



## Temporary Community College Program Modification Process

### Introduction

As the COVID-19 planning measures have either postponed or changed the delivery methods of various courses and programs, some college and technical education (CTE) and arts and science programs will not meet all of the scheduled lab and/or clinical planned program contact hours within the allotted time frame. Students must show completed awards with grades given in order to move on to further study or career options.

### Regulatory Provisions Waiver

In order to meet the needs of students, the regulatory provisions of Iowa Administrative Code rule 281—21.2(12)(i)-(m) that set minimum contact-hour requirements for community college instruction are waived (see below), but only to the extent that the community college notifies the Department of Education of any modification consistent with the Department's guidance. Suspension of these provisions shall be in effect throughout the duration of the Governor's Proclamation or any future extension of this suspension.

*[281.21.2(12)]i.* Each credit hour shall consist of a minimum number of contact hours as defined in paragraphs 21.2(12)"h" to "m." One contact hour equals 50 minutes.

*j.* Classroom work.

(1) The minimal requirement for one semester hour of credit shall be 800 minutes (16 contact hours) of scheduled instruction.

(2) The minimal requirement for one quarter hour of credit shall be 533 minutes (10.7 contact hours) of scheduled instruction.

*k.* Laboratory work.

(1) The minimal requirement for one semester hour of credit shall be 1,600 minutes (32 contact hours) of scheduled laboratory work.

(2) The minimal requirement for one quarter hour of credit shall be 1,066 minutes (21.3 contact hours) of scheduled laboratory work.

*l.* Clinical practice.

(1) The minimal requirement for one semester hour of credit shall be 2,400 minutes (48 contact hours) of scheduled clinical practice.

(2) The minimal requirement for one quarter hour of credit shall be 1,599 minutes (32 contact hours) of scheduled clinical practice.

*m.* Work experience.

(1) The minimal requirement for one semester hour of credit shall be 3,200 minutes (64 contact hours) of scheduled work experience.

(2) The minimal requirement for one quarter hour of credit shall be 2,132 minutes (42.6 contact hours) of scheduled work experience.

## Considerations

Before submitting a program modification notification, it is expected that the college has explored and exhausted other solutions and should indicate in the rationale why those options are not viable. Possible solutions include:

1. Moving remaining portions of program lab/clinical/work experiences to online-based learning opportunities/simulations where possible. Shifting course content among lecture, lab, clinical, and work experience modes to meet contact hour requirements per credit is an option but requires a notification to the Department.
2. Continuing to hold lab/clinical/work experience periods for groups of 10 or fewer students when/where social distancing strategies are easier to manage.
3. Shifting program objective timelines with more lecture-based material in the near-term and moving lab/hands-on-based activities to later periods in the program. *This works best for students who are returning in summer and fall.*
4. Extending the end date for classes with labs or work experiences so that these experiences can be completed at a later date.
5. Documenting how many student objectives have been successfully completed for cases where students are transitioning into the next program course level.
6. Asking employers to help identify course objectives that have been completed on the job in work experiences or labs and signing off when assessments have been completed.
7. For students who are employed, the students can video their performance of skills and send to instructors for review and grade.

## Process

A college shall notify the Iowa Department of Education of each program course that does not meet the requirements of section 281—IAC 21.2(12)(j)-(m). The Department has established a streamlined process to aid colleges in submitting a program modification. Questions about the process can be directed to [chris.russell@iowa.gov](mailto:chris.russell@iowa.gov).

Within the notification, the college must:

1. Specify each program course affected and the rationale to justify the waiver of the rule for that course.
2. Specify how the required course and program learning competencies and outcomes are accomplished by students in each affected course and any harm that may come to students by receiving fewer contact hours.
3. Specify how the advisory council was engaged in the decision-making of the course offering for the program(s), including the course within the curriculum and the advisory committee outcome included in the rationale of the affected courses.
4. If any courses are part of specialized or industry accredited programs or licensure programs, consultation and approval must be obtained from the accreditation or licensure body as the first step and the outcome included in the rationale.
5. If any grades are to be given to students who have not completed all program contact hours, the grading method should be provided in the rationale (e.g., Pass/No Pass).