



# SADDLEBACK COLLEGE

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## Department Chair Handbook 2011-2012

# Department Chair Handbook

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## SADDLEBACK COLLEGE VISION, MISSION STATEMENT, AND GOALS

### *Our Vision:*

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

### *Our Mission:*

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

### *Our Values:*

Saddleback College embraces:

- **Commitment** -- We commit to fulfilling our mission to serve the south Orange County community.
- **Excellence** -- We dedicate ourselves to excellence in academics, student support, and community service.
- **Collegiality** -- We foster a climate of integrity, honesty, and respect.
- **Success** -- We place our highest priority on student learning and delivering comprehensive support for student success.
- **Partnership** -- We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.
- **Innovation** -- We anticipate and welcome change by encouraging innovation and creativity.
- **Academic Freedom** -- We endorse academic freedom and the open exchange of ideas.
- **Sustainability** -- We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.
- **Inclusiveness** -- We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.
- **Global Awareness** -- We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

Office of Instruction  
2011-2012

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# Department Chair

*The Department Chair should seek to foster an environment in which a quality educational program can be developed and delivered for students and in which the faculty member is able to teach and to perform duties well.*

## General Responsibilities

The Department Chair is an administrative position which reports to the Division Dean and will fulfill all of the legal requirements of the District for employment, credentialing, and performance duties. The Department Chair's duties and responsibilities are:

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**DUTIES AND  
RESPONSIBILITIES**

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- Drafts a schedule of classes for each semester and summer for the Dean's approval.
- Recommends staffing for all class sections.
- Monitors class enrollments and makes recommendations for closing or opening class sections.
- Processes the recruitment, paper screening, and interviewing of candidates for associate faculty employment.
- Conducts evaluations of associate faculty.
- Takes responsibility for and works with department faculty in curriculum development and revisions.
- Implements the procedures for textbook approval and adoption.
- Supervises, when appropriate as determined by the Dean, support staff assigned to the department and provides input into their evaluations.

- Organizes and conducts program advisory committee meetings as appropriate.
- Assists in the recommendation and purchasing of instructional materials, supplies, and equipment.
- Identifies problems, and works with the Division/School Dean to initiate work orders for facilities and equipment, etc.
- Locates possible funding sources for program development and operation.
- Addresses the interest, suggestions, and concerns of faculty and staff.
- Makes suggestions for the improvement of the classroom learning environment and instructional technologies.
- Plans and conducts meetings with minutes.
- Prepares bulletins and other communications designed to keep faculty and staff informed. Represents the department and division interests on committees.
- Provides student advisement regarding major and career information.
- Participates in program review and accreditation activities.
- Monitors and responds to violations of professional ethical standards.
- Deals with faculty, staff, and student complaints.
- Meets and confers with visitors.
- Encourages faculty and staff participation in community, civic, service, and social organizations.
- Performs evening and Saturday Dean responsibilities.
- Participates in outreach and recruitment activities.
- Performs a variety of other duties as may be assigned by the appropriate administrator.
- Prepares written reports and other communications relating to program needs, activities, and outcomes.

# **GUIDELINES FOR SELECTING DEPARTMENT CHAIR**

Department Chairs serve a contract period of ten months. These are additional academic duty assignments for an academic year. In April of the spring semester, the selection procedures detailed in this section will be used to select Chairs for the next academic year.

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**SELECTION  
PROCESS**

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The Division Dean will request applications for the Department Chair positions approved for the Division. As a vehicle to assist the Dean in his/her right of assignment, the following operations for the selection of Department Chair will be used.

## **Multiple Applicants**

When there are multiple applications for a Department Chair position, either of the following two options shall be used, at the discretion of the Division Dean:

### **OPTION 1**

The Division Dean will form an interviewing committee that will include faculty from the relevant department. The committee shall be formed with the following representation:

- Division Dean
- Up to three full-time faculty members selected by the department
- One associate faculty member (when associate faculty are utilized on a regular basis)
- One classified staff member, if appropriate, at the discretion of the Division Dean.

