

Calculating Required Meeting Minutes

When creating a schedule of classes for a term, departments are to use approved meeting patterns as posted in the faculty handbook (<http://facultyhandbook.udel.edu/handbook/316-course-scheduling-cancellation-and-assignments>). However, if a course is to be scheduled in space other than a registrar controlled central inventory classroom (http://www.udel.edu/registrar/faculty_staff/central_inventory.html) meeting patterns can be customized as long as required meeting minutes are being met.

Please keep in mind – deviating from approved meeting patterns may cause difficulty for students to efficiently create a schedule; which may be reflected in course enrollment.

Required meeting minutes is most accurately calculated if required meeting hours are converted to minutes. The following are examples for your reference.

LEC/DIS Courses (no LAB component)

1 credit course

- must meet 12 hours per term
- 12 hours x 60 minutes = 720 min. per term
- 720 min divided by # weeks in term = required min. course must meet per week for that term
- divide no. of desired meetings per week into required meeting min. for the term to get time course must meet each day; can be rounded to nearest 5 min. increment

2 credit course

- must meet 24 hours per term
- 24 hours x 60 min. = 1,440 min. per term
- 1,440 min. divided by # weeks in term = required min. course must meet per week for that term
- divide no. of desired meetings per week into required meeting min. for the term to get time course must meet each day; can be rounded to nearest 5 min. increment

3 credit course

- must meet 36 hours per term
- 36 hours x 60 minutes = 2,160 min. per term
- 2,160 min. divided by # weeks in term = required min. course must meet per week for that term
- divide no. of desired meetings per week into required meeting min. for the term to get time course must meet each day; can be rounded to nearest 5 min. increment

4 credit course

- Must meet 48 hours per term
- 48 hours x 60 minutes = 2,880 min. per term
- 2,880 min. divided by # weeks in term = required min. course must meet per week for that term
- divide no. of desired meetings per week into required meeting min. for the term to get time course must meet each day; can be rounded to nearest 5 min. increment

Courses with a LAB component

A 4-credit class with a LAB must meet 4 hours/week for the LEC and/or DIS combination, and an additional 2 hours for each credit of LAB (if a 1 credit LAB – course will meet for a total of 6 hours/week; 2 credit LAB course will meet 8 hours/week).

A 3-credit class with lab must meet 3 hours/week for the LEC and/or DIS combination, and an additional 2 hours for each credit of LAB (if a 1 credit LAB – course will meet for a total of 5 hours/week; 2 credit LAB course will meet 7 hours/week).