

Demystifying Bridge and Cap Courses

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Topics for this session

- What are bridge and cap courses?
- Why do we need bridge and cap courses?
- How will we code bridge and cap courses in the system?
- When can these courses be offered?
- How can these courses be scheduled? Examples
- What's next?

What are
Bridge and Cap
courses?



Let's talk "Transition Students"

- Semester Conversion "Transition Students" will experience the transition from quarters to semesters by taking some of their courses under the quarter system and the remainder under the semester system.
- As we assist our transition students, effective planning to ensure timely completion of university and degree program requirements is essential.
- Ideally, these students should:
 - Finishing **quarter course sequences** before Fall 2018; or
 - Starting <u>semester course sequences</u> in Fall 2018.
- What if they don't?

There are 2 possible cases: they take only 1 or 2 quarter courses.

Let's talk "Course Sequences"

- A "course sequence" is a series of related classes students must take sequentially, in a specific order.
- An example of a course sequence is Bicycling BIC 101, 102, and 103.
- In the quarter system, these courses could be taken as:

Quarter 1	Quarter 2	Quarter 3	
BIC 101	BIC 102	BIC 103	
10 weeks	10 weeks	10 weeks	
Total of 30 weeks			

Comparing the course sequence

• In semesters, the same course sequence would be BIC 1100, 1200

Quarter 1	Quarter 2	Quarter 3	
BIC 101	BIC 102	BIC 103	
10 weeks	10 weeks	10 weeks	
Total of 30 weeks			

Semester 1	Semester 2	
BIC 1100	BIC 1200	
15 weeks	15 weeks	
Total of 30 weeks		

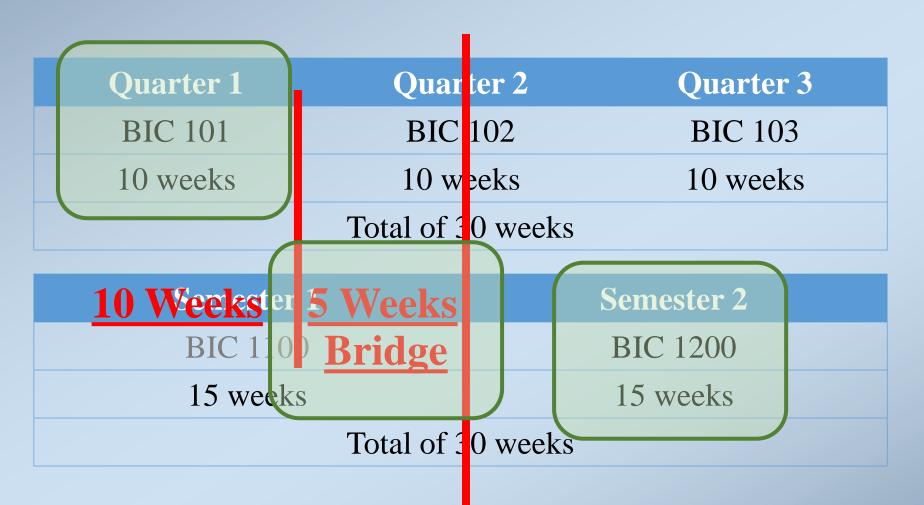
Comparing the differences in weeks

Quarter 1	Quar	ter 2	Quarter 3
BIC 101	BIC	102	BIC 103
10 weeks	10 w	eeks	10 weeks
	Total of 3	0 weeks	
Semester	1	Se	mester 2
BIC 110)	BIC 1200	
15 weeks	S	15 weeks	
Total of 3		0 weeks	

Comparing the differences in weeks

Quarter 1	Quar	ter 2	Quarter 3
BIC 101	BIC	102	BIC 103
10 weeks	10 w	eeks	10 weeks
	Total of 3	0 weeks	
10 Weekster	5 Weeks	Se	mester 2
BIC 110)	5 Weeks	c <u>10Weeks</u>
15 weeks	eks 15 weeks		5 weeks
Total of 3		0 weeks	

IF the student only takes the first quarter...