### **OPTION 2**

The final candidate for the Department Chair position will be selected by a simple majority in a department-wide ballot of full-time faculty. Additionally, the Division Dean will solicit associate faculty and/or related full-time department faculty, and/or classified staff input and recommendations for these positions, wherever possible, particularly in situations where there is only one full-time faculty member in the department.

## **Single Applicant**

When there is only one applicant for a Department Chair position, the process described in Option 2 above will be utilized.

## **No Applicants**

When there are no applicants, the Division Dean may appoint the Department Chair with the approval of the appropriate Vice President.

## **Appointment**

Following the selection of a candidate for a Department Chair position, using any of the above options, the Vice President for Instruction/Student Services, in consultation with the Division Dean, will confirm or deny the appointment of the recommended candidate.

# SCHEDULING GUIDELINES

*While the department as a whole has input into the department schedule, it is the right and exclusive responsibility of administration to assign each faculty member's teaching load.*

## Faculty Workload

For the purposes of determining workload, a "contact hour" shall be defined as fifty minutes (50) of a sixty-minute (60) scheduled classroom activity. Hence, a class that is scheduled from 8:00 a.m. to 9:00 a.m. would actually meet from 8:00 to 8:50. A class that is scheduled from 8:00 to 9:30 would meet from 8:00 to 9:15.

The normal workload for full-time faculty shall be 30 lecture hour equivalents (LHE) per year (averaging fifteen LHEs per semester). When necessary, an instructor may be assigned up to thirty-two LHE per year only when it is impossible to obtain 30 LHE per year. It is imperative that each department chair carefully calculates each faculty member's load to determine that the yearly load is 30 LHE. When it is *impossible* to achieve exactly 30 LHE, the instructor will be compensated for those hours above 30 (but, not above 32) in OSH.

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**FULL-TIME  
FACULTY**

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### Contract Load

Each full-time faculty member's assignment is predicated on a 36-hour workweek each semester. All full-time faculty members are responsible for 5 weekly office hours, as well as 1 weekly college service hour. The distribution of the remaining 30 hours is dependent upon the type of activity to which the faculty member is assigned. There are three distinct types of teaching activities that occur within the District: lecture, formally organized laboratory instruction, and tutorial and guidance instruction.

### LECTURE INSTRUCTION

For each lecture semester hour (LHE) that a faculty member receives toward load, the faculty member is involved with 1 contact hour and 1 hour of preparation time. Teaching all lecture classes as load would mean that each semester, a faculty member would have 15

contact hours per week, 15 hours of preparation time per week, 5 weekly office hours, and 1 weekly college service hour.

### **FORMALLY ORGANIZED LABORATORY INSTRUCTION**

A class section is designated as a "formally organized lab" if it is:

- attached to a lecture section that is part of a single course,
- provides information or experience the learning of which is an explicit part of the requirements a student must meet to complete the course,
- obligates the enrolled student to attend on a regularly scheduled basis for a specified duration, and
- functions under the direction of a specified faculty member.

A full-time faculty member who is teaching a formally organized laboratory gets 1 LHE credit assignment if the laboratory is in the following disciplines: biology, physics, chemistry, and nursing. All other laboratory assignments are 5/6 of an LHE credit.

### **TUTORIAL AND GUIDANCE INSTRUCTION**

Instruction that is neither lecture nor formally organized laboratory instruction is tutorial or guidance instruction. Such instruction is normally

- sporadic,
- unscheduled, and
- of an individual rather than group nature.

Standard examples of tutorial and guidance instruction include counseling, librarian work, learning center instruction, and other instructional activities that clearly and unambiguously fall outside the specifications for lecture or formal lab instruction.

Full-time counselors, librarians, and learning center instructors have two contact hours for one LHE. A standard load would be 30 contact hours per week, 5 weekly office hours, and 1 weekly college service hour.

