

# 2105 Faculty Workload Survey

The College and the Association are jointly surveying all Divisions/Departments/Program Managers and Faculty members to collect workloads and attempt to collaboratively resolve issues within the workload findings. Below please find the Memorandum of Agreement.

## 1. What is your Division/department?

# Response

1 a

- 1 Academic Learning Skills
- 1 Adult Basic and Secondary Education
- 1 Advanced Technology Division
- 3 Arts Division/Art & Applied Design
- 1 Arts Division/Music, Dance, and Theater Arts
- 1 Arts/MDTA
- 1 Aviation Maintenance Technician/Aviation Academy/Advanced Technology
- 1 BCIT Computer Information Technology
- 1 Business
- 1 Business Development Center
- 1 Conference and Culinary Services
- 1 Cooperative Education
- 1 Counseling and Advising
- 1 Division of the Arts/Music Dance and Theatre Arts
- 1 English as a Second Language (ESL)
- 1 Flight Technology/Aviation Academy/Advanced Technology
- 1 Health Clinic
- 1 Health Profession
- 5 Health Professions
- 1 Health Professions/Nursing
- 1 Health, PE and Athletics
- 2 HPEA
- 1 Language, Lierature & Communication Division, Department of Speech and Communication Studies
- 1 Language, Literature & Communication
- 1 Library

1 LLC

1 LLC (Language, Literature & Communication)

1 LLC/English

1 Mathematics

1 Physics/Science

4 Science

2 Science Division

1 Social Science

1 Social Science Division

1 Student Leadership Development

1 Tutoring Services (now ALS, moving to be with Library and ATC in July)

## 2. What is your discipline/program?

### # Response

1 a

1 Academic Learning Skills

1 Accounting & AOP

1 Adult Basic and Secondary Education (includes GED)

1 Anatomy and Physiology/Microbiology

1 ANTH, CJA, ECON, ES, HS, HST, HUM, PHL, REL, PS, PSY, SOC, WS

1 Art History

1 Aviation Maintenance

1 Biology

1 Business - SBM Program

1 chemistry

1 Chicano/Latino Student Programs

1 CIT

2 Communication

1 Communication, Writing, Literature, Spanish, French, Chinuk Wawa

1 Culinary Arts and Hospitality Management

1 dance

1 Dental Assisting

1 Dental Hygiene

1 Early Childhood Education

1 Earth & Environmental Sciences (EES)

1 Emergency Medical Technician

1 English

1 ESL

1 Exercise & Movement Science

1 Faculty Counselor

1 Family Nurse Practitioners, clinicians

1 Fine Arts

1 Flight Technology

1 French

1 Health Education

1 HRT

1 Internships

1 Library

1 Mathematics

1 Media Arts

1 Music, Dance, and Theater

1 Numerous

1 Nursing ADN

1 PE

1 physics

1 PTA

1 Respiratory Care

1 Theatre

1 Tutoring Services

2 Watershed Science Technician (WST)

**3. Please select all course delivery methods that apply to your discipline/program:**

|                                                       |                                                                                             |      |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------|------|
| <p align="left">Lecture                               |        | (42) |
|                                                       | 87.5%                                                                                       |      |
| <p align="left">Lab                                   |  54.2% | (26) |
| <p align="left">Lecture/Lab                           |  58.3% | (28) |
| <p align="left">Distance Ed/Online/Telecourse         |  58.3% | (28) |
| <p align="left">Hybrid                                |  68.8% | (33) |
| Other: 1:1 coaching                                   |  2.1%  | (1)  |
| Other: C0-Op Education Experience                     |  2.1%  | (1)  |
| Other: clinical                                       |  2.1%  | (1)  |
| Other: Co-Op                                          |  2.1%  | (1)  |
| Other: CWE                                            |  2.1%  | (1)  |
| Other: Independent Study                              |  2.1%  | (1)  |
| Other: not applicable to patient care performed here. |  2.1%  | (1)  |
| Other: one on one work with Co-op coordinator         |  2.1%  | (1)  |
| Other: Support services                               |  2.1%  | (1)  |

**4. Which, if any, of the following contractual guidelines is used to calculate workload in your discipline/program?**

|                                                                                                                                                                                                                                                                         |                                                                                            |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----|
| <p align="left">35.1.1 Social Science:<br>Fifteen (15) credit hours, or 450 weekly<br>student contact hours at the beginning of<br>the third week for large lecture classes<br>with a maximum of three (3) preparations.<br>Four (4) different course preparations is a |  18.8% | (9) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----|

full workload.

<p align="left">35.1.2 Health Occupations: Twenty-two (22) weekly contact hours in a laboratory situation. Number of students determined by number of lab stations or by program requirements.

2.1%

(1)

<p align="left">35.1.3 Biology: Three (3) combination lecture and laboratory courses with twenty-four (24) students each, which meet for six (6) hours per week for four (4) credit hours (18 contact hours per week). Maximum of two (2) preparations.

12.5%

(6)

<p align="left">35.1.4. Writing: In cases where three (3) credit lecture courses are taught, four (4) lecture courses with twenty-four (24) students each, which meet for three (3) hours per week for three (3) hours of credit (12 contact hours per week). Or, in cases where four (4) credit lecture courses are taught, three (3) lecture courses with twenty-four students each, which meet for four (4) hours per week for four (4) hours of credit (12 contact hours per week). Maximum of three (3) preparations

6.2%

(3)

<p align="left">None of the above - please go to question #5

60.4%

(29)

**TOTAL**

100.0%

**48 (48)**

**5. If you selected "none of the above" from the previous workload descriptions, or if you simply want to be more specific, please provide details concerning workload in your division/department by instructional discipline, and if possible by individual contract faculty member, for contract faculty instructional workload. Please attach a spreadsheet if possible.**

#### **# Response**

1 1. The chemistry discipline uses TLC to determine workload as well as class size. Gary Mort teaches three sections worth of students in two larger lecture sections. Instead of having three lecture sections with three lab sections of 24 students each, Gary has two 36 student lecture sections plus three sections of lab. TLC spreadsheet is attached for all chemists. The number of preps is also considered. We aim to schedule no more than two different preps per term for faculty. On the rare occasion a faculty may have three preps but the third is usually an overload.

1 45 credits

1 51 credits--same as Automotive, Auto Collision, Construction, Diesel, Manufacturing and Welding

1 a

1 A Full Time load in Physical Education is 7 classes per term at 0.143 FTE/class

1 ABSE workload has been 18 contact hours (classroom hours) per week since at least the early 90s. If more info is needed on history, we'll need to look back to early 90s or before in archives.

1 Calculation for the lab classes taught is from the faculty contract which specifies:  
 $.682 \times \# \text{ of credits of lab} = \text{contact hours}$ .

1 Class sizes, and weekly student contact hours differ from 35.1.1. See MOA with ALS maximum class sizes. ALS does offer writing courses and did propose that they be calculated under the Writing example when we redesigned our curriculum. ALS offers the courses immediately preceding those in the writing sequence offered by LLC; however, ALS' writing courses are not consistent with contract language for writing courses.

1 Co-op workload was determined by the work of the Co-op council and college administration several years past. A full time Co-op faculty coordinator will coordinate 54 to 60 students per term. A half time instructor carries half that amount and so on.

2 Contracted faculty teach .80 FTE per year. Term calculations/totals vary based on term assignments.

1 Contracted faculty teach 1.0 FTE per year. Term calculations vary based on assignment.

1 Contracted faculty teach 10 studio courses at 3 credits each/47.28 TLCs annually.

1 Counselors have multiple roles so the above options do not match how we define our workloads. We all use the 160 plus contract days a year as our base. Some of us work 12 months per year the majority of us 10 months per year. Our weekly hours are adjusted for this variable. For someone on a 10 month contract with most weeks being 5 days per week - we typically (or ideally) have 23 contact hours. Contact hours could include but are not limited to: Instruction (one 3 credit class is = to 8 contact hours with the exception of CG 100:Back On Course 2 [1 credit] classes are considered equal to 3 credits. Supervision of Counseling Interns - is equal to one 3 credit course. Most counselors teach one course per term. Four counselors teach the equivalent two. Career/Personal/Crisis Counseling - by appointment on a drop-in basis Academic Counseling - by appointment or on a drop-in basis. Academic Advising - by appointment or on a drop-in basis. I don't know if we have a contract or a charter agreement. We were working on this last Spring but I don't know if we established something in writing.

1 Culinary is calculated at 17 TLC / term > independent lecture classes and independent lab classes Hospitality is calculated at 15 TLC / term > lecture only classes Both have Cooperative Work Experience components

1 Cynthia Dietz submitted a spread sheet on Dental hygiene Faculty last May as requested of her. the workload of DH is a combination of lecture and lab/clinical calculations in an excel spread sheet. 15 credits of lecture is considered full-time 3 hours of lab equals 1 lecture credit Official calculation forms apply and compile calculations for lectures, labs, and clinical assignments. The calculation forms were devised to mathematically apply calculations to lab/clinical and lecture assignments. this system has standardized all assignments and reduced errors that occurred before the standard excel document was prepared.

