

CCFS-320 Apportionment Attendance Report

CATALOG HOURS vs. SCHEDULE HOURS

State apportionment funding is based on student hours of attendance in approved courses. Although college catalogs and course outlines may state the standard target number of hours of instruction for each course, student hours of attendance must be reported based upon the actual day and time scheduling of each course section. Because of the variety of scheduling patterns, different sections of the same course may have different actual numbers of hours of instruction.

All of the widely used student information systems (Banner[®], Datatel[®], PeopleSoft[®], etc.) can accept different time schedules for different sections of the same course and correctly calculate attendance hours based upon each section's individual meeting schedule. In certain cases, it is possible to bypass the actual contact hour calculation by entering a total number of contact hours for the term, the target number of hours of instruction for the course as listed in the catalog. This can result in inaccurate reporting of attendance hours.

Following is an example of a Daily Census section at one college using the Datatel[®] system that illustrates the difference in contact hour calculation. This 3-unit 4-week lecture class met M T W Th from 9:30 a.m. to 12:35 p.m. from 8/31/09 to 9/24/09, a total of 15 meetings since the Labor Day holiday fell within the date range of the class.

If the section is configured in Datatel[®] using Term as the contact measure and the catalog target total contact hours of 54 is entered in the Contact Hours field, the computer will report the total contact hours for the section as the product of the number of students enrolled at census times 54.

By contrast, if the section is configured with Day as the Contact Measure and the contact hours per day (3.30) are entered in the Contact Hours field, the computer will accurately calculate the total contact hours for the section as the product of the number of students enrolled at census times 3.30 (contact hours) times 15 (class meeting days).

In this example, there is a significant difference between these two calculations. If the example class had 30 students enrolled as of census, the first configuration (Contact Measure = Term) would yield:

$$\text{Total Contact Hours} = 30 * 54 = \mathbf{1,620} \qquad \text{FTES} = 1,620 / 525 = \mathbf{3.09}$$

The second (correct) configuration (Contact Measure = Day) would yield:

$$\text{Total Contact Hours} = 30 * 3.3 * 15 = \mathbf{1,485} \qquad \text{FTES} = 1,485 / 525 = \mathbf{2.83}$$

Note that only Daily Census and Weekly Census classes are involved with this potential inaccuracy in reporting. Contact hours for Actual Hours of Attendance (Positive Attendance) classes are reported as the sum of the actual hours attended by each student in the class.