PROPOSAL ACADEMIC YEAR 23-24 CALENDAR
ADDITION OF FALL BREAK

We created two options for a fall break in October.   Below is information for context to assist with understanding in parameters in constructing an academic calendar.

Contextual Information:

With our class modules in mind, the following are our traditional class durations at Stockton over a 16-week period as per the master agreement:

M/W/F: 75 min/class
T/TH or M/W: 110 min/class
Saturday: 165 min/class (typically graduate classes)

State Requirements for a credit hour – Basis for Calculations:
A "semester credit hour" is calculated based on the state statue indicating 150 minutes of academic work each week for 15 weeks in one semester, which is typically accomplished by 50 minutes of face-to-face class activity each week complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length) but may also be accomplished through an equivalent amount of academic work as established by an institution, which may include additional class time, laboratory work, internships, practical, studio work, and other forms of academic work" (NJ Admin. Code § 9A:1-1.2)

To create the attached we used the following calculations based on the state statute:
50 minutes x 15 weeks in a term = 750 minutes per credit
4 credits x 750 minutes per credit = 3,000 minutes
3 credits x 750 minutes per credit = 2,250 minutes (graduate credits)

With the above class modules and state requirements in mind, the following table was created for the Fall 2023 semester:

Credit hour total	# classes per week	Days classes are held	Total number of classes held in semester	Total minutes of class instruction	Total minutes of class instruction needed	Total deficit of class instruction in minutes
4 credits	3 classes	M/W/F	40 classes	3,000 minutes	3,000 minutes	0 minutes
4 credits	2 classes	T/TH	27 classes	2,970 minutes	3,000 minutes	30 minutes*
4 credits	2 classes	M/W	27 classes	2,970 minutes	3,000 minutes	30 minutes*
3 credits	1 class	Saturday	13 classes	2,145 minutes	2,250 minutes	105 minutes

* Completed with course Activities (see below)

It is possible that the M/W/F sequence could only result in 39 classes for the Fall 2023 semester. This is due to November 1 and November 22. Typically, on November 1st (second advising day in 2023), classes begin after 3:25pm, so morning classes would not meet and on November 22nd, day before Thanksgiving, classes end at 3:25pm, so the late afternoon/evening classes would not meet. But this would account for one day of instruction for a Wednesday.

With the attached calendar, the faculty should not offer finals earlier as every day in December counts. The current module chart has Saturday courses meeting from 8:15-12:05 pm, while currently they meet from 8:15-11:00 am – we needed to update the module to meet requirements.

Activity is defined as course activity outside of the course to fulfill the required hours of credit – NOTE: The information below has not changed from previous Academic Years.

The decision to choose the type of activity or combination of activities is completely at the faculty member's discretion. Below are some suggested activities, other activities developed by faculty may not be identified below. The list provided is not exhaustive.

Course activities should:
- be related directly to the objectives of the course/program
- be measurable
- be supervised by the faculty member teaching the course
- be equivalent to an activity conducted in the classroom

The following is a chart to help guide activities:

ACTIVITY	DESCRIPTION	INSTRUCTIONAL HOURS
Blogs, journals, discussion boards, wikis	Opportunity for students to apply learned concepts or reflect on learning experiences; shared with instructor and/or in a public forum for analysis, feedback and assessment.	•1 posting = ½ hour instruction •1 response = ½ hour instruction
Chat/Discussion	Instructor or student led opportunities. Provides for collaborative, synchronous learning with specific expectations for participation & feedback as well as possible asynchronous learning where post-review and discussion posts can assist in reflection.	1 hour chat = 1 hour instruction
Case studies, online scenarios and simulations	Examination and exploration requiring utilization of critical thinking skills which relate to course objectives. Analysis is shared with instructor and/or class with posts.	•Guide through case study 1-3 hours as determined by instructor •1 posting = ½ hour instruction •1 response = ½ hour instruction
Group project	Activity with specific learning objectives that is instructor mediated; students collaborate using electronic methods and/or face-to-face contact to research, analyze, synthesize, and prepare project with instructor receiving periodic updates and providing guidance.	1 hour per week for duration of project is suggested
Asynchronous Student Presentations	Engage students in online collaboration and peer critiques via digital programs, website creation tools, student-created posted videos, etc. This is an electronic substitute for in-class presentation time.	•1 posting = ½ hour instruction •1 response = ½ hour instruction
Synchronous Student Presentations	Presentations via web conferencing. Provides class opportunity for participation and direct feedback. May be archived when possible. This is an electronic substitute for in-class presentation time.	•Time allotted for presentation = instructional time •1 posting = ½ hour instruction •1 response = ½ hour instruction

ACTIVITY	DESCRIPTION	INSTRUCTIONAL HOURS
Synchronous Lecture/Web Conferencing	Instructor led instruction using web conferencing for synchronous learning using web conferencing. Provides students opportunity for participation and feedback. May be archived for review.	Time allotted for instruction = instructional time
Asynchronous Lecture	Asynchronous instruction using instructor created resources such as narrated PowerPoints, written notes and screencasting, etc... Provides students opportunity for comment and discussion through posts or chat room discussions.	Instructor estimate time taken to view instruction = instructional time
Instructional CDs, video	Instructor mediated to expand upon and clarify course concepts and objectives.	•Length of Video = instruction time •1 Hour of CD Activities = 1 hour of instruction •1 posting = ½ hour instruction •1 response = ½ hour instruction
Online quizzes	Informal assessment tool to assess knowledge and provide feedback on progress. Tool should discourage "proxy cheating	1 hour test = 1 hour instruction
Service-learning project	Instructor led service project with specific learning objectives that integrates community service with academic study; faculty provides guidance, support, and feedback to students and student shares experience and reflection with fellow classmates via emails, chats, discussion boards, and/or face-to-face.	1 hour per week for duration of project