### **Overload**

Provisions must be made to allow full-time faculty the right to teach overload classes up to 10 OSH or one class section, whichever is greater. Full-time academic employees may work "overload" only when they accept semester hour teaching assignments above and beyond those to which they are contractually obligated during the specified length of the contract. A full-time academic employee works "overload" only if:

- the duties performed are of a normal and regular teaching nature,
- the duties are assigned only following the full consent of the individual faculty member, and
- the duties are performed only within the specified limits of an individual's contract.

All overload assignments are made on a semester hour basis.

No one, including department chairs, may teach more than 10 OSH overload without first submitting a written request during the previous semester to the Office of Instruction. This paperwork must be submitted before the deadline established by the Office of Instruction and should be for extraordinary reasons. This limit does not include large lecture courses.

### **Number of Preparations**

No faculty member shall be required to teach more than 3 different preparations although the faculty member may choose to do so.

### **Large Lecture**

No faculty member shall be compelled to teach in excess of forty-five students unless he/she wishes to do so and consents. In the event an instructor chooses to accept a request to teach large classes, he/she may be compensated based upon the student enrollment figures determined as of the last day students can register without the instructors' permission. Only those classes designated as a large class by the Office of Instruction will be subject to such designation.

### **Extra-compensation**

The South Orange County Community College District Master Agreement clearly states that:

*“Faculty members may accept additional duties and responsibilities in a specific activity including but not limited to chairing, directing, or coordinating.”*

At present, the college compensates those engaged in extra-contractual duties in one of the following manners:

### **THREE-FOR-ONE OSH PROJECTS**

With this type of overload assignment, a faculty member works three hours per week per semester for every one OSH compensation. Three-for-one projects are generally used for a non-recurring activity project, product or a professional development activity of limited duration.

### **STIPENDS**

Stipends are computed on an individual basis for non-recurring work and are based on a service to the college.

### **REASSIGNED TIME**

Reassigned time is computed as LHE reassigned from teaching duties to other college duties. One LHE is equal to one-fifteenth of a semester's full-time faculty load. Reassigned time is granted by approval of the Chancellor upon recommendation from the College President.

It is recognized that two distinct types of activities occur:

1. Activities supported by general (unrestricted) funds
2. Activities supported by categorical (restricted) funds

Activities supported by unrestricted funds are most commonly institutional in scope. They typically involve part-time administrative assignments, committee assignments, and college projects. At present, the method of appointment of individuals to such positions varies.

In order to select the best person for a given task in as an equitable fashion as possible, it is recommended that the following procedure be followed:

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**ASSOCIATE  
FACULTY**

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After all full-time contractual obligations have been met as well as consideration given to requests for overload from full-time faculty; associate faculty may be hired to teach the remaining unscheduled classes. As you hire associate faculty please keep the following provisions in mind:

### **Load Limits**

Associate faculty cannot be assigned more than 67% of the equivalent full-time load. Therefore, as a rule, associate faculty are limited to 10 OSH. This limit, however, can vary depending upon the nature of the part-time assignment. Since a associate faculty member is paid for each contact hour only (without compensation for preparation time), the 67% is calculated on the full-time contact hour. Therefore, the three types of instruction will produce different hours for part-timers performing the different types of work.

### **LECTURE INSTRUCTION**

A full-time instructor member, who teaches all lecture courses, has 15 contact hours. Sixty-seven percent of 15 hours gives us the 10 OSH (67%) limit for those part-time instructors teaching lecture courses.

### **FORMALLY ORGANIZED LABORATORY INSTRUCTION**

A full-time instructor teaching formalized laboratory courses has 18 contact hours. Sixty-seven percent of 18 is 12 OSH. Hence, a part-timer teaching only formally organized laboratory course can be assigned 12 OSH.