1 Faculty in English teach a mixture of composition courses as described in 35.1.4, as well as Literature, Film, and Creative Writing courses, which have separate

enrollment caps as listed under our answer to #12.

1 Family Nurse Practitioners individually negotiate starting place in faculty contract to approximate the community standard of reimbursement for one's clinical experience.

1 Four 4-credit classes fall and winter; three 4-credit classes in spring. Annual total of 11 classes, 44 credits.

1 Full-time faculty teach five 2,3 or 4 credit classes each term, with up to five preps. This is NOT desirable, but necessary due to the nature of our program.

1 I am teaching 31 credits total during the academic year (fall, winter, and spring terms) with 6.6 FTE PC release time.

1 Labs are 2 credits, with one credit = 33-36 contact hours (e.g., 2 credit labs = 66-72 contact hours)

1 Lecture classes: FTE = 0.067 for every 1 credit. Lab Classes: FTE = 0.143 for every 1 credit. Lec/Lab Classes:FTE = 0.091 for every 1 credit.

1 Most faculty in our program are part-time. Their workload often consists of both lecture and lab/clinic and may work around outside jobs. We do not have any faculty that have 22 lab/clinic hours per week in any term.

6 N/A

1 Our one faculty position teaches a non-credit program. Workload is based more on a minimum of instructional/administrative/advising hours that meet or exceed a full-time equivalent # of days as per the faculty contract.

1 Our workload is not defined by the contract. We have an outdated informal agreement to be on campus 35 hours per week, and to devote 5 additional hours per week doing work-related tasks or community outreach or training off campus.

1 See Workload Spreadsheet from the Science Division.

1 The normal faculty teaching load per term is 15 credits or 45 credits on an annual basis. 1.0 Contracted Faculty receive a 3 credit release per term or 9 credits on an annual basis for curriculum development to address the constantly changing technologies in the field of information technology. This release does not apply to less than 1.0 contracted faculty.

1 The Social Science model (35.1.1) seems most accurate.

1 Total Teaching Credits (based on lab courses) + Lecture credits = Program Credits  
Program credits are expected to be 15 per term.

1 Traditionally, Math has fallen under the Social Science Guideline for student contact hours, but not for number of preparations. Full-time faculty are not required to teach more than three preparations per term.

1 Tutoring Services Coordinator Liz Coleman teaches three 1-credit classes - Tutoring I, II and II - that certify tutors as College Reading and Learning Association trained. Classes go from beginning to mentor. F - one section of CRLA I; W - one section of CRLA II and one section of CRLA I; and Spring - one section of CRLA III. The rest of the Tutor Coordinators workload is teaching, but not classroom teaching. Job description was developed in 1996 and tasks/responsibilities have changed since then. This is in need of revision and now, when it's moving to a new dept. is a good time.

1 Two documents are attached. The first includes the formula, example, and description for GIS courses which are figured the same as Science Lec/Lab classes. The first attachment also includes descriptions regarding Human Services and

Criminal Justice. The second attachment is a statement and description for Ethnic Studies.

1 Ust TLCs to calculate workload. Per MOA - workload TLC factor for nursing clinical shall be 0.841.

1 WE follow the Social Science guidelines, but our courses are primarily 4 credit classes so we do not follow the preparation guidelines, and we use TLCs rather than credits. WE fall within the 42-48 TLC range.

