CC-Tables and S-6 Forms

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Background

1. MHEC has guidelines regarding how much of different kinds of spaces colleges should have based on enrollment/usage
   - Calculated need is used to justify capital projects proposed and to prioritize (rank) proposed projects
   - COMAR 13B.07.05 is where these guidelines are listed
   - Prior to 2016, could not count noncredit hours, but amendments in now say we “may” count noncredit
   - This is the first year we will be counting certain noncredit hours
2. S-6 Form is used to report data used to calculate space needs
   - Previously there was an S-6 form (due in Fall) and S-6 Supplemental form (due in July)
   - Nothing was due fall of 2023; revised S-6 will be due every July 1st starting 7/1/2024
3. Changes to S-6 Form
   - Format now unique for community colleges
   - Instructions changed to hopefully capture better data
   - Reporting of noncredit hours clarified based on how data will be used in space needs calculations campus-wide

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Topics to Discuss

1. CC-Tables Overview
2. Understanding space needs calculations for classrooms and class labs
3. What is a weekly student contact hour (WSCH)?
4. Issues reporting WSCH-classroom vs. WSCH-lab
5. “Eligible” noncredit weekly student contact hours (WSCHs)
6. Issues related to “Main campus/College” vs. “Off-campus/Non-college” sites categories
7. Distance learning
8. What has changed in the new S-6 form

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CC-Tables: How Surpluses/Deficits are Calculated

- Table 1 reflects current inventory as reported on annual inventory report due April 1st
  - One section is for permanent space and should include "off-campus" permanent space; this is "current" inventory you compare need to
  - Other section is for temporary space that is not part of "current" inventory; examples are temporary modular units and short term leased space off campus

- Table 2 reflects changes to inventory in the next ten years based on known capital projects
  - Info here should match what is on impact tables of Form B
  - Should also match what is in programs
  - Include both State and non-State projects in changes are known (some projects planned for more than 5 years out may not have programs or estimates of space changes)

- Table 3 calculates surplus/deficit of all space categories
  - Pulls current inventory from "permanent" space in Table 1
  - Factors in changes in Table 2 to calculate projected inventory in ten years
  - Needs for both current year and ten years out are calculated based on inputs at bottom (from S-6 form) using MHEC guideline formulas
  - Subtract need from inventory to determine surplus/deficit of space both for current year and ten years in future

- Table 4 calculates parking needs

Pause slides to pull up CC-form

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Classroom Space Factor Development

- For small schools (below 3,000 FTDE), assume 18 NASF station size, target room utilization rate of 20 hours per week (M to F before 5pm), and 60% seat occupancy

Station size

Hours room is used (M to F before 5pm)

Multiple this by *WSCH-lecture** to show how many NASF of classroom space are needed

$$18 / (20 \times 0.60) = 1.50$$

% of seats in room that should be filled

- For large schools it is the same except assume that they will be able to more efficiently schedule classes so target room utilization rate is 27 hours

$$18 / (27 \times 0.60) = 1.11$$

*Previously only credit WSCH were counted

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Class Lab Space Factor Development (Small Schools)

- Assume 50 NASF station size for science/social science labs, 115 station size for technical/career labs; assume 80% of WSCH-lab are generated in science labs versus 20% in career/tech labs; target room utilization rate of 15 hours per week (M to F before 5pm), and 60% seat occupancy

Science lab station size

% of lab hours

Tech lab station size

% of lab hours

$$\frac{(50 \times 0.80) + (115 \times 0.20)}{(15 \times 0.60)} = \frac{40 + 23}{9} = 7.00$$

Hours room is used (M to F before 5pm)

% of seats in room that should be filled

Multiple this by *WSCH-lab** to show how many NASF of class lab space are needed

*Previously only credit WSCH were counted

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What is a Weekly Student Contact Hour (WSCH)?

- Different from credit hours (or billable hours); may or may not be equal to # of credit hours
- Hours of contact a student has in a in a space with an instructor
- Classified as WSCH-lab or WSCH-lecture (or other) depending on type of instruction
  - WSCH-lecture are hours that require a classroom (HEGIS 100) type of space to provide instruction
  - WSCH-lab are hours that require a class laboratory (HEGIS 210) type of space to provide instruction
  - WSCH-other are hours of instruction that do not require either of those two types of space (examples are fully remote instruction, practica/internships, and CDL instruction that takes place in a vehicle on the road)
- Example: physics class has 5 hours of instruction scheduled during a week (3 hours of lecture, 2 hours in lab)
  - Each enrolled student generates a total of 5 WSCHs (3 WSCH-lecture and 2 WSCH-lab)

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Issues Reporting WSCH-lecture vs. WSCH-lab