### **TUTORIAL AND GUIDANCE INSTRUCTION**

A full-time instructor, who works in a learning center, is a librarian, or counselor has 30 contact hours, (sixty-seven percent of 30 is 20 hours). Therefore, a part-time instructor who works in a learning center, is a librarian, or is a non-teaching counselor can work 20 hours. The following table summarizes these differences.

### INSTRUCTIONAL ACTIVITY

	Lecture	Laboratory*	Tutorial/Guidance
Full-time Contact Hours	15 Hours (15 LHE)	18 Hours (15 LHE)	30 Hours (15 LHE)
Part-Time OSH	10 OSH	12 OSH	20 OSH

Some part-time faculty are given a teaching assignment that is a combination of lecture, laboratory, and/or tutorial/guidance activity. The following procedure should be used to determine the percent of full-time load when such a load is assigned:

1. Calculate the percent of lecture assignment ( $\# \text{OSH} \div 15$ )
2. Calculate the percent of laboratory assignment ( $\# \text{OSH} \div 18$ )
3. Calculate the percent of tutorial/guidance assignment ( $\# \text{OSH} \div 30$ )
4. Sum the percent of each type of load. The total should be 67% or less.

Part-time faculty may exceed the 67% limit only for unforeseen extenuating circumstances such as the death or sudden illness o

f another instructor and then only once in three years (six primary terms). All requests to exceed the part-time limit must have approval of the Vice President for Instruction, the College President, and the Office of Human Resources.

### Number of Preparations

No faculty member shall be required to teach more than 3 different preparations although the faculty member may choose to do so if he/she consents.

### Large Lecture

No faculty member shall be compelled to teach in excess of forty-five students unless he/she consents. In the event an instructor chooses to accept a request to teach large classes, he/she shall be compensated based upon the student enrollment figures determined as of the last day students can register without the instructors' permission. Only those classes designated as a large class by the Office of Instruction will be subject to such designation.

### Stipends

Stipends are paid for non-classroom activities such as department chair (full-time faculty only), a non-recurring project, or a professional development activity of limited duration. Department chair stipends are computed by a formula as specified in the 2010-2014 Master Agreement. All other stipends are computed at a specified hourly rate for a specific number of hours. Stipends are a college-based determination that is granted by approval of the College President upon recommendation from the appropriate Vice President.

# **Associate Faculty Hiring Procedures**

Associate faculty hiring should follow the same basic format as full-time hiring procedures. Committees should be formed to conduct formal interviews and committee members should agree to questions ahead of time. Associate faculty should be informed as soon as possible of the outcome of the interview.

Once an associate faculty member has been hired, he/she should follow the hiring guidelines that include filing paperwork with Human Resources. Remember too, that each new associate faculty member needs to be evaluated his/her first semester.

## **OSH Allocation**

The number of OSH available to your department for the year includes fall and spring (regular term). A special allotment is determined for the summer session. Your regular term allotment is all of the OSH available to you for scheduling your yearly program (beyond full-time faculty loads). In consultation with your Division Dean, you will determine how much OSH will be used for the fall and how much will be used for spring. Remember that the OSH allocation must cover all hours including lectures, labs, learning centers, and large lecture beyond the full-time faculty loads.

## **FTES Targets**

Consider your division's FTES target as you build your schedule. You are responsible for building a schedule that accommodates a certain number of students for a certain number of hours each week (WSCH). Small classes that are important to your programs may be proposed at your discretion, however, keep your FTES target in mind. You are wise to compensate by off-setting the lower enrolled courses with large enrolled courses since you will be held accountable for your FTES target.

Some departments prefer to over schedule slightly. If you choose to over schedule, be sure to check your daily enrollment figures so that you can cancel your low enrolled classes before classes start. To allow a class that will most likely be canceled to continue to fill does a disservice to students.