1 We go by TLC-- CONTACT HOURS Course Credits Lecture (1) Lec/Lab (2) Lab (3) TLC Denominator 3rd Week Class Size

|           |    |     |     |    |    |
|-----------|----|-----|-----|----|----|
| AB132     | 12 | 8   | 12  | 51 | 24 |
| AB132a    | 8  | 8   | 51  | 24 |    |
| AB132b    | 4  | 12  | 51  | 24 |    |
| AB133     | 12 | 8   | 12  | 51 | 24 |
| AB133a    | 8  | 8   | 51  | 24 |    |
| AB133b    | 4  | 12  | 51  | 24 |    |
| AB134     | 6  | 4   | 6   | 51 | 24 |
| AB134a    | 4  | 4   | 51  | 24 |    |
| AB134b    | 2  | 4   | 51  | 24 |    |
| AB199     | 6  | 12  | 51  | 24 |    |
| AB260     | 12 | 8   | 12  | 51 | 24 |
| AB260a    | 8  | 8   | 51  | 24 |    |
| AB260b    | 4  | 12  | 51  | 24 |    |
| AB261     | 12 | 8   | 12  | 51 | 24 |
| AB261a    | 8  | 8   | 51  | 24 |    |
| AB261b    | 4  | 12  | 51  | 24 |    |
| AB262     | 12 | 8   | 12  | 51 | 24 |
| AB262a    | 8  | 8   | 51  | 24 |    |
| AB262b    | 4  | 12  | 51  | 24 |    |
| AB263     | 12 | 8   | 12  | 51 | 24 |
| AB263a    | 8  | 8   | 51  | 24 |    |
| AB263b    | 4  | 12  | 51  | 24 |    |
| AM105     | 2  | 1   | 3   | 51 | 24 |
| AM143     | 8  | 16  | 51  | 24 |    |
| AM145     | 12 | 24  | 51  | 24 |    |
| AM147     | 6  | 12  | 51  | 24 |    |
| AM149     | 6  | 12  | 51  | 24 |    |
| AM242     | 12 | 24  | 51  | 24 |    |
| AM243     | 12 | 24  | 51  | 24 |    |
| AM244     | 12 | 24  | 51  | 24 |    |
| AM245     | 4  | 8   | 51  | 24 |    |
| AM245a    | 2  | 4   | 51  | 24 |    |
| AM245b    | 2  | 4   | 51  | 24 |    |
| AM246     | 4  | 8   | 51  | 24 |    |
| APR101    | 4  | 3   | 3   | 45 | 24 |
| APR101A   | 4  | 3   | 3   | 45 | 24 |
| APR105    | 4  | 3   | 3   | 45 | 24 |
| APR106    | 2  | 4   | 45  | 24 |    |
| APR140    | 4  | 4   | 45  | 24 |    |
| APR141    | 4  | 4   | 45  | 24 |    |
| APR142    | 4  | 4   | 45  | 24 |    |
| APR143    | 4  | 4   | 45  | 24 |    |
| APR144    | 4  | 4   | 45  | 24 |    |
| APR150    | 5  | 3   | 2   | 45 | 24 |
| APR160    | 4  | 2   | 4   | 45 | 24 |
| APR161    | 4  | 2   | 4   | 45 | 24 |
| APR162    | 2  | 4   | 45  | 24 |    |
| APR163    | 4  | 2   | 4   | 45 | 24 |
| APR164    | 4  | 2   | 4   | 45 | 24 |
| APR165    | 2  | 4   | 45  | 24 |    |
| APR185    | 2  | 1   | 2   | 51 | 24 |
| APR186    | 2  | 4   | 51  | 24 |    |
| APR199    | 2  | 4   | 45  | 24 |    |
| APR220    | 3  | 6   | 45  | 24 |    |
| APR240    | 4  | 4   | 45  | 24 |    |
| APR241    | 4  | 4   | 45  | 24 |    |
| APR242    | 4  | 4   | 45  | 24 |    |
| APR250    | 5  | 3   | 2   | 45 | 24 |
| APR251    | 5  | 3   | 2   | 45 | 24 |
| APR252    | 5  | 3   | 2   | 45 | 24 |
| APR253    | 5  | 3   | 2   | 45 | 24 |
| APR260    | 4  | 2   | 4   | 45 | 24 |
| APR261    | 4  | 2   | 4   | 45 | 24 |
| APR262    | 2  | 4   | 45  | 24 |    |
| APR263A   | 3  | 6   | 45  | 24 |    |
| APR263B   | 3  | 6   | 45  | 24 |    |
| APR263C   | 2  | 4   | 45  | 24 |    |
| AS111     | 1  | 45  |     |    |    |
| AV192     | 6  | 12  | 51  | 18 |    |
| AV192a    | 3  | 6   | 51  |    |    |
| AV192b    | 3  | 6   | 51  |    |    |
| AV193     | 6  | 12  | 51  | 18 |    |
| AV193a    | 3  | 6   | 51  |    |    |
| AV193b    | 3  | 6   | 51  |    |    |
| AV194     | 6  | 12  | 51  | 18 |    |
| AV194a    | 3  | 6   | 51  |    |    |
| AV194b    | 3  | 6   | 51  |    |    |
| AV195     | 6  | 12  | 51  | 18 |    |
| AV195a    | 3  | 6   | 51  |    |    |
| AV195b    | 3  | 6   | 51  |    |    |
| AV196     | 6  | 12  | 51  | 18 |    |
| AV196a    | 3  | 6   | 51  |    |    |
| AV196b    | 3  | 6   | 51  |    |    |
| AV199     | 6  | 12  | 51  | 18 |    |
| AV199a    | 3  | 6   | 51  |    |    |
| AV199b    | 3  | 6   | 51  |    |    |
| AV279     | 6  | 12  | 51  | 18 |    |
| AV279a    | 3  | 6   | 51  |    |    |
| AV279b    | 3  | 6   | 51  |    |    |
| AV279.1   | 6  | 12  | 51  |    |    |
| AV279.2   | 6  | 12  | 51  |    |    |
| AV279.3   | 6  | 12  | 51  |    |    |
| AV279.4   | 6  | 12  | 51  |    |    |
| AV281     | 6  | 12  | 51  | 18 |    |
| AV281a    | 3  | 6   | 51  |    |    |
| AV281b    | 3  | 6   | 51  |    |    |
| AV282     | 6  | 12  | 51  |    |    |
| AV282a    | 3  | 12  | 51  |    |    |
| AV282b    | 3  | 12  | 51  |    |    |
| AV283     | 6  | 12  | 51  | 18 |    |
| AV283a    | 3  | 6   | 51  |    |    |
| AV283b    | 3  | 6   | 51  |    |    |
| AV289     | 3  | 6   | 51  | 18 |    |
| CST110    | 3  | 1   | 4   | 51 | 24 |
| CST111    | 2  | 2   | 51  | 24 |    |
| CST116    | 4  | 4   | 51  | 24 |    |
| CST118    | 5  | 2   | 6   | 51 | 24 |
| CST119    | 3  | 2   | 3   | 51 | 24 |
| CST122    | 2  | 2   | 51  | 24 |    |
| CST199a   | 2  | 4   | 51  | 24 |    |
| CST199    | 3  | 3   | 51  | 24 |    |
| CST201    | 3  | 3   | 51  | 24 |    |
| CST211    | 3  | 1   | 4   | 51 | 24 |
| CST283    | 1  | 2   | 51  | 24 |    |
| DRF121    | 4  | 2   | 4   | 45 | 27 |
| DRF137    | 4  | 2   | 4   | 45 | 27 |
| DRF141    | 2  | 4   | 45  | 27 |    |
| DRF142    | 2  | 1   | 2   | 45 | 27 |
| DRF167    | 4  | 2   | 4   | 45 | 27 |
| DRF168    | 4  | 2   | 4   | 45 | 27 |
| DRF170    | 4  | 2   | 4   | 45 | 27 |
| DRF203    | 2  | 1   | 2   | 45 | 24 |
| DRF205    | 4  | 2   | 4   | 45 | 24 |
| DRF207    | 4  | 2   | 4   | 45 | 24 |
| DRF208    | 4  | 2   | 4   | 45 | 24 |
| DRF210    | 4  | 2   | 4   | 45 | 24 |
| DRF211    | 4  | 2   | 4   | 45 | 24 |
| DRF220    | 4  | 2   | 4   | 45 | 24 |
| DRF232    | 4  | 2   | 4   | 45 | 24 |
| DRF233    | 4  | 2   | 4   | 45 | 24 |
| DRF234    | 4  | 2   | 4   | 45 | 24 |
| DRF245    | 3  | 1   | 4   | 45 | 24 |
| DRF246    | 2  | 1   | 2   | 45 | 24 |
| DRF247    | 1  | 1   | 45  | 24 |    |
| DRF248    | 1  | 1   | 45  | 24 |    |
| DRF298    | 12 | 24  | 45  | 1  |    |
| DRFIDS201 | 1  | 1   | 45  | 1  |    |
| DS154     | 12 | 24  | 51  | 24 |    |
| DS154a    | 8  | 16  | 51  | 24 |    |
| DS154b    | 4  | 8   | 51  | 24 |    |
| DS155     | 12 | 24  | 51  | 24 |    |
| DS155a    | 1  | 2   | 51  | 24 |    |
| DS155b    | 4  | 8   | 51  | 24 |    |
| DS158     | 12 | 24  | 51  | 24 |    |
| DS158a    | 8  | 16  | 51  | 24 |    |
| DS158b    | 4  | 8   | 51  | 24 |    |
| DS158c    | 6  | 12  | 51  | 24 |    |
| DS158d    | 6  | 12  | 51  | 24 |    |
| DS256     | 12 | 24  | 51  | 24 |    |
| DS256a    | 8  | 16  | 51  | 24 |    |
| DS256b    | 4  | 8   | 51  | 24 |    |
| DS256c    | 9  | 18  | 51  | 24 |    |
| DS256d    | 3  | 6   | 51  | 24 |    |
| DS256e    | 6  | 12  | 51  | 24 |    |
| DS256f    | 6  | 12  | 51  | 24 |    |
| DS257     | 12 | 24  | 51  | 24 |    |
| DS259     | 12 | 24  | 51  | 24 |    |
| DS260     | 12 | 24  | 51  | 24 |    |
| DS260a    | 1  | 2   |     |    |    |
| ET100     | 3  | 6   | 45  | 1  |    |
| ET121     | 2  | 4   | 45  | 18 |    |
| ET129     | 4  | 3   | 3   | 45 | 21 |
| ET130     | 4  | 3   | 3   | 45 | 21 |
| ET131     | 4  | 3   | 3   | 45 | 21 |
| ET145     | 4  | 3   | 3   | 45 | 21 |
| ET146     | 4  | 3   | 3   | 45 | 21 |
| ET151     | 4  | 3   | 3   | 45 | 18 |
| ET152     | 4  | 3   | 3   | 45 | 18 |
| ET201     | 4  | 3   | 3   | 45 | 18 |
| ET201a    | 2  | 1.5 | 1.5 | 45 | 18 |
| ET229     | 4  | 3   | 3   | 45 | 18 |
| ET234     | 4  | 3   | 3   | 45 | 18 |
| ET235     | 4  | 3   | 3   | 45 | 18 |
| ET236     | 4  | 3   | 3   | 45 | 18 |
| ET239     | 4  | 3   | 3   | 45 | 18 |
| ET230     | 4  | 3   | 3   | 45 | 18 |
| ET247     |    |     |     |    |    |

4 3 3 45 18 ET298 12 24 45 1 ET281 4 3 3 45 18 ET282 4 3 3 45 18 ET287 4 3 3 45 18 ENGR115 3 6 45 18 LAT131 3 9 45 24 LAT141 2 1 3 45 24 LAT155 4 8 45 24 LAT156 4 8 45 24 LAT157 4 8 45 24 LAT199 3 2 1 45 24 MFG122 2 1 3 51 24 MFG197 6 4 6 51 24 MFG197a 2 1 3 51 24 MFG197b 3 2 3 51 24 MFG201 6 4 6 51 24 MFG202 6 4 6 51 24 MFG208 9 6 9 51 24 MFG210 3 2 3 51 24 MFG211 3 2 3 51 24 RTEC105 3 6 51 24 RTEC199AT 3 6 51 24 WLD105 2 1 2 51 24 WLD111 3 2 2 51 24 WLD112 12 24 51 24 WLD113 12 24 51 24 WLD114 12 24 51 24 WLD121 4 2 4 51 24 WLD122 4 2 4 51 24 WLD139 3 6 51 24 WLD139a 2 4 51 24 WLD140 3 6 51 24 WLD140a 1.5 3 51 24 WLD140b 1.5 3 51 24 WLD141 3 6 51 24 WLD141a 1.5 3 51 24 WLD141b 1.5 3 51 24 WLD142 3 6 51 24 WLD143 4 8 51 24 WLD148 4 2 4 51 24 WLD151 3 6 51 24 WLD151a 1.5 3 51 24 WLD151b 1.5 3 51 24 WLD154 4 8 51 24 WLD159 4 8 51 24 WLD160 4 8 51 24 WLD165 3 6 51 24 WLD215 12 24 51 24 WLD215a 6 12 51 24 WLD215b 6 12 51 24 WLD215c 3 6 51 24 WLD215d 9 18 51 24 WLD216 12 24 51 24 WLD216a 6 12 51 24 WLD216b 6 12 51 24 WLD216c 9 18 51 24 WLD216d 3 6 51 24 WLD217 12 24 51 24 WLD217a 6 12 51 24 WLD217b 6 12 51 21 WLD217c 3 6 51 24 WLD217d 9 18 51 24 WLD242 3 6 51 24 WLD256 3 6 51 24 WLD257 3 6 51 24

**6. If your discipline/program uses Teaching Load Credits (TLCs), rather than class credits, how are the TLCs used to calculate contracted faculty workload?**

**# Response**

1 # of credits x # of students (max) x # of courses = TLC 3 cr x 30 students = 90 x 5 sections/classes = 450 3 cr x 40 students = 120 x 4 sections/classes = 480\* 4 cr x 30 students = 120 x 4 sections/classes = 480\* 4 cr x 40 students = 160 x 3 sections/classes = 480\* \* usually by start of 3rd week of term this is close to 450 with students dropping.

