:25p
Option 5	2:50p-4:00p	2:50p-4:20p	3:35p-5:45p
Option 6	4:30p-5:40p	4:30p-6:00p	6:00p-8:10p
Option 7	6:00p-7:10p	6:00p-7:30p	6:30p-8:40p
Option 8	7:20p-8:30p	6:30p-8:00p	
Option 9	8:40p-9:50p	7:40p-9:10p	

Class Scheduling Blocks

Sequential Lec/Lab
Leveled over 2 days

Focus on total meeting length.
The day having the longest length.

KINE	135A	4	LAB	08.00.00.000000	09.10.00.000000	TUE	1:10
KINE	135A	4	LAB	07.00.00.000000	08.50.00.000000	THU	1:50
KINE	135A	3	LEC	07.00.00.000000	07.50.00.000000	TUE	0:50

TUE = 1:10 Lab + 0:50 Lec = **2:10** total class time

THU = **1:50** total class time

Look for a 2:10 block

	Block A	Block B	Block C
Mtg Length	0:50, 1:05, 1:10	1:15, 1:20, 1:25, 1:30	2:10
Contact Hrs	1, 1.3, 1.4	1.5, 1.6, 1.7, 1.8	2.4
Additional Uses			Sequential Lec/Lab <=2:10
Option 1	8:10a-9:20a	7:50a-9:20a	7:00a-9:10a
Option 2	9:35a-10:45a	9:35a-11:05a	8:00a-10:10a
Option 3	11:10a-12:20p	10:50a-12:20p	10:20a-12:25p
Option 4	1:15p-2:25p	1:10p-2:40p	1:15p-3:25p
Option 5	2:50p-4:00p	2:50p-4:20p	3:35p-5:45p
Option 6	4:30p-5:40p	4:30p-6:00p	6:00p-8:10p
Option 7	6:00p-7:10p	6:00p-7:30p	6:30p-8:40p
Option 8	7:20p-8:30p	6:30p-8:00p	
Option 9	8:40p-9:50p	7:40p-9:10p	

Meeting lengths to schedule: C, 7:00a-9:10a

a. TUE 7:00a – 7:50a LEC

b. TUE 8:00a – 9:10a LAB

d. THU 7:00a – 8:50a LAB

Uses the full 2:10 of the block

Uses 1:50 of the block

Class Scheduling Blocks

More detailed training scheduled for November 14th.

Homework: Experiment with the blocks. Take a dozen or so classes from Spring 2025 and apply the new blocks.

Questions?

Next topic: Standardized Attendance Accounting

Standardized Attendance Accounting

- Effective Fall 2026 – Credit Courses Only.
- Separates scheduling from apportionment.
 - **Units**, not contact hours will drive apportionment.
 - **IMPORTANT:** Maintain Adjust Class Associations unit value for variable unit courses.
 - Continue to schedule to the maximum contact hours.
 - Contact hours will essentially follow the Daily Census model – must count the number of days for all classes.
 - No more benefits of Weekly Census.

Standardized Attendance Accounting

- The new ACCT Codes [Fall 2026]
 - **S** - Standardized Student Contact Hour Procedure
 - All credit classes except open entry/open exit.
 - In-person courses • Online and hybrid courses • Semester length courses • Short term courses • Irregularly scheduled courses • Work Experience courses • Apprenticeship • Dual Enrollment
 - **P** – Positive Attendance (Actual Hours of Attendance)
 - Open Entry/Open Exit
 - Noncredit (In-person or Live Web, no change)
 - **N** – Alternative Attendance Accounting procedure
 - Noncredit (asynchronous distance education, no change)
 - Noncredit Independent Study

Standardized Attendance Accounting

Questions?