



What Are Contact Minutes?

Contact minutes are the required amount of time deemed necessary based on a course component to provide a satisfactory amount of instructional time per earned unit. The required contact minutes for a course are met within a range of minutes. Courses with multiple components, based on the workload, have their own requirements. To ensure class sections meet contact minute accreditation standards, use this guide for scheduling classes and to monitor and ensure sections are meeting the minimum appropriate contact hours for University, ABOR, and HLC requirements.

How Are Contact Minutes Calculated?

Class Section Level

Calculation: Class Section must include a facility ID and a complete meeting pattern in order for contact minutes to auto calculate in the Maintain Schedule of Classes tile

Contact minutes per # unit = (# of minutes for single meeting X # of meeting days per week) X # of weeks

Example Course:

- Meeting Pattern MWF 12-12:50pm (3-unit, lecture course)
- Contact minutes per 3 unit = (50 X 3-day meeting pattern) X 16 weeks
- Contact minutes per 3 unit = 150 X 16
- Contact minutes per 3 unit = 2400

Range of Minutes:

Contact minutes are assigned according to the minimum and maximum of the course **component types**.

Component	Unit	Min	Max
Colloquium, Discussion, Lecture, Seminar	1	700	900
Independent Study	1	N/A	N/A
Lab	1	2,100	2,700
Studio	1	1,400	1,800
Workshop	1	700	2,700

UAnalytic Contact Minute Report

Step1: Navigate to the **Contact Minutes Dashboard** via UAccess Analytics > Dashboards> Course Fee and Management > **Contact Minutes tab**

Step 2: Update the filter for **term** and **academic unit**

Step 3: Review report or export report to excel

The screenshot shows the 'Contact Minutes' report interface. At the top, there are navigation tabs: Overview, Security Roles, Course Requisites, Description Search, Course Management, Course Fee Management, Fee Listing, Bursar Fees, Academic Organization, Program Fees and Differential Tuition, and Contact Minutes. Below these are several filter dropdowns: Term (Fall 2023 (2234)), Academic Org (---Select Value---), Session (---Select Value---), College (---Select Value---), Under / Over (---Select Value---), Subject Code (---Select Value---), Catalog Number (---Select Value---), Component Type (---Select Value---), Week Workload Hours (min) (---Select Value---), Week Workload Hours (max) (---Select Value---), Actual Contact Minutes (min) (input field), and Actual Contact Minutes (max) (input field). There are 'Apply' and 'Reset' buttons. Below the filters, a section level calculation is shown: minutes in each meeting X number of meeting days = Contact Minutes Per Unit. A table displays the component requirements:

Component	Unit	MIN	MAX
Colloquium, Discussion, Lecture, Seminar	1	700	900
Independent Study	1	N/A	N/A
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Studio	1	1,400	1,800
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* based off of current Spring 2020 and forward contact minute requirements



To View Contact Minutes for an Individual Class Section

Step 1: Navigate to Maintain Schedule of Classes tile > **Meetings** tab.

Step 2: Select the **Contact Minutes** link to review the required contact minutes for the class section

Step 3: Review the minutes associated with the component type. Select return to return to class section.

Step 4: If corrections are needed to meet contact minute compliance, adjust the Schedule of Classes meeting pattern (increase/reduce meeting pattern) to fall within the contact minute ranges.



Policy Information

Higher Learning Commission	Arizona Board of Regents	University Policy
<u>Assignment of Credits</u>	<u>Academic Credit Policy</u>	<u>Credit Definitions</u>
Credit Hours shall conform to commonly accepted practices in higher education	An hour of work is the equivalent of 50 minutes of class time.	At least 45 hours of work by each student for each unit of credit.

Contact Information

Please contact RCS with any questions regarding how to calculate contact minutes. Reach us via email: rcshelp@arizona.edu or phone: 520-621-3313.