# **RESOURCE GUIDE: Calculating Contact Minutes**



### 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

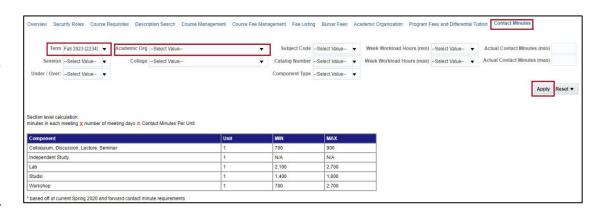
Component	Unit	Min	Max
Colloquium, Discussion, Lecture, Seminar	1	700	900
Independent Study	1	N/A	N/A
Lab	1	2,100	2,700
Studio	1	1,400	1,800
Workshop	1	700	2,700

## **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



MD 06.28.2022

#### Range of Minutes:

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



## To View Contact Minutes for an Individual Class Section

Step1: 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.

< My Hom	epage											Mai	ntain S	che	dule	of C	asses	
Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	LMS Data													
A	cademic Insti Subje	urse ID 036672 itution The Unive Term Spring 20: ct Area MATH log Nbr 361	23 Under Mathe	grad matics Mai	e Offering Nbr 1 in is using Calc													
Class Section	ons												Fir	nd   V	iew All	First	( 1 of 1	) La
	S	ession 1			cademic Session			Clas	ss Nbr	58701								
		Section 001	Component					Ev	ent ID	000196695								
	Associated	I Class 1	Units	3.00														
Meeting Pa	attern												Fin	d   Vi	ew All	First	④ 1 of 1	🕑 La
Facility ID 38-247		Capacity 36	Pat Mtg MWF 12:0		Mtg End 12:50PM	M T	W T	F S	S	*Start/End Da 01/11/2023	te 05/03/2	023						
SHNTZ 2	47		Topic ID						Fr	ee Format Top	bic							
		Pr	int Topic On Tran	script	Conta Required Cor	ct Minutes Itact Minute	s Met	Combin	ned Sec	tion								
Instructor	rs For Meeti	ng Pattern						Perso	onalize	Find View A	u   @   📑	First	④ 1 of 1	•	Last			
Assignme	ent Worklo	ad 📖									4.5							
	ID	Name		*Instructor	r Role	Print		1	Access		Contact	Empl Rcd#	Job Code					
				Primary Ins	structor				Post			0		+	-			

## **Policy Information**

Higher Learning Commission	Arizona Board of Regents	University Policy				
Assignment of Credits	Academic Credit Policy	Credit Definitions				
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: <a href="mailto:rcshelp@arizona.edu">rcshelp@arizona.edu</a> or phone: 520-621-3313.