



**MEMORANDUM**

**To:** Donna E. Shalala, President

**From:** Mary Coombs  
Chair, Faculty Senate

A handwritten signature in black ink that reads "Mary Coombs". The signature is written in a cursive, flowing style.

**Date:** May 9, 2006

**Subject:** Faculty Senate Legislation #2005-19(B) – Language to rectify discrepancy in the Bulletin and the Faculty Manual regarding credit for laboratory hours

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The Faculty Senate, at its April 26, 2006 meeting, voted unanimously to approve changes in the Faculty Manual and to suggest changes in the Bulletin to rectify the discrepancy in the Bulletin and the Faculty Manual regarding credit for laboratory hours. The proposal is enclosed for your reference.

This legislation is now forwarded to you for your action.

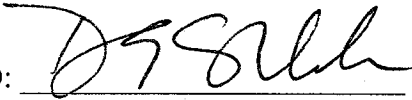
MC/kl

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost  
Stephen Cantrell, Chair, Academic Standards Committee

Faculty Senate Legislation #2005-19(B) – Language to rectify discrepancy in the Bulletin and the Faculty Manual regarding credit for laboratory hours

**PRESIDENT’S RESPONSE**

APPROVED:  DATE: May 10 2006  
(President’s Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Faculty Senate : Registrar

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_  
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

MEMORANDUM

**TO:** Mary Coombs  
Chair, Faculty Senate

**FROM:** Stephen Cantrell  
On behalf of the Academic Standards Committee, members: Andrea Heuson,  
Manual Huerta, Jeremy Jordan, Kenneth Rudd Lee Schmidt, and *ex officio*  
members: Rene Sacasas, and Perri Lee Roberts

**DATE:** February 24, 2006

**SUBJECT:** Credit for Laboratory Hours

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A faculty member brought an apparent discrepancy between passages in the Undergraduate Bulletin and the *Faculty Manual* to the attention of the Senate, and the Academic Standards Committee was asked to examine the issue and to recommend action as needed.

The passages concern the number of laboratory hours per week that are to be considered equivalent of 1 academic credit. In the Undergraduate Bulletin, under “Academic Credits” – a section that is not by its terms limited to undergraduate courses - it states:

“An academic credit is given for one 50-minute period a week throughout an academic semester. *Two or three* laboratory hours each week throughout a semester are considered the equivalent of one lecture hour in counting credits earned in a laboratory or studio course.”

On the other hand, the *Faculty Manual*, under “Class Periods” says:

“The standard length of a class period during the regular semester is fifty minutes for Monday-Wednesday-Friday classes and one hour and fifteen minutes for Tuesday-Thursday classes. Laboratory periods vary in length and may be *two to four times* as long as a regular class period.”

**The Committee first recommends** a slight amendment to the language in the *Faculty Manual* to clarify its applicability. The last sentence of the paragraph in question would then read:

“Laboratory, *performance and clinical* practice periods may be two to four times as long as a regular class period.”

The Committee recognizes that there may be circumstances, such as clinical practice periods in the Nursing School’s graduate program where it may be desirable for a longer period to correspond to a single academic credit. To this end, **the Committee also recommends** that the following underlined addition be made to the Bulletin:

An academic credit is given for one 50-minute period a week throughout an academic semester. Two or three laboratory hours each week throughout a semester are considered the equivalent of one lecture hour in counting credits earned in an undergraduate laboratory or studio course.