## **General Scheduling Guidelines**

1. Check with your Division Dean to assure that your proposed schedule is within your department's OSH allocation.
2. Scheduled classes should adhere to the pre-established class time blocks which are:

### **Day Classes (Monday – Thursday)**

6:00 am – 7:20 am  
7:30 am – 8:50 am  
9:00 am – 10:20 am  
10:30 am – 11:50 am  
12 noon – 1:20 pm  
1:30 pm – 2:50 pm

*Key times that should not be crossed are at 9:00 am, 10:30 am, and 12 noon  
One-hour classes should adhere to above start times*

### **Day Classes (Friday Only)**

9:00 am – 11:50 am  
12 noon – 2:50 pm

### **Evening Classes (Monday – Friday)**

5:30 pm – 6:50 pm  
7:00 pm – 9:50 pm  
6:00 pm – 8:50 pm (off campus only)

### **Weekend Classes (Saturday and Sunday)**

7:30 am – 10:20 am  
10:30 am – 1:20 pm

*No weekend class should be scheduled beyond 2 pm without permission from the Office of Instruction*

### **One-day only classes (Other than Friday)**

*Should not be scheduled in the morning on Monday through Thursday but, may begin anytime after 12 noon daily.*

3. Friday evening classes should end at or before 10:00 pm
4. Saturday and Sunday classes should begin and end between 6:30 am and 4:00 pm. Classes at off-campus sites (except for Emeritus Institute and Nursing) should be scheduled in consultation with the Office of Instruction.

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**SUMMER**

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1. Check with your Division Dean to assure that your proposed schedule is within the OSH allocation granted to your division.
2. All classes should begin on one of the start dates specified by the Office of Instruction and extend for either 6 or 8 weeks. Classes that require a shorter period should begin on one of the start dates and should have an end date that has been reviewed and approved by the Office of Instruction.

**Day Classes (Monday – Thursday)**

8:00 am  
10:00 am  
12 noon

*The above times need to serve as **common start and stop times**, thus maximizing space and allowing students to take more than one class.*

*Classes that have unusual hours associated with them should start at either the 10 am or 12 noon start times.*

**Evening classes (Monday – Thursday)**

*Evening classes should start at 6 pm and are best scheduled 2 nights a week in appropriate time blocks.*

**Friday Evening and Weekend Classes**

*Classes should **not** be scheduled on Friday or weekends without prior approval from the Office of Instruction.*

3. Any deviations from the above guidelines must be reviewed and approved by the Office of Instruction.

## GLOSSARY OF TERMS

### AM

AM refers to any class starting before 4:00 PM.

### Average Contract Cost

Average cost of all Full time faculty contract or load hours. Average cost or workload rate is based on District-wide data and can vary from \$800-\$2,000 depending on the term (summer cost is higher), faculty hours scheduled and pay rates.

### Average OSH Cost

Average cost of all Part time faculty hours plus Full time faculty overload hours. Average cost or workload rate is based on District-wide data, estimated at approximately \$2,500 depending on the term, faculty hours scheduled and the pay rates.

### Budget Amount

Amount budgeted for this college or division for the fiscal year indicated. This data is from the Escape fiscal system general fund.

### Budget Encumbered

Amount encumbered for this college or division for the fiscal year indicated. Encumbered means that a requisition or purchase order has been created, but the funds have not actually been paid out yet. This data is from the Escape fiscal system.

### Budget Expended

Funds actually paid by this college or division for the fiscal year indicated. This data is from the Escape fiscal system.

### Budget Available

Amount of budget still available for this college or division for the fiscal year indicated. Amount available = [budget amount](#) - [encumbered](#) - [expended](#). This data is from the Escape fiscal system.

### Class Status

Class Status; Closed = C, Canceled = X, Not Open = N

### Class Status Date

Date that the Class Status was set.

### Cost Increase

Difference between the current term schedule and last years schedule.

Cost estimates are based on all faculty hours (WFCH) in the current schedule. Calculations are based on District-wide average workload rates derived from the prior year's actual expenditures.