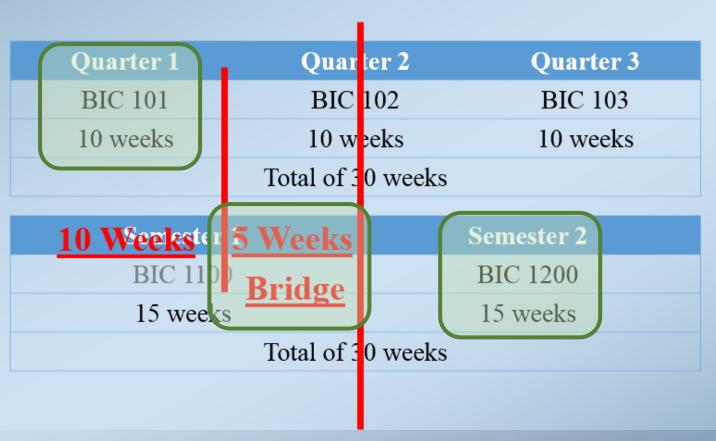


IF the student only takes the first quarter...

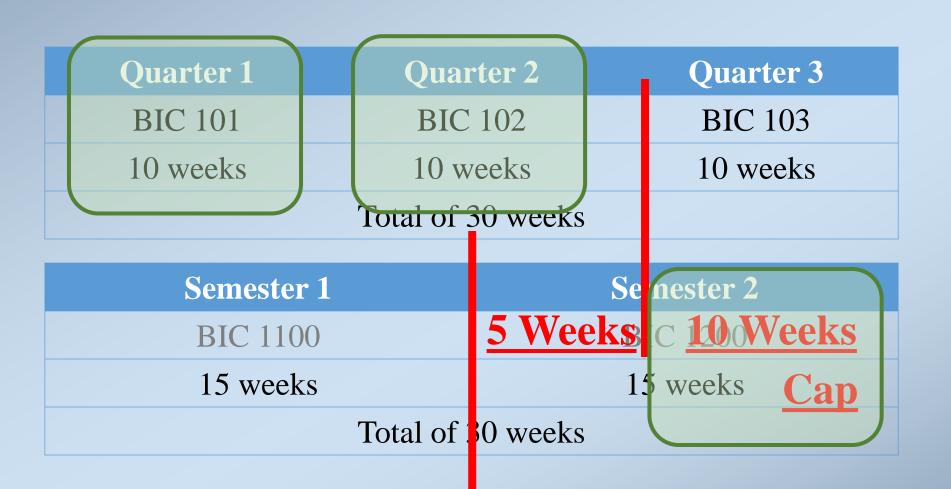
- The student needs to take a bridge course before enrolling in the second semester BIC 1200
- BIC 101 + Bridge = BIC 1100
- BIC 101 + Bridge + BIC 1200 =

$$=$$
 BIC $1100 +$ BIC 1200

• Bridge is pre-req to BIC 1200



IF the student takes only two quarters ...



IF the student takes two quarters of the ...

- The student has already taken the first 5 weeks of the second semester
- Missing 10 weeks of instruction in semesters
- Two quarters + Cap = Full Year
- BIC 101 + Bridge = BIC 1100
- BIC 101+ BIC 102 + Cap =
 = BIC 1100 + BIC 1200



Summary

• A "bridge" course links a student to the next required course in a sequence.

• A "cap" course completes a sequence for a student.

Why do we need Bridge and Cap courses?



Pledge to the students

The University's Commitments

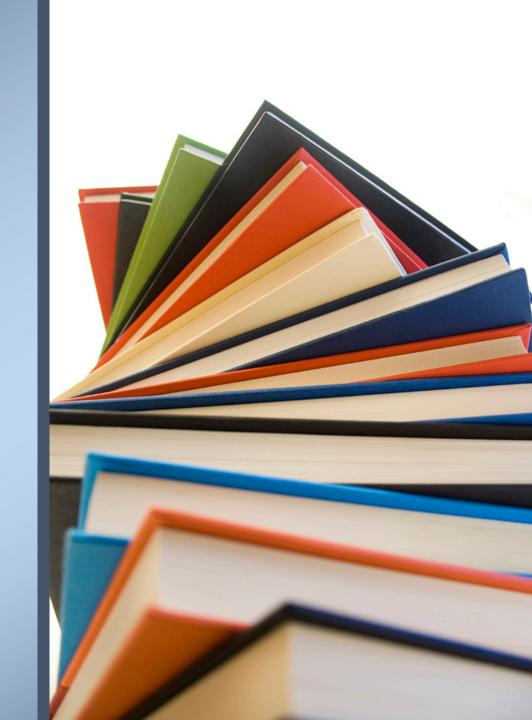
There should be no loss of credits applied to students' degree requirements earned before the semester conversion.