- Previous S-6 instructions allowed for different methods of reporting WSCHs (including some that assumed WSCHs equaled # of credit hours and/or assumed a certain % of WSCH-lecture vs. WSCH-lab)
- Confusion about what constitutes a "class lab" space
  - Not confined to traditional science labs but includes any space required special equipment and/or configuration that requires more space
  - Examples: skilled trade labs, computer labs, music practice rooms, dance studios, & many other types of space
- All of the above led to inconsistencies with data being reported from colleges; new instructions aim for more consistent data

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New Instructions for WSCH Reporting

- Don’t use assumptions about WSCH that were maybe used previously
- Usually accurate to simply report WSCHs based on classification of the room instruction occurs in
  - Any hours scheduled in a classroom (HEGIS 100) space are WSCH-lecture
  - Any hours schedule in a class lab (HEGIS 210) space are WSCH-lab
  - For this method, tie schedule to inventory
- More accurate to report based on type of instruction that occurs
  - Example: lecture is scheduled in a lab or office space due to lack of classroom availability; in this case, the “need” is for classroom space so hours should be reported as WSCH-lecture
  - If reported based on where instruction took place, calculations may not show classroom deficit exists
  - May be difficult to capture the data needed to report in this way

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“Eligible” Noncredit WSCHs

- State will now use WSCHs associated with eligible noncredit class when calculating space needs
- For purposes of space needs calculations, eligible noncredit contact hours are:
  - Generated by classes approved by MHEC on the CC-10 form
  - Generated by noncredit classes coinciding (fully or in part) by the regular semester
- Note, this is different from what is Cade “eligible” or not
  - Example: non-state residents are ineligible for Cade
  - For space planning purposes, we do not care where student is from; everyone in the class is counted if the class is counted
- As with credit contact hours, peak time noncredit hours are used what is used in space needs calculations, but data will be collected annually to monitor if peak time is still during weekdays before 5pm or not

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"Eligible" Noncredit WSCHs *(continued)*

- Contact hours for eligible non-credit will be ***adjusted*** for duration of class by multiplying hours by a factor of [number of weeks in duration of the class / 16]
- Eligible noncredit "FTEs" will be approximated by dividing eligible adjusted contact hours by 15 and this will be added to credit FTE to determine FTE used in space needs calculations
- "FTDE" will be approximated in a similar manner and added to credit FTDE for space needs calculations

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“Main Campus/College” vs. “Off-Campus/Non-College” Sites

- Some instruction occurs in spaces that is not controlled by college (ex: classes for dually enrolled students held in high schools)
- For classroom and class lab space needs calculations, we do not want to count WSCHs associated with these classes; however, we do want to count FTE/FTDE associated with these classes for purposes of calculating needs for other types of space (example: library, assembly, student service needs)
- Form therefore requires data be separated into these two categories
  - WSCHs in the “Main Campus/College” category will be counted in Classroom/Class Lab space needs calculations
  - WSCHS in “Off-Campus/Non-College” sites will not be
  - FTE/FTDE associated with all space categories are counted in needs calculations for other types of space

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“Main Campus/College” vs. “Off-Campus/Non-College” Sites

- Note that “Main Campus/College Sites” is not strictly limited to buildings on campus
  - For example, hours associated with classes held in a college controlled building off campus should be reported in this category
- This is a change from previous S-6 instructions where hours associated in the above example were expected to be reported as “off-campus”
- Previously we were counting WSCHs for both “on campus” and “off campus” categories in needs calculations
- Doing it that way meant we were not capturing hours such as those associated with classes for dually enrolled students that are held in local high schools (which do not require college space)

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Distance Learning Category

- Use this category for instructional hours that are held remotely and therefore do not require classroom or class lab space; all WSCHs associated with these classes are WSCH-other

- "Hyflex" classes where in-person attendance is optional should NOT be reported as distance learning
  - Need to consider space needs if all students show up in person (which could happen)
  - All hours associated with these hyflex classes should be reported as though physical space is required

- For hybrid classes where some instruction is held entirely in-person and some is held entirely remotely
  - If it is possible to approximate how many hours are in-person vs. remote, please do so
  - For example, if you know half of the instructional hours for a class occur remotely and half occur in a class lab, report 50% of associated hours as distance leaning (WSCH-other) and half as WSCH-lab in the appropriate category
  - If breakdown is not approximately known, report all hours in whatever box on grid accounts for more than 50% of hours

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Forms to Review

- Old S-6 and S-6 Supplemental forms that are being replaced
- Revised S-6 form that replaces both
- Will now share each of these forms and provide quick overview of changes
- Will then look at revised S-6 form, where data is entered, and will answer questions

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