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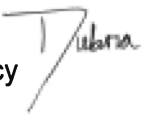
REVISION NO. 2

January 29, 2021

MEMORANDUM

TO: CCAO, CSSAO, Schedulers and Registrars

FROM: 
 Pearl Iboshi
 Director, Institutional Research, Analysis and Planning Office

Debora Halbert
 Associate Vice President for Academic Programs and Policy 

SUBJECT: Revised Recommendations to Standardize Schedule Type Codes

The Schedule Type Standardization Committee was formed after consultation with the Council of Chief Academic Officers (CCAO meeting held on May 13, 2020) to collaboratively review schedule type codes as part of a greater effort to improve existing system-wide internal reports (i.e. Faculty Assignment Report and Low Enrollment Class Sections Report) and work toward standardizing schedule type codes. The Committee members consist of representatives across the major UH units and include the following individuals: April Goodwin (UHM), Keala Chock (Honolulu CC), Lisa Imai (UHM), Megan McGehee (UHM), Jon Matsuda (Distance Learning Committee representative, UHM), Shelby Wong (UHH), Janel Oshiro (LCC), Melissa Tome (UH System), Terri Ota (UHWO), and Della Teraoka (UHCC System), led by Pearl Iboshi (UH System). In addition, Gary Rodwell (UHM), Hae Okimoto (UH System), Nell Ushijima (UHM), and the Schedulers, Admissions Officers and Registrars were also consulted. UH Mānoa also had an internal group that met separately to review and discuss the issue.

After review and consultation with other affected parties, the Committee recommends consolidating and inactivating one set of schedule type codes (see **Table 1**); and adopting common definitions for the remaining (see **Table 2**). As the committee continues its iterative and consultative review in the future, additional recommendations may arise that may deviate from the recommendations provided in this memo.

Given the likely continuous need to review schedule types, we have asked the Committee members to continue to serve on the Schedule Type Standardization Committee as a formalized standing subcommittee, which regularly meets to review and coordinate communication and planning concerning changes made to schedule types.

We thank the committee for their hard work and ask that the aforementioned revisions to schedule type codes detailed in this memo be implemented for the Fall 2022 schedule.

Thank you for your cooperation.

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Table 1: Inactivation (for consolidation) of Schedule Type Codes

Schedule Type	Schedule Type Code	Last Term Used
Cable Television	TLV	Fall 2010
Computer Assisted Instruction	CAI	Fall 2013
Discussion	DIS	Spring 2021
Distance Learning taught in-person on-site	DOS	Fall 2018
Distributed Learning	DE	Fall 2003
Distributed Lrng Cohort crse	DL	Summer 2008
Hawaii Interactive TV	HIT	Fall 2013
Hybrid-Technology Intensive*	HTI	Spring 2021
Lecture-Lecture/Lab	LLB	Fall 2020
Online Instruction	WEB	Spring 2007 Extension
Two-way video/Interactive TV	ITV	Spring 2017
Writing Intensive	WI	Fall 2013
Combined Lecture Tutorial	LTU	Spring 2009
Recitation	REC	Spring 2019

Note: This list of schedule type codes was compiled in Spring 2020 and may not fully reflect those that may be currently in use.

*Hybrid-Technology Intensive will be incorporated as a new instructional method (with a HYB code).

Table 2: Common Definitions of Schedule Type Codes

Schedule Type	Schedule Type Code	Definition
*Co-operative Ed/Work Experience	COP	<p>UHCCs: Supervised experiences in an area of specialization and may be conducted on or off campus with the student making periodic reports to the instructor.</p> <p>¹ UHCC Equivalency: The basis for these courses is five students equals one teaching equivalency.</p>
*Clinical Instruction	CLN	<p>UHCCs and 4-year institutions: Method of instruction where students perform skills in work settings. The faculty member's contact hours are determined by the number of hours the faculty member supervises the students in the clinical setting or supervises the clinical instructor.</p> <p>¹ UHCC Equivalency: The basis for these courses is 24.</p>
*Practicum Instruction	PRA	<p>UHCCs and 4-year institutions: Opportunity for students to gain experience in an organizational setting such as business, service organization or governmental agency, under faculty supervision of the student taking the professionals or</p>