- no unit loss in the transition
- no repeat of curriculum material
- http://www.cpp.edu/~semester/students/pledge.shtml

Advantages of Bridge and Cap courses

- The "bridge" and "cap" curriculum is specific to each sequence.
- These are conceptually similar to XX299 or XX499 with a modified numbering system for easy identification.
- Bridge and cap courses:
 - are easy to identify each sequence to each matching "bridge" and "cap" course;
 - are easy to keep track and match between demand, units and scheduling;
 - are easy to accommodate large numbers of students
 - are easy to setup as pre-requisites; and
 - will not require course substitutions for each student.

How will we code
Bridge and Cap
courses in the system?



Coding Bridge courses

• A "bridge" course

- links a student to the next required course in a sequence;
- It will be offered in quarters or semesters, defined by 3 or 4 digits; and
- It will carry the same course number of the semester pre-requisite and the suffix b
- Bridge offered in (quarters) Spring 2018 or Summer 2018 = BIC102b (5 weeks)
- Bridge offered in semesters is BIC1100b
- BIC102b or BIC1100b serve as prerequisites to BIC 1200 as necessary



Coding Cap courses

- A "cap" course
 - Completes a sequence for a student;
 - It will be offered in semesters, defined by 4 digits; and
 - It will carry the same course number of the semester pre-requisite and the suffix c
- Cap offered in (quarters) is the normal 10 week quarter course
- Cap offered in semesters is BIC1200c



Summary

Sequence is	BIC 101 + 102 + BIC 103		=	BIC 1100+1200
Quarter Course(s) taken	+	Bridge/Cap Course	=	Semester Course(s)
BIC 101+102	+	BIC 1200c (10 wk cap)	=	BIC 1100+1200
BIC 101	+	BIC 102b (5 wk bridge)	=	BIC 1100
BIC 101	+	BIC 1100b (5 wk bridge)	=	BIC 1100

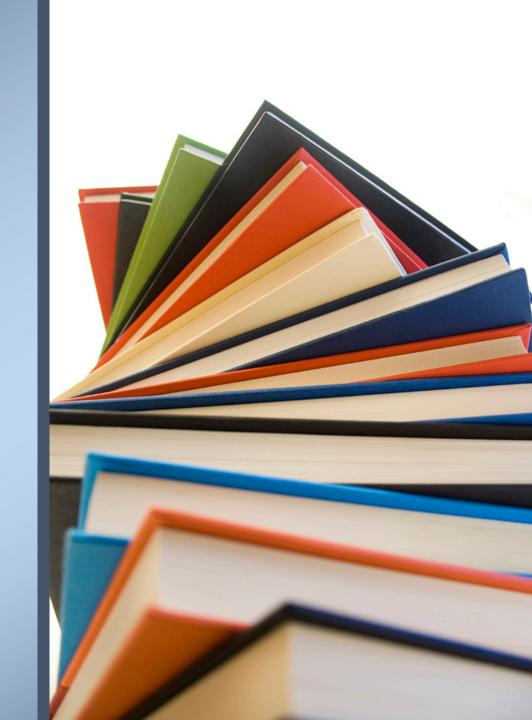
Summary: the many ways to complete a sequence

5 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks		
BIC	BIC 101		102 BIC 103		BIC 102		103
BIC	101	BIC 102b	BIC 1200				
BIC	101	BIC 1100b	BIC 1200				
BIC	101	BIC	C 102 BIC 1200c				
	BIC 1100		BIC 1200				
5 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks		

³ digit courses are offered in quarters.

⁴ digit courses are offered in semesters.

