

***4.9 The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. (See the Commission policy “Credit Hours.”) (Definition of credit hours)**

Off-Site Committee’s Response

Texas College defines the contact hour (and how minutes round up), but not the credit hour. In the College’s definition, there is no mention of out-of-class student work. Out-of-class student work is an essential part of the federal definition of the semester hour affirmed in the SACSCOC Credit Hour Policy, in which the amount of work is defined to approximate, “Not less than one hour of classroom or direct faculty instruction and a minimum of two hours hour of class student work each week for approximately fifteen weeks...”

Institution’s Response:

The Off-site Committee has reported that the College has not satisfied this standard. As a result, the College has revisited the standard to provide clarity for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education.

The College has adopted the *Carnegie Unit* method to calculate how student contact hours are derived. The Carnegie unit has proven to be an acceptable practice in higher education for it provides academic measurement to standardize education and ensure that schools applied more uniform, consistent, and effective teaching methods and learning expectations when educating students; this includes the calculation of credit hours. Using the Carnegie unit as a definitional method, Texas College recognizes:

A “*credit hour*” as a unit of measuring educational credit, based on the number of classroom hours per week throughout a term. More specifically, a semester unit of credit is equal to a minimum of three hours of work per week for a 16 week period. Within this timeframe, a unit may include: 1 hour lecture plus 2 hours of homework/out of class study, or 3 hours of lab for 16 weeks.

Lecture Classes

Texas College defines one unit as one hour of lecture class time and two hours per week is expected for homework. With this calculation, for a three-unit class, a student spends three hours per week in class and six hours of homework/out of class study is expected. In keeping with the Carnegie method, the total semester hours are calculated by multiplying the weekly hours by 16.

Internships

Units for the *internship* will be awarded in keeping with the formula for the lecture class. This purports that students will spend the minimum number of hours per week with the internship that coincides with the seat-time for the lecture. Hours for homework are not considered. In keeping with the Carnegie method, the total semester hours are calculated by multiplying the weekly hours by 16.

Laboratory Classes

For a laboratory classes, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time.

Out of Class Work

In keeping with the example given by the Committee, the Carnegie method would equate to the amount of work out-of-class being equivalent to, or not less than, one hour of classroom work or direct faculty instruction, and/or a minimum of two hours of class work each week for approximately sixteen weeks.

Documentation:

- Board Minutes approving the *Carnegie Unit Method*

Board Minutes approving the *Carnegie*
Unit Method

**Board of Trustees
Teleconference Meeting
Executive Committee of the Board of Trustees
August 11, 2015
4:00 p.m.**

Executive Committee Members Present:

Board Chairman Lawrence L. Reddick
Trustee Jessie Jones, Chair, Student Affairs Committee
Trustee Tyrone Davis, Chair, Finance and Audit Committee
Trustee Leon McCowan, Chair, Investment Committee
Trustee Patricia McKenzie, Chair, Academic Affairs Committee

Executive Committee Members Absent:

Trustee Bobby Best, Chair, Institutional Advancement Committee (Annual Conference)
Trustee Donald Matlock, Chair, Buildings and Grounds Committee (Doctor's appointment)
Trustee Jerry Christian, Trusteeship Committee (Submitted Proxy to Bishop Reddick)

Staff Members Present:

President Dwight Fennell
Dr. Cynthia Marshall-Biggins, Vice President for Academic Affairs
Mr. James Harris, Vice President for Business and Finance

The meeting began with comments from Chairman Reddick sharing appreciation for all individuals participating on the call. He then asked Trustee McCowan to give the prayer. Following prayer, Chairman Reddick asked for the roll call; it was determined that there was a quorum of the Executive Committee.

Chairman Reddick asked President Fennell whether there were any remarks to be made. President Fennell made brief remarks and gave an overview of the College's readiness for SACSCOC. It was shared that the Focus Report would be submitted to the On-Site Committee Chair by Aug 24th. It was also shared that a couple of policy matters needed to be addressed prior to submission of the report.

Trustee Davis provided comments and information on behalf of the Finance and Audit Committee for the College Audits that had been received from the auditors. It was shared that the Committee agreed that the audit was in good order; the financials were in a stronger position than in previous years; the State Audit had no current findings or any prior findings; the Federal Audit had no current findings and prior findings were cleared with exception of one minor item with an immaterial dollar amount; and the Memorandum of Understanding had fewer items than in prior years. Discussion was had.

Following discussion, a motion was made by Trustee Davis for the Executive Committee to receive and approve the audit. The motion was seconded by Trustee McCowan. There was a call for the question by Chairman Reddick. The motion was unanimously approved by the Executive Committee to receive and accept the audit.

Trustee McKenzie provided comments and information from the Academic Affairs Committee regarding the Academic Affairs policy recommendation to accept the Carnegie Units as the method for determining credit hours. Discussion was had.

Following discussion, a motion was made by Trustee McKenzie for the Executive Committee to receive and accept the Carnegie Units as the method for determining credit hours. The motion was seconded by Trustee Jones. There was a call for the question by Chairman Reddick. The motion was unanimously approved by the Executive Committee to receive and accept the Carnegie Units as the method for determining credit hours. The policy becomes effective immediately.

Trustees Davis provided additional comments on behalf of the Finance and Audit Committee. He shared recommendations to receive as policy a Texas College Work-Study Handbook and Financial Aid Handbook Guide for Students and Parents. Discussion was had and it was determined that a vote would be had seriatim.

Following discussion, a motion was made by Dr. Davis to accept and approve the Texas College Work-Study Handbook. The motion was seconded by Trustee McKenzie. There was a call for the question by Chairman Reddick. The motion was unanimously accepted and approved.

A second motion was made by Trustee Davis to accept and approve the Financial Aid Handbook Guide for Students and Parents. The motion was seconded by Trustee McCowan. There was a call for the question by Chairman Reddick. The motion was unanimously accepted and approved.

Chairman Reddick then stated that all items listed on the agenda had been approved. He then asked whether there were any other items that needed to be addressed. There were no other items. He then thanked President Fennell, the staff and administration and the Executive Committee Members.

Closing prayer was given by Trustee McKenzie.

The meeting was adjourned.



*2404 North Grand Avenue
Tyler, Texas 75702*

BOARD AGENDA ITEM

TO:	Board of Trustees	DATE:	August 11, 2015
FROM:	Academic Affairs	CATEGORY:	Academic Affairs

SUBJECT: Proposed Policy: Texas College Policy and Procedure for Determining Credit Hours Awarded for Courses and Programs

REASON FOR BOARD CONSIDERATION:

BACKGROUND:

Policy recommendation for determining award of credit hours.

RECOMMENDATION:

The administration of Texas College proposes the Carnegie Unit formula for determining the award of credit hours for courses/programs offered by the College. The formula will also apply for internships provided by the College, i.e. the minimum number of hours per week for the internship will coincide with the seat time for the lecture. Hours for homework are not considered and the total semester hours are calculated by multiplying the weekly hours by 16. **See recommended policy attached.**

INITIATOR: Office of Academic Affairs

BOARD ACTION DATE: August 11, 2015

EFFECTIVE DATE: August 11, 2015

**Recommended Texas College Policy and Procedure
for
Determining Credit Hours Awarded for Courses and Programs**

Using the Carnegie unit as a definitional method, Texas College recognizes:

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