Calculation:

$$[(\text{Current non-contract WFCH} - \text{Last years non-contract WFCH}) * \text{Average OSH cost}]$$
  
plus 
$$[(\text{Current Contract WFCH} - \text{Last years Contract WFCH}) * \text{Average contract cost}]$$

### Course

Course Identification from Curriculum. Made up of Course Department plus the course number, Example: Acct 1A, ART 20

### Course Capacity

Course Capacity: Maximum student capacity per contract or course (from the Curriculum system). This information is maintained through the curriculum process at each college.

### Days

Days the class section is scheduled to meet

**End Date**

End date of the class

**End Time**

End Time of the class

**Enrollment - Census**

Students registered as of the Census day for each individual class. Enrollments are calculated at the start of the census day.

**Enrollment - Current**

Students currently registered in a class. Enrollment reports reflect enrollments as of the end of the previous day.

**Enrollment - Estimate**

This estimate was set in curriculum as the average enrollment in a course over several terms. This estimate is displayed as divisions build the schedule of classes for each new term and should be manually updated for each new term. Many reports use these Estimated enrollments to project enrollment and productivity and will only be as accurate as this estimate. (If there is no data in curriculum and the divisions do not enter an estimate, the system uses 80% of maximum enrollment.)

**Enrollment - Projected or Reported**

This number of registered students varies according to the point in time that the reports are run:

As the schedule is built until the first day of class, this value is the [Estimated enrollment](#). From the first day of each class until the Census date, this value reflects the [Current enrollment](#). On the Census date for each individual class, the enrollment count is captured to reflect [Census enrollment](#). (Census data can be modified by the Admissions and Records dept. via backdated transactions)

**Enrollment - Maximum**

Maximum number of students who can register for this class. This value can be modified during registration.

**Enrollment per Section**

[Reported Enrollment](#) divided by the total number of [Sections](#).

Basis of the reported enrollment changes depending on the timing of the report.

**Enrollment per WFCH**

[Reported Enrollment](#) divided by [Total WFCH](#)

Basis of the Reported Enrollment changes depending on the timing of the report.

**FTEF**

Full Time Equivalent Faculty - One instructor teaching a full load = 1 FTEF

FTEF = LHE/15

LHE or Lecture Hour Equivalent is calculated by adding the following hours:

(Curriculum Lecture hours)  
+ (Curriculum Lab hours \* .833)  
+ (Curriculum Learning Center hours \*.5)  
+ (Class Large Lecture hours)

**FTES**

Full Time Equivalent Student

**FTES - Difference**

[Target FTES](#) (Full Time Equivalent Student) minus [Projected FTES](#)

**FTES - Percentage**

[FTES Difference](#) divided by [Target FTES](#)

### **FTES - Projected or Estimated**

Projected FTES (Full Time Equivalent Student) is an estimate based on the schedule for each college and the estimated enrollments for each class.

(Current [FTEF](#) \* last years [WSCH per FTEF](#)) = Estimated [WSCH](#)

Estimated WSCH \* 31.76 = Projected FTES

Actual FTES are updated as each term is completed and reported to the State Chancellor's Office three times each year.

### **FTES - Target**

Annual FTES (Full Time Equivalent Student) Targets are set for the colleges each year through the Budget Development process. This target is then split among each division by the Vice President of Instruction at each college. Annual FTES targets include the Summer, Fall and Spring terms combined.