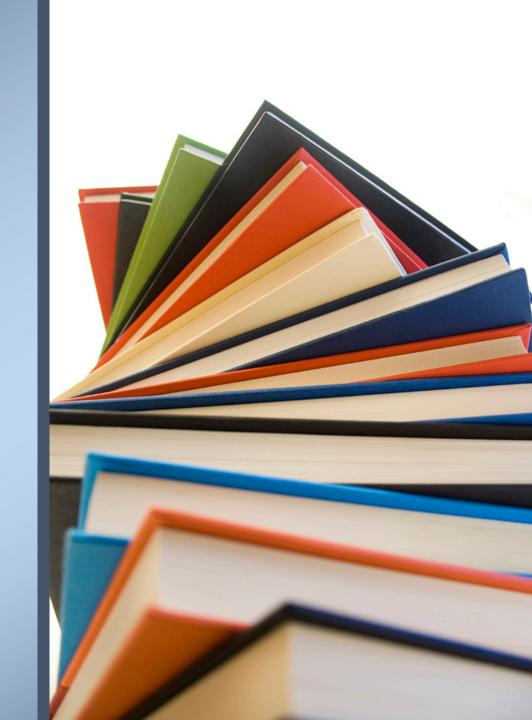
When can
Bridge and Cap
courses be offered?



When can we offer Bridge and Cap courses?

- 5 week Bridge courses
 - Quarters: Spring 2018 and Summer 2018 as BIC 102b (e.g.)
 - Semesters: Fall 2018 and Spring 2019 as BIC 1100b (e.g.)
- 10 week Cap courses
 - Quarters: normal last quarter course in the sequence, thus no special code
 - Semesters: Fall 2018 and Spring 2019 as BIC 1200c (e.g.)

How can bridge and cap courses be scheduled?



Scheduling is about contact hours!

- For a 4 quarter-unit course
 - 4 units * 10 weeks = 40 contact hours
- For a 3-unit quarter course
 - 3 units * 10 weeks = 30 contact hours
- In general, contact hours = # quarter units * 10 weeks

Scheduling a 4 quarter-unit bridge course in quarters!

- BIC 102b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)
- Can be scheduled in 10 weeks, 2 hours per week.
- 2 sections can be scheduled back to back (1st and 2nd 5 week), with the same faculty, 4 hours per week

Scheduling a 4 quarter-unit bridge course in quarters!

- BIC 102b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)

Quarter – 10 weeks			
5 weeks 5 weeks			
BIC 102b (2 hrs/week)			
BIO 102b - 01 (4 hrs/week)	BIO 102b - 02 (4 hrs/week)		

Scheduling a 4 quarter-unit bridge course in semesters!

- BIC 1100b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)
- Can be scheduled in 10 weeks, 2 hours per week.
- Can be scheduled in 5 weeks, 4 hours per week.
- 3 sections can be scheduled back to back (1st, 2nd and 3rd 5 week- of the semester), with the same faculty, 4 hours per week

Scheduling a 4 quarter-unit bridge course in semesters!

- BIC 1100b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)

Semester (15 weeks)			
5 weeks 5 weeks		5 weeks	
BIC 1100b – 0	BIC 1100b – 02 (4 hrs/wk)		
BIC 1100b – 01 (4 hrs/wk)	BIC 1100b – 02 (2 hrs/week)		
BIC 1100b – 01 (4 hrs/wk)	BIC 1100b – 02 (4 hrs/wk)	BIC 1100b – 03 (4 hrs/wk)	

Scheduling a 3 quarter-unit bridge course in quarters!

- BIC 102b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours
- Can be scheduled in 5 weeks, 3 hours per week.
- 2 sections can be scheduled back to back (1st and 2nd 5 week), with the same faculty, 3 hours per week

Scheduling a 3 quarter-unit bridge course in quarters!

- BIC 102b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours

Quarter – 10 weeks			
5 weeks 5 weeks			
BIO 102b - 01 (3 hrs/week)	BIO 102b - 02 (3 hrs/week)		

Scheduling a 3 quarter-unit bridge course in semesters!

- BIC 1100b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours
- Can be scheduled in 5 weeks, 3 hours per week.
- Can be scheduled in 15 weeks, 1 hour per week.
- 3 sections can be scheduled back to back (1st, 2nd and 3rd 5 week- of the semester), with the same faculty, 3 hours per week

Scheduling a 3 quarter-unit bridge course in semesters!