1 1 credit lecture = 1 TLC 1 credit lec/lab or lab = .682 TLC

1 1 lecture hour = 1 TLC 1 lab hour = .682 TLC 4 lecture-lab hour = 1 lab hour + 3 lecture hour, regardless of workload considerations

1 15 TLC = 1 FTE 12.6 TLC = clinical load 2.4 - Teaching Load

1 3 Lab hours = 1 Lecture hour. Lab instructors are then compensated at 0.682. Which is inappropriate. Our labs (unlike many "labs") are much more involved, require specific instructor experience requirements per state law and prep and follow through that is more closely related to "lecture".

1 45 credits

1 a

1 CIT uses credits.

1 Class credits

1 Contracted faculty teach 10 studio classes per year Each course is calculated as follows 2 lecture hours for 2 TLCs 4 Lecture/Lab hours for 2.728 TLCs (.682 TLCs per contact hour) Total class TLCs 4.728 For annual TLCs of 47.28 (10 classes)

1 Courses taught are one TLC for each credit, but tutoring in the Math Resource Center is calculated at 3 TLC for 5 hours of tutoring per week for a term.

1 From COPPS: Classes that integrate lecture (beyond short instructional periods) and laboratory activities should be separated into the average weekly amount of time spent on each activity and be assigned TLCs accordingly. For example, if a class meets six hours per week and ordinarily four of those hours are lecture while the other two involve lab activities, the class earns 5.36 TLCs.  $\{(4 \times 1.0) + (2 \times 0.682)\}$

= 5.36}. <http://www.lanecc.edu/copps/documents/workload-faculty> This TLC calculation example is not possible in terms of credits at Lane. It ignores and established relationship of credit and contact hours. For a Biology course: 3 credits lecture and 1 credit lab = 3 contact hours lecture and 3 contact hours lab  $((3 \times 1) + (3 \times .682)) = 5.046$  TLC Annual ranged of TLCs is 42-48 with 45 being the target.

**1** I don't know what this is

**1** Lecture hours are paid 1 credit equals 1 TLC. For lecture/lab and straight lab the contact hours are paid at .682.

**2** Lecture hours are paid 1 equals 1 TLC plus Lecture/Lab and Lab are paid at .682.

**1** Lecture: 1 credit = 1 contact hour = 1 TLC Lab: 1 credit = 3 contact hours =  $3 \times .682 = 2.046$  TLC

**1** lectures: 1 hr = 1 TLC labs/ clinics: 1 hour = .682 TLC

**5** N/A

**1** N/A - Default for 1.0 FTE = 15 TLC. We use FTE as a guideline for workload assignment

**3** NA

**1** NA, except that ESL and ABSE classes are non-credit, but are under faculty contract.

**1** Not applicable

**1** Science division uses TLCs to calculate contracted faculty workloads. TLCs are based on contact hours per the attached spreadsheet. There is an equivalence generated between TLCs and FTE in the spreadsheet attached. Contracted faculty work between 42 – 48 with a target of 45 TLCs.

**1** See workload calculation forms. Lab hours are calculated at .682% Lecture hours are compensated at 1 lecture hour to 1 DH faculty have additional assignments for course leads and these are weighted by the number of lab hours assigned to a course. 1st year clinical courses and labs have a 1 or 1.5 lead hour assigned and 2nd year clinical courses have 2 hours assigned as lead hour. Lead work includes scheduling rotations for students and faculty; preparing instructional labs; dealing with patients for the patient clinics and supplies and equipment management for the clinical and lab courses. The lead hours were standardized many years ago. The program coordinator has lead hours assigned to support the day to day activities of the program and clinical site at Lane and the distance site in Lewiston, Idaho at Lewis-Clark State College.

**1** Student per term

**1** The chemistry discipline TLC totals are between 42 and 48 credits, as close to 45 credits as possible. When TLC credits are lower than 45 it's often because of #of class preps, larger class sizes, other division work.

**2** The Science division uses TLCs to calculate contracted faculty workloads. TLCs are based on contact hours. At the present time, no contracted faculty teach any courses in WST other than WST 234, which is a standard 4-credit lecture/lab class following the model for EES/BI discipline groups.

**1** The TLC calculation example is not possible in terms of credits at Lane, it ignores an established relationship of credits and contact hours. For a Biology course 3 credits of lecture and 1 credit of lab = 3 contact hours of lecture and 3 contact hours of lab =  $((3 \times 1) + (3 \times .682)) = 5.046$  TLC. The annual range of TLC is 42 – 48 with 45 being the target.

1 TLC's are calculated using the number of credits of the class, with 15 TLC's being the typical full time teaching load.

1 TLCs are substituted for credits (42-48)

**7. How many credit hours per term constitute a full-time workload for contracted faculty in your discipline/program or does it vary?**

|                                    |                                                                                                    |                |
|------------------------------------|----------------------------------------------------------------------------------------------------|----------------|
| 10 credit hours per term           |  6.2%            | (3)            |
| 11 credit hours per term           |                                                                                                    | (0)            |
| 12 credit hours per term           |  14.6%           | (7)            |
| 13 credit hours per term           |                                                                                                    | (0)            |
| 14 credit hours per term           |                                                                                                    | (0)            |
| 15 credit hours per term           |  25.0%           | (12)           |
| 16 credit hours per term           |                                                                                                    | (0)            |
| 17 credit hours per term           |                                                                                                    | (0)            |
| 18 credit hours per term           |  2.1%            | (1)            |
| 19 credit hours per term           |                                                                                                    | (0)            |
| 20 credit hours per term           |                                                                                                    | (0)            |
| 21 credit hours per term           |                                                                                                    | (0)            |
| 22 credit hours per term           |                                                                                                    | (0)            |
| 23 credit hours per term           |                                                                                                    | (0)            |
| 24 credit hours per term           |                                                                                                    | (0)            |
| 25 credit hours per term           |                                                                                                    | (0)            |
| 26 credit hours per term           |                                                                                                    | (0)            |
| more than 26 credit hours per term |                                                                                                    | (0)            |
| Varies                             |  35.4%         | (17)           |
| not currently defined              |  16.7%         | (8)            |
| <b>TOTAL</b>                       |  <b>100.0%</b> | <b>48 (48)</b> |

**8. If you selected "Varies" or "Not currently defined" above, how does the workload add up to 1.0 FTE?**

**# Response**

1 1.0 FTE for full-time contract is in the range of 42 to 48 TLCs

1 16 credit hours fall, winter; 12 credit hours spring. 1.0 FTE - 44 credit hours

1 45 credits

1 51 credits per year

1 54 to 60 students per term

1 7 classes @ 0.143FTE/class = 1.001 FTE

1 a

1 Classes vary in terms of credit in the chemistry discipline. Our courses range from 3 to 5 credits however beginning fall 2015, four courses will be 6 credits. The new 6-credit classes are CH 221, CH 241, CH 242, CH 243, the organic sequence. The additional credit is for lab preparation in CH 221 and added to lab and lecture to match the contact hours. The chemistry discipline does not use credit hours to

determine a full work-load, we use TLC total. The three credit class meets for 3 hours of lecture a week. Four credit classes meet for 6 hours total, 3 hours of lecture, 3 hours of lab. Five credit classes meet for 7 hours a week, four hours of lecture and three hours of lab. Six credit classes meet for 4 hours of lecture and 4 hours of lab each week. CH 221, is three hours of lecture plus an online lab prep credit. CH 241-243 is 4.5 hours each week of lecture and 4.5 hours of lab.

1 Course assignments vary based on contact hours of each course. Faculty FTE varies by term with total FTE equally 1.0 annually with some terms going over 15 TLCs and some terms going under 15.

1 Courses (lecture and lab) + Program coordinator reassignment time at 0.409 FTE/term.

1 Culinary Arts = 17 TLC Hospitality Management = 15 TLC

1 Depends on class configuration (1. straight lecture plus lab component, 2. lecture/lab combo)

1 English: 12 credit hours per term/3 terms: Annual = 36 Languages: 15 credit hours per term/3 terms: Annual = 45 Communication: 16 credit hours Fall, Winter terms; 12 credit hours spring term: Annual = 44

1 Faculty may choose otherwise for total of 45/year.

1 First, let me say that we do NOT have any full-time faculty, so this is a difficult question to answer. However, if we were to somehow get a full-time faculty member, their FTE would depend on the types of classes (lecture, lab, lec/lab) that they are teaching. We would then add up their classes to equal 1.0 FTE, based on the calculations below: Lecture classes: FTE = 0.067 for every 1 credit. Lab Classes: FTE = 0.143 for every 1 credit. Lec/Lab Classes: FTE = 0.091 for every 1 credit.

1 More appropriate to list TLCs in questions 7 and 9 3 courses x 4 credits = 12 credits/term (15.138 TLCs) 12 credits/term x 3 terms = 36 credits annually (45.414 TLC)

1 N/A

2 NA

2 No contracted faculty teach full-time in the WST discipline at the present time. Conceptually, once we get a full-time contracted faculty position, we would create a model where 12 credit hours per term (15.138 TLCs) would constitute a full-time workload.

