

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

For a three credit course meeting three times a week (e.g., on Monday-Wednesday-Friday), there typically will be three, 50 minute weekly meetings for a minimum of 39 scheduled class meetings during the fall and spring terms (40 or 41 class meetings are normally scheduled). For a three credit course meeting twice a week (e.g., on Tuesday-Thursday), there typically will be two, 75 minute weekly meetings for a minimum of 26 scheduled class meetings (27 or 28 class meetings are normally scheduled). Courses for other than 3 credit hours should likewise meet for the equivalent of 50 minutes per credit hour per semester week. Courses with laboratory components grant one credit for every two or three hours of laboratory work per week. Class meeting time during the winter and summer sessions should be equivalent to that scheduled in the fall and spring academic terms.

Courses with a LAB component

Course with laboratory components must meet the same minimum hours as non-laboratory classes. Two to three hours of laboratory work per week is required per each credit hour, while 50 minutes of lecture/discussion per week is required per credit. Any combination of Lecture/Discussion/Lab that equals the minimum hours is permitted.

For example, the format for a 3 credit course with a lab component could be 50 minutes of lecture/discussion a week with 4 hours of laboratory work. The format of a 4 credit course with a lab component could be 150 minutes a week of lecture/discussion (e.g. three, 50 minute class meetings) with 2-3 hours of laboratory work.