- BIC 1100b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours

Semester (15 weeks)				
5 weeks 5 weeks 5				
BIC 1100b – 01 (1 hr/week)				
BIC 1100b – 01 (3 hrs/wk)	BIC 1100b – 02 (3 hrs/wk)	BIC 1100b – 03 (3 hrs/wk)		

Scheduling a 4 quarter-unit cap course in semesters!

- BIC 1200c (4 quarter units, 10 weeks)
- 4 quarter units * 10 weeks = 40 contact hours

Semester (15 weeks)				
5 weeks 5 weeks 5				
BIC 1200c – 01 (4 hrs/week)				
BIC 1200c – 02 (4 hrs/week)				

Scheduling 4 quarter-unit bridge and cap courses in semesters!

- BIC 1200c (4 quarter units, 10 weeks)
- 4 quarter units * 10 weeks = 40 contact hours

Semester (15 weeks)									
5 weeks	5 weeks	5 weeks							
BIC 1200c – 0	BIC 1200c – 01 (4 hrs/week)								
BIC 1100b-01 (4 hrs/week)	BIC 1200c – 0	2 (4 hrs/week)							

Scheduling a 3 quarter-unit cap course in semesters!

- BIC 1200c (3 quarter units, 10 weeks)
- 3 quarter units * 10 weeks = 30 contact hours

Semester (15 weeks)								
5 weeks	5 weeks	5 weeks						
	BIC 1200c – 01 (2 hr/week)							
BIC 1200c – 02 (3 hrs/week)								
	BIC 1200c – 03 (3 hrs/week)							

Scheduling 3 quarter-unit bridge and cap courses in semesters!

- BIC 1200c (3 quarter units, 10 weeks)
- 3 quarter units * 10 weeks = 30 contact hours

Semester (15 weeks)									
5 weeks	5 weeks	5 weeks							
BIC 1200c – 0	1 (3 hrs/week)	BIC 1100b-02 (3 hrs/week)							
BIC 1100b-01 (3 hrs/week)	BIC 1200c – 0	2 (3 hrs/week)							

Examples of schedules using the same room



Important

• Quarter and semester schedules for bridge and cap courses follow the same standard modules as all the other courses

Scheduling bridge and cap courses in the same room (or same instructor)

Semester (15 weeks)										
5 weeks	5 weeks	5 weeks								
BIC 1200c – 01	BIC 1100b-02 (3 hrs/wk)									
BIC 1100b-01 (3 hrs/wk)	BIC 1200c	-02 (3 hrs/wk)								
BIC 1200c – 0	BIC 1100b-02 (4 hrs/wk)									
BIC 1100b-01 (4 hrs/wk)	BIC 1200c – 02 (4 hrs/wk)									

Examples of Offering Schedule



Example of Bridge and Cap Course Curriculum and Offering Schedule* - DRAFT 05/29/17

Lower Division Courses (e.g. BICYCLING DEPARTMENT)

Talana karaka akadana		C B: d		C			Offering						
Taken by the student		Cap or Bridge		Correspondence			Quarte	r terms	Semester terms				
Quarter Course(s) taken	+	Bridge/Cap Course	=	Semester Course(s)		Bridge/Cap Schedule	Sp18	Su18	F18	Sp19	Su19		
BIC 111	+	BIC 112	=	BIC1200		BIC 112	✓	✓					
BIC 111	+	BIC 1200c	=	BIC1200		BIC 1200c			✓	✓	~		
BIC 101+102	+	BIC 103	=	BIC 1100+1200		BIC 103	✓	✓					
BIC 101+102	+	BIC 1200c	=	BIC 1100+1200		BIC 1200c			\	~	>		
BIC 101	+	BIC 102b	=	BIC 1100		BIC 102b		✓					
BIC 101	+	BIC 1100b	=	BIC 1100		BIC 1100b			✓	✓	>		

Upper Division Courses s (e.g. BICYCLING DEPARTMENT)

Taken by the student		Com on Builden		Correspondence		Offering						
raken by the student		Cap or Bridge		Correspondence			Quarte	r terms	5	emester te	rms	
Quarter Course(s) taken	+	Bridge/Cap Course	=	Semester Course(s)		Bridge/Cap Schedule	Sp18	Su18	F18	Sp19	Su19	
BIC 318	+	BIC 418	=	BIC 3600		BIC 418	✓	✓				
BIC 318	+	BIC 3600c	=	BIC 3600		BIC 3600c			\	✓	√	