### **Graded**

Total number of students graded in a specific course, division or college  
Includes grades of A, B, C, D, F, Credit and No credit

### **Grades - A**

Total number of students who received an A - Excellent, Grade Point Value = 4

### **Grades - Percent of A's**

Total number of students who received an A divided by total students graded (A, B, C, D, F, Credit and No Credit)

### **Grades - B**

Total number of students who received a B - Good, Grade Point Value = 3

### **Grades - Percent of B's**

Total number of students who received a B divided by total students graded (A, B, C, D, F, Credit and No Credit)

### **Grades - C**

Total number of students who received a C - Satisfactory, Grade Point Value = 2

### **Grades - Percent of C's**

Total number of students who received a C divided by total students graded (A, B, C, D, F, Credit and No Credit)

### **Grades - D**

Total number of students who received a D - Passing, Less than satisfactory, Grade Point Value = 1

### **Grades - Percent of D's**

Total number of students who received a D divided by total students graded (A, B, C, D, F, Credit and No Credit)

### **Grades - F**

Total number of students who received an F - Failing, Grade Point Value = 0

### **Grades - Percent of F's**

Total number of students who received an F divided by total students graded (A, B, C, D, F, Credit and No Credit)

### **Grades - Credit**

Total number of students who received a Credit grade - Credit is equivalent to an A, B or C; units are earned but not counted in the students GPA.

**Grades - Percent of Credit**

Total number of students who received a Credit divided by total students graded (A, B, C, D, F, Credit and No Credit)

**Grades - No Credit**

Total number of students who received a No Credit grade - No Credit is equivalent to D or F; no units are earned and are not counted in the students GPA.

**Grades - Percent of No Credit**

Total number of students who received a No Credit grade divided by total students graded (A, B, C, D, F, Credit and No Credit)

**Grades - Incomplete**

Total number of students who received an I - Incomplete academic work; not counted in GPA

**Grades - Percent of Incomplete**

Total number of students who received an I divided by total students graded (A, B, C, D, F, Credit and No Credit)

**Grades - In Progress**

Total number of students who received an IP - The class extends beyond the normal end of an academic term. The assignment of a grade must await the course completion; IP units are not counted in GPA

**Grades - Percent of In Progress**

Total number of students who received an IP divided by total students graded (A, B, C, D, F, Credit and No Credit)

**Grades - Withdrawal**

Total number of students who received a W - Withdrawal from a full term class between the end of the fourth week and 75% of a term (for full term classes); not counted in GPA.

**Grades - Drop**

Total number of students who dropped a full term class prior to the fourth week (or by the drop deadline).

**Grades - Report Delayed**

Total number of students who received an RD - The instructor had not reported the student grades at the time this report was run.

**Grades - No grade indicated**

Total number of students who did not receive any grade notation. (Includes students enrolled in non-credit classes).

**Grades - Percent Completed**

Total percent of students who completed a course with an A, B, C or Credit grade divided by total students graded (A, B, C, D, F, Credit and No Credit).

**Grades - Percent Change in Enrollment from Census to End of Term**

(Census Enrollment minus End of Term Enrollment) divided by Census Enrollment.

**Large Lecture Date**

Date that class enrollment is counted for Large Lecture instructor pay.

## LEC LAB

Method of Class:

CAI	Computer-assisted Instruction
D-S	Discussion/Seminar
DIR	Directed Study
FLD	Field Trip, Excursion or Observation
L-D	Lecture/Discussion
L-L	Combination Lecture and Lab Instruction
LAB	Laboratory Instruction
LEC	Lecture
LRN	Learning Laboratory

MED Mediated Instruction:

M50	DE, Delayed interaction – (CAI) (CD-ROM)
M51	DE, 2-way interactive video & audio (SMART classroom)
M52	DE, 1-way video & 2-way audio
M53	DE, 2-way interactive audio only
M54	DE, other simultaneous interactive
M61	DE, text one-way
M62	DE, Audio 1-way (Radio)
M63	DE, Video 1-way (TV)
M64	DE, other 1-way medium (Teleweb-TV w/blackboard component)
M72	DE, Internet-based Delayed Interactive (all Internet)
M73	Hybrid (Internet & classroom)

NPR	Newspaper Course
OIS	Other Independent Study
OTH	Other Method
RAD	Radio Course
TV	Primarily Television Instruction
WE	Work Experience with Educational Value

## LHE

Lecture Hour Equivalent based on Curriculum values

Calculated by adding the following:

(Curriculum Lecture hours)  
+ (Curriculum Lab hours \* .833)  
+ (Curriculum Learning Center hours \*.5)  
+ (Class Large Lecture hours)

## This Class is NOT on the Summary Reports

An "N" in this column indicates that this section is NOT included in the Summary Reports.