		<p>experienced practitioner's input into consideration. The faculty member's contact hours are determined by the number of hours the faculty member supervises the students or supervises the instructor.</p> <p>¹ UHCC Equivalency: The basis for these courses is 24.</p>
*Fieldwork	FLD	<p>UHCCs and 4-year institutions: Opportunity to apply theory/pedagogy in an active, practical learning environment under the supervision of a faculty member or experienced professional/practitioner. This includes practical work such as research conducted in a natural environment or student teaching in a classroom.</p> <p>UHCC Equivalency: The basis for fieldwork courses will be determined by Fall 2021.</p>
*Internship Instruction	INT	<p>4-year institutions³: Arranged one-on-one with a student and participating site that is non-clinical. The position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification.</p> <p>³ Applicable to UH Hilo and UH West O'ahu.</p>
*Directed Reading & Research	DRR	<p>4-year institutions: Instructor and one or more students engage in individualized guided study around a particular topic and has an associated teaching equivalency. Faculty who are responsible for such courses may include these responsibilities in assessment documents as service to their department.</p>
*Independent/Directed Study	IND	<p>UHCCs and 4-year institutions: Specific to independent/directed study courses without a teaching equivalency. However, faculty who are responsible for such courses may include these responsibilities in assessment documents as service to their department.</p> <p>¹ UHCC Equivalency: There is no teaching equivalency for these courses.</p>
*Individual Instruction	INV	<p>UHCCs and 4-year institutions: One-on-one instruction in music (a musical instrument or voice), theater (acting, directing, or design), or dance.</p> <p>¹ UHCC Equivalency: The basis for these courses is five students equals one teaching equivalency for UHCCs.</p>
*Senior Project Instruction	PRO	<p>4-year institutions: Students' culminating scholastic effort where they complete</p>

		a project based on original or library research related to a particular problem or issue in the chosen field of study.
*Thesis	THE	4-year institutions: Supervised research activity directed toward producing an undergraduate or master's thesis, or doctoral dissertation.
Shop	SHP	UHCCs: Shop is a method of instruction where faculty provide supervised instruction to students engaged in applying hands-on experience of skills in areas such as the trades and culinary arts. ¹ UHCC Equivalency: The basis for these courses equals 24 for UHCCs.
Studio	STU	UHCCs and 4-year institutions: Organized method of instruction with emphasis on the synthesizing nature of the design process and conducted through faculty presentations, discussions, critique and one-to-one interactions. ¹ UHCC Equivalency: The basis for these courses equals 21.
Seminar	SEM	A class where an instructor and a group of students engage in active discussion about a particular topic.
Laboratory	LAB	UHCCs and 4-year institutions: Labs require special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Labs may involve discussion of a forthcoming lab or review of a completed lab session. ¹ UHCC Equivalency: The basis for these courses equals 18.
Lecture	LEC	UHCCs and 4-year institutions: Organized instruction where the faculty presents information and leads discussions. ¹ UHCC Equivalency: The basis for these courses equals 15.
Lecture & Lab Instruction	LAL	UHCCs: Lecture & lab instruction requires special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Lecture & lab instruction may involve discussion of a forthcoming lab or review of a completed lab session. ¹ UHCC Equivalency: The basis for these courses equals 18 for UHCCs.

Lecture/Lab	LEL	4-year institutions: A lecture class (organized instruction where the faculty presents information and leads discussions) combined with student participation, experimentation, observation, or practice in a field of study. Labs or lecture/labs may involve discussion of a forthcoming lab or review of a completed lab session.
Credit by Exam	EXM	Used for credit awarded for mastery of course content demonstrated by successfully passing a comprehensive examination designed to serve as the scholastic equivalent of a course or via the submission of a portfolio. No class meeting times, or locations are assigned. Administration of the exam or review of the portfolio is coordinated via the designated campus office.
Other	OTH	Does not fit into any other category.
Lecture/Discussion	LED	4-year institutions: A lecture class where the faculty present information and lead in-depth, iterative discussions around a specific content area.

Schedule Type Codes with an asterisk () should be excluded from Low Enrollment Class Sections reporting since they characterize classes that are designed to be small.

¹ UHCC Policy 9.237 Teaching Equivalencies, Effective as of 2018.
http://uhcc.hawaii.edu/ovpcc/policies/UHCCP_9.237