1 Not applicable.

1 one 4 credit class Every Fall, Winter Spring one 2 credit class Summer Only One 2 credit hour class Fall Winter and Spring-This may be offered every term depending on the number of students

1 One term may be higher or lower than 15 program credits based on instructional needs for courses offered during the term. Combined workload over 3 terms equals 45

1 Please note the difference between our credit hours and TLCs: 15.138 TLCs/quarter 45.414 TLCs/year

1 See 5 above.

1 See above

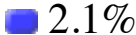
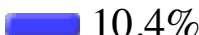
1 The hours in addition to instruction are used to attend meetings, committee work and project work.

- 1 The unique nature of the Small Business Management Program, being a combination of lecture, lab, and one-on-one advising within the business itself, doesn't lend itself to being measured by the normal credit class standards. The state provides us one FTE per business served based on approved yearly interaction schedules.
- 1 We have an outdated informal agreement to be on campus 35 hours per week, and to devote 5 additional hours per week doing work-related tasks or community outreach or training off campus.
- 1 We team teach and have each unit assigned TLC load. The faculty then depending on their FTE will choose the correct amount of TLC teaching requirements per term.
- 1 We work 4 clinical days per week during academic year, and 3 days/week during summer "overload" for 1.0 FTE.
- 1 Workload includes teaching four 1-credit classes during the year plus working 30 hours per week on campus for a .75 position. (From Cathy: Liz's 4 credits per year will skew the average results. Is there a non-teaching faculty version of this survey that might be a better fit?)
- 1 Workload TLC are determined annually.

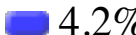
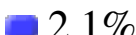
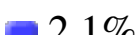
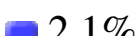
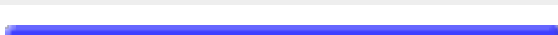
## 9. How many credit hours per year constitute a full-time workload for contracted faculty in your discipline/program?

|                                    |                                      |                |
|------------------------------------|--------------------------------------|----------------|
| 30 credit hours per year           | <div><div></div></div> 4.2%          | (2)            |
| 31 credit hours per year           |                                      | (0)            |
| 32 credit hours per year           |                                      | (0)            |
| 33 credit hours per year           |                                      | (0)            |
| 34 credit hours per year           |                                      | (0)            |
| 35 credit hours per year           |                                      | (0)            |
| 36 credit hours per year           | <div><div></div></div> 14.6%         | (7)            |
| 37 credit hours per year           |                                      | (0)            |
| 38 credit hours per year           |                                      | (0)            |
| 39 credit hours per year           |                                      | (0)            |
| 40 credit hours per year           |                                      | (0)            |
| 41 credit hours per year           |                                      | (0)            |
| 42 credit hours per year           |                                      | (0)            |
| 43 credit hours per year           |                                      | (0)            |
| 44 credit hours per year           | <div><div></div></div> 4.2%          | (2)            |
| 45 credit hours per year           | <div><div></div></div> 41.7%         | (20)           |
| 46 credit hours per year           |                                      | (0)            |
| 47 credit hours per year           |                                      | (0)            |
| 48 credit hours per year           |                                      | (0)            |
| 49 credit hours per year           |                                      | (0)            |
| 50 credit hours per year           |                                      | (0)            |
| More Than 50 credit hours per year | <div><div></div></div> 4.2%          | (2)            |
| not currently defined              | <div><div></div></div> 31.2%         | (15)           |
| <b>TOTAL</b>                       | <div><div></div></div> <b>100.0%</b> | <b>48 (48)</b> |

**10. What is the MAXIMUM number of course preparations per TERM that constitute a full-time workload for contracted faculty in your discipline/program?**

|                       |                                                                                           |                |
|-----------------------|-------------------------------------------------------------------------------------------|----------------|
| one                   |  2.1%   | (1)            |
| two                   |  20.8%  | (10)           |
| three                 |  10.4%  | (5)            |
| four                  |  12.5%  | (6)            |
| five                  |  6.2%   | (3)            |
| six                   |                                                                                           | (0)            |
| seven                 |                                                                                           | (0)            |
| more than seven       |                                                                                           | (0)            |
| not currently defined |  47.9%  | (23)           |
| <b>TOTAL</b>          |  100.0% | <b>48 (48)</b> |

**11. What is the MAXIMUM number of course preparations per YEAR constitute a full-time workload for contracted faculty in your discipline/program?**

|                                           |                                                                                             |                |
|-------------------------------------------|---------------------------------------------------------------------------------------------|----------------|
| 3 course preparations per year            |  4.2%     | (2)            |
| 4 course preparations per year            |  4.2%     | (2)            |
| 5 course preparations per year            |  2.1%    | (1)            |
| 6 course preparations per year            |  16.7%  | (8)            |
| 7 course preparations per year            |  2.1%   | (1)            |
| 8 course preparations per year            |                                                                                             | (0)            |
| 9 course preparations per year            |  4.2%   | (2)            |
| 10 course preparations per year           |                                                                                             | (0)            |
| 11 course preparations per year           |                                                                                             | (0)            |
| 12 course preparations per year           |  4.2%   | (2)            |
| more than 12 course preparations per year |  2.1%   | (1)            |
| not currently defined                     |  60.4%  | (29)           |
| <b>TOTAL</b>                              |  100.0% | <b>48 (48)</b> |

**12. Please list assignable class sizes in your discipline/program, attaching documentation that outlines these parameters if necessary. PLEASE NOTE: Assignable class sizes do not include any additional students established in the Workload, Class Cancellation, and Enrollment Capacity MOA or other non-negotiated changes to class sizes.**

**# Response**

1 . List from MOA includes the following maximums: Math 10: 28; ALS writing courses: 24; RD087 and Co-requisite EL115: 24; other existing courses that previously had 18 or 20: 24; other than that, stand alone EL115 is 30.

1 16-28

1 16-40

1 20

1 20 This does not include the 6 students from LCSC, these studens have a seperate registration number and faculty have been compensated for this additional group of

students by course and instructor.

1 23 for studio and 10 for independent study

1 24

1 24 or 36

1 24 per contract

1 24-35, CS 120 up to 40

1 25

1 25 for most; 30 for COMM 105

1 25 to 28 for most courses

1 25, 26, 30

1 25-40 max; depends on classroom size, field, gym, cardi room, yoga room...

1 26 for most, 24 due to room limitations for some classes.

1 28

2 30

1 30 max

1 30:1 for lectures, 6:1 for clinicals, 12:1 for labs

1 35

1 35 for lecture; 40 for on-line; 25 for lab classes

1 38

1 40

1 54-60 students

1 a

1 Classes without an application requirement, the class size is 30. For classes with applications, it is based on acceptances of qualified students and internship availability.

1 current class size varies by level, subject, physical space, student group

1 Daytime Curriculum: 22 Levels B-F; 20, Level A. Evening Curriculum: 25 (night) Levels 2-5; 22 Levels 0-1, Elements of Literacy, and Fundamentals of Literacy Dean and faculty came to this number as reasonable goal after recent curriculum changes.

1 FAA Regulations

1 For our first year classes, we follow the MOA.

1 Lab instruction ratios are defined by third party accreditor: 1:12; lecture courses do not exceed 32

1 Most courses have a cap of 26 students. Due to safety needs we limit BI 234, Microbiology, to 24 students.

1 n/a

1 not applicable

1 Part-time class sizes that are not a part of the MOA currently in place, are set to 30 unless it is a GIS class which is 24 (Lab). Full-time faculty class size varies based on if the classes are 3 or 4 credits and/or a combination of both and the number of sections. Also, some of our faculty are on teach out so their class size has been adjusted to for the FTE in which they are on teach out.

1 Se attached documents

1 see attachment

1 Set by Instructor

1 up from 28 originally to currently 32 depending on space in classroom

1 Usually ranges between 6 and 30, depending upon the particular class.

2 varies - Assignable class size is limited to 12 students in our program since much of the work is in the field with a single instructor. A few classes (WST 102, 205, and 230) are open to outside students, and therefore may have up to 24 students, following common practice in the Science Division. WST 230 is also an AAOT course, and has 24 students.