*Definitions:

A "cap" course completes a sequence.	XXXXc=semester cap
A "bridge" course links to the next required course.	XXXXb=semester bridge; XXXb=quarter bridge

Example of Bridge and Cap Course Curriculum and Contact Hours - DRAFT 05/29/17

Lower Division Courses (e.g. BICYCLING DEPARTMENT)

Talaan ka aharata da ah		Com on Buildon		C		Offeri	ng				
Taken by the student		Cap or Bridge		Correspondence		Quarter terms		Semester terms		rms	
Quarter Course(s) taken	+	Bridge/Cap Course	=	Semester Course(s)	Q/S Units & Weeks	Sp18	Su18	F18	Sp19	Su19	
BIC 111 (Q4=40hr)	+	BIC 112 (Q4=40hr)	=	BIC1200 (80hr)	BIC 112 (Q4=10wks)	✓	✓				
BIC 111 (Q4=40hr)	+	BIC 1200c (40hr)	=	BIC1200 (80hr)	BIC 1200g (4hr/wk =10 wks)			√	~	✓	
BIC 101+102	+	BIC 103	=	BIC 1100+1200	BIC 103	✓	✓				
BIC 101+102	+	BIC 1200c	=	BIC 1100+1200	BIC 1200c			>	>	>	
BIC 101	+	BIC 102b	=	BIC 1100	BIC 102b		>				
BIC 101	+	BIC 1100b	ш	BIC 1100	BIC 1100b			>	\	>	

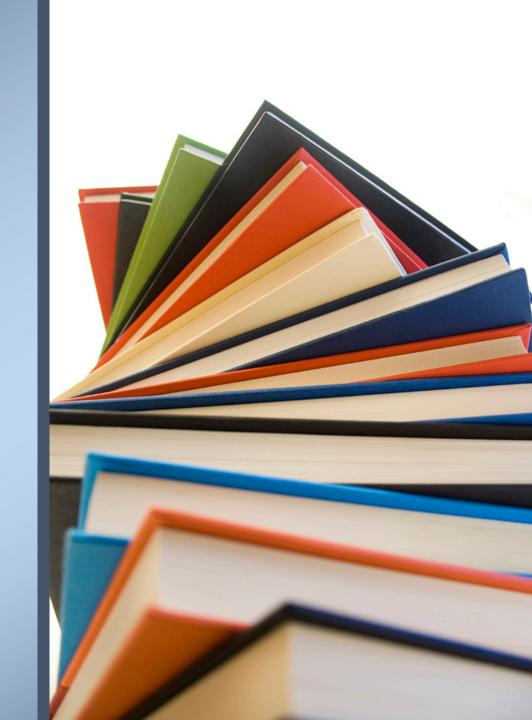
Upper Division Courses s (e.g. BICYCLING DEPARTMENT)

Taken by the student		Com on Builden		Commondones		Offering					
raken by the student		Cap or Bridge		Correspondence		Quarte	er terms	5	emester te	rms	
Quarter Course(s) taken	+	Bridge/Cap Course	=	Semester Course(s)	Bridge/Cap Schedule	Sp18	Su18	F18	Sp19	Su19	
BIC 318	+	BIC 418	=	BIC 3600	BIC 418	✓	✓				
BIC 318	+	BIC 3600c	=	BIC 3600	BIC 3600c			✓	✓	✓	

*Definitions:

A "cap" course completes a sequence.	XXXXc=semester cap
A "bridge" course links to the next required course.	XXXXb=semester bridge; XXXb=quarter bridge

What's next?



Department's work ahead

- Departments that offer sequence courses will need to evaluate and decide when to offer bridge and cap courses
- Other conversion campus offered a limited number of these courses, only to specific disciplines
 - Math, Physics, Chemistry, English and very few more

General Information Document

- Post on the web and distribute general information document
- Inform campus of all bridge and cap courses planned and offering schedule
- OR
- Advise students of alternatives...

Bridge and Cap courses

- . Which
- . When

Communication

- . Advisors
- . Students

Student Advising