1 varies by program

1 varies enormously from 21 to 35

1 Varies, 24-35

1 WR 115 = 18; WR 121, 122, 123, 227 = 24; Creative Writing = 24; Film, Literature = 35.

**13. If not already addressed above, what workload issues in your division/department are based upon historical agreements or division/department agreements or charters? Please describe and attach relevant documents.**

**# Response**

1 #9 Credit totals vary, TLC count is used. Full-time faculty have a minimum of 42 TLC each year. #10 One prep with multiple sections of the same class or two different preps. Some faculty teach three classes a term but two are the same so the total number of preps is two at the most; unless there is an overload situation. #11 Some faculty teach three different courses over the academic year, CH 112, CH 104, CH 241 others teach three courses of a sequence, CH 221, 222, and 223 or CH 241, 242, 243. Along with the general chemistry sequence, faculty teach CH 150. With the organic sequence (241-243), CH 112 and CH 221 have also been taught. #12 Most classes are capped at 24 students because this is the capacity of the lab and it is unsafe to over-enroll the lab. Organic chemistry is capped at 30 in the lecture and 12 students in the lab. CH 104 is 24, as is GS 105 and CH 114. CH 112 has no lab and has a capacity of 26. CH 221 is set at 24 when the lecture and lab are part of a single section; this happens in winter and spring terms. In the main sequence of general chemistry beginning in the fall term, we offer one additional lab section compared to lecture. Each lab is capped at 22. Lecture sections have 26 or 40 students. We've followed the MOA on "enrollment enhancements" by choice and only because we added an extra lab section. #13 Organic classes have had more contact hours than credits up to this year. Beginning F15, the credits will match the contact hour; the class will now be 6 credits. The discrepancy in the past caused the organic instructor to have a lower TLC total but the same contact hours as others in the discipline. One chemistry faculty has a one course release as the biobonds coordinator. One chemistry faculty has had release time in the past few years to work on division scheduling and staffing.

1 36 hours/year for Writing is an LCCEA Contract exemplar. Communication went from 45 credits/year (15 classes) to 44 credits/year (11 classes) as the result of moving to 4 credits from 3. Languages moved from 36 credits/year to 45 credits/year as the result of an arbitration.

1 a

1 Accredited programs require college have a person designated as program director

(or coordinator) and director of clinical education (Clinical Coordinator), and that these people be given time to complete necessary program administrative activities. Historically the Respiratory Care Program Coordinator and Clinical Coordinator are give 8 lab hours per week (5.456 Credits) to meet this requirement.

1 All assignments are driven by third party professional accreditation guidelines and vary across the division based on multiple data sets.

#### 1 Arbitration Agreement on File

1 As noted above in the MOA nursing has a 0.841 clinical workload FTE. Each nursing faculty is allowed by Oregon State Board of Nursing rules to have maximum of 8 students per clinical group.

1 At their own discretion faculty have allowed increased course enrollment when there is high demand. The Fire Department limits classroom capacity to 29 persons. At their own discretion faculty have occasionally taken on independent study students. These periodic project-based credits do not offset normal TLCs, making them free in terms of faculty pay, but bringing in additional tuition and adding workload to faculty members.

1 Based on expensive time required to produce multiple performances throughout the year, MDTA faculty teach 4 classes per term/12 classes annually.

1 Based on extensive time required to produce multiple performances throughout the year, MDTA faculty teach 4 classes per term/12 classes annually.

1 Contracted faculty teaching art history have built into their job description a .20 assignment for art history slide library maintenance and curation.

#### 1 Culinary Lab class sizes

1 Faculty may sign up for up to 8 TLC of tutoring in the MRC each year. Faculty may apply for reassignment time for textbook adoption work, extensive committee work, Math Skills Fair, etc. Historically, lead instructors for high enrollment courses received 3 credits of reassignment time per year to coordinate these courses (20, 60, 65, 95, 111). A number of trends are putting pressure on faculty workload in recent years including increased part time/full time ratio, internet-enhanced teaching, and more courses being offered through College Now.

1 I am not aware of any.

1 I will need to research this

1 It is a challenge to assign 7 PE classes to a FT faculty member and give them breaks in the day between classes -this issue has been exacerbated by the drop in enrollment and thus the reduced number of PE class offerings

1 MOA attached. Also, 4 preps constitutes a full workload per 35.1.1; we strive to limit to two preps per term.

6 N/A

2 NA

1 None of the faculty are still in possession of the informal agreement that was made many years ago.

1 None that I know of.

1 Not applicable.

1 One FT faculty will be the division lead, one FT faculty will be the coordinator of for First Aid courses/supplies and collaboration with community FA certifying agencies. Since two of the 3 FT people don't have to come to campus any longer

(one on teach-out and one with other online only due to HR accepted and mandated to division reason??) that leaves one person to essentially do everything including committee work which evidently the others don't have to do either even though it's in the faculty contract, a wonderful set up for creating a toxic work environment and disempowerment in a division.

1 One model for conducting undergraduate research with students involves Independent Study credit. The Science Division offers variable ranges of credits with volunteer instructors every term, but it is at the instructors' discretion to accept a student. These periodic project-based credits do not offset normal TLCs, making them free in terms of faculty pay, but bringing in additional tuition when the student pays for the credits. One online course increased enrollment to 50 students with an assistant to the instructor to manage student communication. That course no longer has funding to support the assistant and has reduced enrollment to 26. During enrollment surges, many instructors have accepted students above the course without reporting this as an adjusted workload.

1 online courses are set discipline by discipline as a compromise to disciplines who hold to the contract

1 Only one summer (2014) was their an agreement and that was only for one year. There are 5 summers that still need to be resolved, Summer 2015- a proposal was sent to me after my contract ended June 15. In April that year, I was informed by the HR Director there would be a meeting to address compensation before the end of Spring term. I had to communicate with the HR Director the last week of my contract whether I would be compensated for my summer work. I did not receive an offer until after my contract expired and I was not given an opportunity to offer my workload to the final contract.

1 Program leads receive one course release per year

1 See answers for 5, 12 and 16.

1 See attachment in email

1 The 3 credit per term release is based on a historical agreement.

1 The amt of release time given to coordinators

1 The Co-op council working with the Dean of Co-op established student work load

1 The historical practice of our program has been that full time faculty teach 5 classes per term. One of these five classes can be Rehearsal and Performance-working on or advising creative projects with students. This course has additional responsibilities, including concert production and directing. Since we have had an open position for the past 10 years, our Dean approved a release for Lead, since the work of running the program is not being shared by two full time faculty.

1 The Workload form for full and part-time faculty was developed to implement the established workload process and weighted assignments for lecture and clinical/lab courses. This calculation of workload was first established when the .682 was negotiated in the contract. (not sure of the negotiated year, but likely over 20+ years)

1 There is a historical agreement from the 80s. We would need to do some digging to find it.

1 There were workload adjustments several times in the past 30 years, which brought ESL in line with other faculty.

1 Tutoring classes may include from 8 to 28 students.

1 use FAA guidelines

2 Workloads were established using common practices across the Science Division when the program began in 2012, but prorated to accommodate 1- and 2-credit classes.

1 Workloads were established using common practices across the Science Division.

**14. If there are variations in the contracted faculty workload calculations by discipline/program within your division/department, please provide an explanation for the variations. Attach any documents that inform these variations.**

**# Response**

1 a

1 Calculation doesn't vary, but one faculty is the volunteer tutor coordinator as part of her 1.0. .75 of 1.0 is tutor coordinating responsibilities. (actually .78 tutor coordinating and .22 teaching 4 hours per week)

1 Clinical workloads grossly comparable among clinicians. One of our NPs has had clinical role decreased while she works on making our electronic medical record functional.

1 Culinary is calculated at 17 TLC / term > independent lecture classes and independent lab classes Hospitality is calculated at 15 TLC / term > lecture only classes Both have Cooperative Work Experience components Lecture: 1 credit = 1 contact hour = 1 TLC Lab: 1 credit = 3 contact hours = 3 x .682 = 2.046 TLC

1 Division programs are either 45 or 51 credits

1 EES Faculty Lead receives one "release" in terms of a one class reduction per academic year for administrative functions in EES and as Coordinator of the Watershed Science Technician program.

1 GIS – refer to the information attached in response to question #5.

1 Health Ed: 5 classes at 0.200 FTE per term PE: 7 classes at 0.143 FTE per term

1 Lead faculty in DH courses have a weighted lead calculation determined by clinical/lab courses. The 1st year courses have 3-9 credits of lbs or clinicals and the 2nd year courses have 6-18 hours of lab in clinical and restorative courses. All clinicals and labs are prepared by lead faculty, rotation schedules, supplies, instructional labs, equipment repair and maintenance, dental unit repair, etc...fall to the faculty leads for courses. No clerical support is provided for the student clinical and lab management beyond patient scheduling. Faculty take care of the course needs of seeing 2700 patients per year in the dental clinic and lab courses. the lead assignments assist in keeping the courses going which require support for students, patients and facilities.

1 N.A

9 N/A

5 NA

1 No

1 No variations

4 none

1 None to report at this time.

1 Not applicable for HRT program

2 Not applicable to WST.

1 Not that I am aware of

1 not within our discipline

1 See above The writing discipline is called out in the faculty contract for an annual credit load of 36. This number recognizes the intensive feedback, multiple drafts, formal compositions, and individual attention that students require in writing classes in order to progress.

1 talk to division dean

1 The assignment in #13 is based on the art history discipline

1 The ROP Programs vary in length and duration so our agreements should reflect that.

1 The time given for program coordination is not consistent between programs, with some coordinators receiving more release time than others - the 5.456 credit release for our program is the minimum given.

1 The workload context for disciplines varies with respect to percentages of part-time positions, lab support needs and lab support provided, credits beyond specialty classes per full-time positions, division responsibilities per full-time position.

1 There are no variations within the chemistry discipline.

1 There is variation by discipline: Languages, 1 FTE = 45 annual credit teaching load  
Comm, 1 FTE = 44 annual credit teaching load  
English, 1 FTE = 36 annual credit teaching load

1 Variations are more specific to the assigned roles of each counselor: 1) 5 Center Counselors - work with ABSE, Guided Studies, ESL students and provide Career, Personal and Crisis Counseling on a drop-in basis. Most of these counselors have teaching assigned to them as well. 2) 1 Counselor - runs the Substance Abuse Recovery Center and is not currently teaching. He also has a significant role on the Threat Assessment Team. 3) 6 Counselors - have assigned divisions (major areas) that we call Department Counselors. These counselors also provide Career, Personal and Crisis Counseling in their respective areas. One of these counselors also facilitates the Counseling Intern program. All of these counselors have teaching assigned to them as well. 4) We have one counselor who retired last year - and as far as I know his vacancy has not been posted. I don't know if our department has funds from this position or not - and if they are being used to cover part-time advising hours (I suspect this is true). 5) And another Counselor who transferred to the Career Center - and not teaches CG 140 but is not considered a part of Counseling and Advising 6) We may have a counselor/faculty who teaches Saturday Circus. I don't know if she is considered part of our department or not. 7) We have a one-day per week Counselor in Florence who works with students by appointment and does not have a teaching assignment. We lost all part-time counselors starting the 14/15 academic year and the scope of courses we are able to offer has been drastically reduced: CG 100 College Success; CG 203 Human Relations at Work; and CG 100 Back On Course (Alert 3 intervention).

1 We have been reduced to only one faculty position, so there is no opportunity for variation between multiple positions.

1 Workloads are all calculated using a workload spreadsheet with protected formulas that generate FTE actuals based on assignments and reassignments.

## 15. How does your program/discipline calculate part-time faculty workload?

<p align="left">Class FTE is calculated in the same manner for part-time faculty as

72.9%

(35)

|                                                                                                                                                                                                                                                       |                              |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|
| for contracted faculty                                                                                                                                                                                                                                |                              |                |
| Other: # of credits / 15 credits(full load) = FTE for the term                                                                                                                                                                                        | <div><div></div>2.1%</div>   | (1)            |
| Other: 15 TLC=1 FTE, etc.                                                                                                                                                                                                                             | <div><div></div>2.1%</div>   | (1)            |
| Other: 30 hours per week to complete job related duties, adjusting for prep time for four classes per year.                                                                                                                                           | <div><div></div>2.1%</div>   | (1)            |
| Other: Contact division dean for this, not a faculty member                                                                                                                                                                                           | <div><div></div>2.1%</div>   | (1)            |
| Other: N/A                                                                                                                                                                                                                                            | <div><div></div>4.2%</div>   | (2)            |
| Other: PArt time is calculated at 46 credits a year instead of 45.                                                                                                                                                                                    | <div><div></div>2.1%</div>   | (1)            |
| Other: PT Faculty do not receive a 3 credit release                                                                                                                                                                                                   | <div><div></div>2.1%</div>   | (1)            |
| Other: The above assuming a 45 TLC base                                                                                                                                                                                                               | <div><div></div>2.1%</div>   | (1)            |
| Other: TLC's are calculated at 15.33 for part time faculty per term. Part-time faculty who are hired for only clinical or lab courses have a workload calculation of 46 credits. A full-time faculty member has a full time calculation of 45 credits | <div><div></div>2.1%</div>   | (1)            |
| Other: Up until this year, we used annual FTE of at least 0.5 with a round up to 0.6 FTE. Now with the most senior person needing a "full" teaching load each term if possible first we use term FTE.                                                 | <div><div></div>2.1%</div>   | (1)            |
| Other: we do it by the hour                                                                                                                                                                                                                           | <div><div></div>2.1%</div>   | (1)            |
| Other: We no longer have part-time faculty                                                                                                                                                                                                            | <div><div></div>2.1%</div>   | (1)            |
| <b>TOTAL</b>                                                                                                                                                                                                                                          | <div><div></div>100.0%</div> | <b>48 (48)</b> |

**16. In consideration of the disciplines within your division/department, what other faculty workload data or issues do you think the Joint Workload Taskforce should be aware of in this faculty workload review? Examples may include distance-learning models, learning communities, large class size, etc.**

**# Response**

1) An ongoing issue that has been discussed is the scheduling of courses on a three day per week format - specifically CG 203. The instructors have stated that the one hour three times is not didactically sound. I don't teach this course - so I'm not the best person to provide the reasons. However, multiple requests have been made and the answer has consistently "no." Despite arguments and data to support a two day per week format. 2) Faculty are consistently treated like "time sheet" employees. Basically we have to show our hour by hour schedule every day of the week. We also have been told that we can not work "or account" for work done before and/or after our 10 month contract days - even if we deem it is necessary. We have been told that we should assume that work is being done on "our own." Basically working for free. 3) We have also been told how to enter are time sheets when some of us have needed to take time off to go for medical appointments.

1 a

1 ABSE faculty have submitted an informal workload resolution document to ABSE Dean. It's with VP's office now.

1 All are addressed through the calculations shown in response to question #6.

1 Comm 111 and 112, which involve public speaking, used to have enrollment caps of 20, in deference to the amount of public speaking students must do to meet national standards and complete the course. We want to return to these numbers to ensure quality learning and opportunity for these two courses.

1 Distance learning has very high attrition rates, but also high starting rates. The result is very uneven course sizes, depending on the cohort. E.g., in writing, a few classes may remain full at (new #) 26, while most others will drop to 16-20. Balancing these sizes in terms of equity for OL instructors is problematic.

1 ESL full time faculty have responsibilities with respect to:

- Placement text analysis
- Coordinating curriculum project completion
- Leading level and skills teams
- Coordinating with ALS, LLC, ABSE
- Coordinating curriculum and instruction across classes, within a level and with neighboring levels
- Coordinating outcome assessment activities (tool development, norming)
- Dynamic curriculum development and adaptation to meet international and resident student continually changing needs
- Complying with WIA (soon to be WIOA) federal grant requirements (including use of required standardized tests)
- Consulting with Career Pathways for Vocational ESL offering
- Mentoring part-time faculty and interns
- Participating in the recruitment of part-time faculty
- Coordinating advisory committee
- Assisting resident student marketing
- ESL Dept plans to pursue accreditation with CEA and there may be requirements that would necessitate faculty release for areas such as assessment and curriculum coordination, technology, and more intensive mentoring

1 FAA Regulations

1 Few full time faculty members, College Now articulations, frequent technology and software updates, Business Resource Center, distance learning components with every class, and rapidly changing curriculum

1 For cooperative education (for example, students placed in internships at distant (>90 miles) from the main campus may require additional time/consideration for travel and coordination. We recommend a distinct assessment of CTE programs and how accreditation drives instructional ratios. Initial additional assignment to develop skills in learning and applying learning management technology and quality indicators in online courses are valuable for faculty to effectively sustain instruction in online formats.

1 Guidelines needed for CWE workload calculations. per Department/program - # of students & credit hours??

1 Having to conduct registration and enrolling of students in the ROP Programs. Many required information and documents are English Only- My program has had to engage in Spanish translation of required information for enrollment and registration

1 In 2003, Math Division class sizes in the administrative system were increased by about 10% when the college changed from the Coco system to the Banner system, though our assignable class sizes remained unchanged. (e.g. class sizes of 28 in Coco were increased to 31 in Banner, and class sizes of 32 in Coco were increased to 36 in Banner.) This year, with the MOA on class sizes, all math courses remained at their increased class sizes from the 2003 change. We have argued that courses not on the

MOA spreadsheet should be reduced to their assignable class sizes, as they were before 2003.

1 Issues in 14 would lead to significant improvements, development and maintenance of online resources, increased responsibilities for high part-time/full-time ratios since the adoption of the workload benchmarks

2 It is the belief of the Coordinator for the Watershed Science Technician program that field work with students is much more akin to clinical work in terms of workload than that used in most lecture/laboratory situations. Extensive field experiences dictate that the appropriate faculty workload used for the lab contact hours in field courses should be evaluated using a ratio of 0.841 (that value used for clinical practices in Nursing, for example), rather than the 0.682 used for lab credits in the Science division. Faculty teaching in WST could have as many as 4 different preparations in any given term, as well, a further increase in workload beyond what would be expected in other Science disciplines.

1 Lab is credited at a discount. Every one hour of lab counts as 0.682 TLC. Science faculty have more contact time with students but are compensated less. We work at 2/3 the full-time rate for lab, yet lab often requires more work than lecture. Also, with larger lecture sections the total TLC doesn't calculate "correctly". It appears low based on TLC yet if all three sections were counted the TLC would be too high. There isn't an appropriate way to calculate large lecture workload.

1 LCC has a distance clinical education site in Lewiston, Idaho at LCSC. 6 students are accepted per year with a total of 12 students at the site. This is a full-cost model site which makes the tuition, course fees, clinical site fee and instrument issue approximately \$53,000. All lecture and lab course are prepared and taught by LCC faculty. The site implements the clinical courses on site and supports the student in instruction. The LCSC site student is registered with LCC as a student and in all LCC courses. The student at LCSC graduates from LCC.

1 Liz and Cathy discussed that a review of the job description would be appropriate. There are many tasks in the job description and in what Liz does that is not currently in the job description that could be completed by a classified employee, leaving Liz available to do work that requires faculty training. (For example, completing paperwork for new tutors to submit to HR.) We have submitted the 1996 job description to the committee e-mail address.

4 N/A

1 No

1 no examples come to mind

7 none

1 None in EES

1 none of which I'm aware.

1 none that I am aware of

1 None that I am aware of.

1 on-line courses are in a gray area--office hours?

1 One of our faculty teaches a co-op class and the FTE formula for that has been confusing and ever-changing it seems!

1 Our biggest problem is that we do not have any full-time faculty members. We are entirely part time, including the coordinator position.

1 See #13

1 Smaller classrooms restrict the maximum number students that can be enrolled.

1 State standards provide: 1) College-level composition courses in the state of Oregon must require students to produce a minimum number of written final draft material over the course of a term. a. WR 115 = 8-10 pages or 2000-2500 words b. WR 121 = 12-14 pages or 3000-3500 words c. WR 122 = 14-18 pages or 3500-4500 words 2) College-level composition courses in the state of Oregon must use “process pedagogy,” in which students are required to write, and instructors are required to read and respond to, multiple drafts of the above required written final draft material over the course of a term. Based on an internal department survey: •6 faculty indicated that they read and commented on 20-30 pages per writing student per class per term; •8 faculty indicated that they read and commented on 30-40 pages per writing student per class per term; •9 faculty indicated that they read and commented on over 40 pages per writing student per class per term. For details see attachment sent to Workload Taskforce email.

1 The difficulty in planning breaks between classes, especially on MWF classes as mentioned above

1 The impinging issue affecting workload in the dance program is the open position (since 2006). Temporary "band aids" have been put into place, including assigning an administrative release for one of our part-time instructors. This solution proved to be marginally successful and relieving a portion of the load.

1 The practice of assigning a “discounted” number of TLCs to laboratory credits in the science courses should be reconsidered. It is uneven amongst institutions nationally, ranging from 0.5 to 1.0 per lab credit. It presupposes that instructors are not preparing for labs, interacting with students as much, or grading as much student work as a typical “lecture” credit. This is simply not true in traditional lab instruction models, and really fails to take into account the change to “studio” methods of instructional delivery in STEM classes. For an example of a studio geoscience course, please explore the web site

<https://serc.carleton.edu/introgeo/studio/index.html> For an example of studio courses in physics, please see this article from the New York Times:

[http://www.nytimes.com/2009/01/13/us/13physics.html?\\_r=2&pagewanted=all&](http://www.nytimes.com/2009/01/13/us/13physics.html?_r=2&pagewanted=all&)

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<https://serc.carleton.edu/introgeo/studio/index.html> For an example of studio courses in physics, please see this article from the New York Times:

[http://www.nytimes.com/2009/01/13/us/13physics.html?\\_r=2&pagewanted=all&](http://www.nytimes.com/2009/01/13/us/13physics.html?_r=2&pagewanted=all&)

1 Vacancies significantly impact workload. The number of disciplines within the program that require a lead is great (Reading, Writing, Effective Learning, Math, Study Skills, courses for ELL students); the number of leads exceeds number of contracted faculty such that many must serve as lead for multiple disciplines and multiple courses. The nature of developmental education and course sequences

requires that faculty collaborate and coordinate with a large number of other programs and services including LLC, Math, Career Tech programs, ESL, ABSE, Testing, Accessibility Resources, Women in Transition, High School Connections and so on, all of which places a significant demand on contracted faculty members' time, which is exacerbated by the decreasing number of contracted faculty – there are now only 3.67 FTE contracted faculty members with 4.33 FTE vacant.

Additional required responsibilities include representation and service on a variety of committees and work groups including, but not limited to Statewide Dev Ed redesign, Program Review, Achieving the Dream, governance participation, Reading Apprenticeship, Learning Communities, hiring committees, and more. ALS does offer some linked classes that are assigned together because they are co-requisites with the same instructor and students, and the curriculum is integrated, so we treat these as one class when assigning part-time faculty. This does not impact how workload is calculated but does impact how classes are assigned and how the annual round-up is applied for part-time faculty in cases of linked classes.

**17. Please identify any faculty workloads in your division/department that you believe may be in excess of the Article 35.1 standards. Please describe.**

**# Response**

1 5 classes and 5 preps, in addition to concert production, advising, class scheduling, curriculum design, outreach and a myriad of lead faculty duties is in excess...it is too much for one person to bear. The vacancy is the issue. A more comprehensive list of program work, in addition to teaching, can be made available if necessary. Thank you!

1 a

1 ABSE faculty have submitted an informal workload resolution document to ABSE Dean. It's with VPs office now.

1 ALS offers the courses immediately preceding those in the writing sequence offered by LLC; however, ALS' writing courses are not consistent with contract language for writing courses. Also, see response to question above as it pertains to non-teaching work.

1 Between divisions, are contracted faculty overloads determined by term or annual FTE?

1 Chemistry doesn't fit into Article 35.1 because of the variation in the number of credits of our classes. Some terms chemistry faculty may have up to 21 contact hours, other terms three classes will meet for less than 18 contact hours. Some classes historically have fewer than 24 students per section, others are over-enrolled. Some terms chemistry faculty teach two courses with varying contact hours.

1 Class preparations are not clearly defined across programs, and College-wide programs in general

1 DH Faculty workloads are in excess of Article 35.1 as assigned and compensated since the college has not honored a previous agreement with faculty on compensation for the LCSC students in the past two academic years. The LCSC partnership has had faculty compensated for the distance education program in a separate compensation process. As long as this separate process continues then the faculty are not in excess of the workload. It has taken over two years to have DH faculty compensated for LCSC instruction that the program faculty workload

agreed to by the college in 2008 for years 2013-14 and 2014-15. This is an issue that needs review. LCC has benefited from the exceptionally implemented LCSC partnership. Tuition and unspent fees have remained in the LCC budget annually. Faculty have completed the LCC/LCSC contract obligations and wish to negotiate compensation for an additional cohort of 6 students per year at the LCSC site.

1 English faculty find that the MOA, "Workload, Class Cancellation, and Enrollment Capacity," pushes faculty workload in excess of Article 35.1's standards.

1 I'm not familiar with this article. I know that due to the weight of my assignment (I believe this may be true for some of my counterparts) that I consistently work above and beyond what I have reported are the expectations because of my concerns regarding what would happen should I not.

1 In terms of context, per 14, Physics workloads are too high. In general, in science, the level of active engagement in lab work no longer justifies less TLC's per credit than lecture TLCs. Increasingly, this is being recognized across the country. The standards have remained the same without recognition of this fact.

1 Liz works .75 and prioritizes her work to fit into the .75 expectation. (She also works for Faculty Professional Development in another capacity -- as Faculty Connections Coordinator)

1 Majors' courses (200 level biology classes) require more workload than non-majors classes - the 100 level biology (in regard to course prep, assessment and grading)

5 N/A

3 na

14 none

1 none identified. This survey doesn't seem relevant to Library faculty.

1 None noted

1 none that I am aware of

1 None that I am aware of.

1 not aware of any

1 Please note I cannot answer question 9 TRUTHFULLY (but I had to insert a number because the survey would not submit without a selection. The credit hours taught/year vary by each major discipline. See the annual totals I supplied in question 8.

1 Please review attachment regarding Ethnic Studies.

1 Science is unique in splitting out "majors" from general education students ("non-majors"). Faculty assigned to 200-level courses teach content and skills and assess student work at a higher level than 100-level courses. Faculty who voluntarily create or modify a course to qualify for Honors credits take on similar challenges as the majors instructors.

1 See # 13 above, I also don't think that a FT faculty online load should be compensated the same as an on campus full time load, it doesn't take into consideration of the amount of face time and energy it takes to deal with students and usually it means no other work for the college is done by the online only faculty, this to me is not fair and it having a negative impact on the college in numerous ways, not just in this division.

1 See above

1 There is no clear understanding of work load outside the classroom with regards to

coordinating a program, community outreach and student services

- 1 With maximum class sizes above 30 in our division, faculty sometimes have more than 450 weekly student contact hours in a term, or more than 1350 weekly student contact hours in a year. This is beyond the Social Science contractual guidelines for weekly student contact hours.

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