This class is one or more of the following:

- Independent Study (Except RAD or MED)
- Work Experience
- Canceled
- Industry or Grant Funded
- Cosmetology
- Tutoring 300 or 301

**OSH**

One Semester Hour

This term is unique to SOCCCD and refers to all Full time Faculty teaching overload hours and Part time Faculty hours of instruction. This is sometimes referred to as a dollar amount, but is actually 16.6 hours of instruction.

**OSH Allocated**

Estimate of the [OSH](#) per term/year scheduled at this point in time by each division/college. Estimated by adding (Overload WFCH) + (Part time WFCH) + (Large Lecture WFCH) + (Exception - or timesheet WFCH) scheduled for each term.

**OSH Available**

Number of [OSH](#) remaining per term/year. (OSH Target - OSH allocated = OSH available)

**OSH Cost - Estimated**

$(\text{Total WFCH} - \text{Contract WFCH}) * \text{Average OSH cost}$

**OSH Target**

Each college has a specific budget amount or number of [OSH](#) available per term/year. This OSH target is the number of hours allocated to each division by the Vice President of Instruction at each college.

PM

PM refers to any class starting from 4:00 PM to midnight.

**Part time hourly**

Part time temporary staff who are employed on an hourly basis. Object code = 2383

**Percent Closed**

Total Number of sections that are currently Closed, divided by the total number of Sections Scheduled.

**Percent Full**

Total number of [Current enrollments](#) divided by seats available ([Room Capacity](#))

**Primary Instructor**

Primary Instructor Name

**Productivity Change - Estimated**

Based on [WSCH per FTEF](#) estimate for the current year (Weekly Student Contact Hours divided by Full Time Equivalent Faculty) (Current WSCH per FTEF minus last years WSCH per FTEF) divided by last years actual WSCH per FTEF)

**Program Based Funding**

This is the Program Based Funding reimbursement rate for credit and non-credit course offerings. Credit revenue estimate is around \$3,200 and Non credit (Emeritus) estimate is \$1,600.

**Revenue Increase**

Change in revenue based on comparing the current schedule to last years schedule. Current Estimated [WSCH](#) - last years WSCH divided by 31.76 = FTES growth.

FTES growth \* [PBF rate](#) = revenue generated by increase (or decrease) in current WSCH

**Room**

Room number for this class meeting.

**Room Capacity**

Maximum student capacity based on the physical size of the Room (data is from the Room Database)

### **Section**

A Section is an offering of a class for a specific semester. It can be comprised of: A single class (Ticket = 10095, 81090) or

Several classes with the same numeric CLSCODE and unique alpha suffixes.

Example: 20025A, 20025D and 20025G = 3 Tickets or 1 Section (20025)

### **Start Date**

Start date of this class

### **Start Time**

Start time of this class

### **Ticket**

A class offering with a unique CLSCODE

For example: Three tickets 20025A, 20025D, 20025G make up one section 20025.

These tickets meet at the same time, in the same class with the same instructor, but have different curriculum values (title, cat id#, etc.) and may even be offered in different divisions.

### **Title**

Course Title

### **WFCH**

Weekly Faculty Contact Hours - Number of hours of instruction per week.

### **WFCH - Contract**

Contract Load WFCH (Weekly Faculty Contact Hours) per Scheduling system. WFCH of full time or contract instructors teaching classes as part of their contract load.

### **WFCH - Lab**

Lab WFCH (Weekly Faculty Contact Hours) from Curriculum. These hours of the class are to be taught in Lab mode.

### **WFCH - Large Lecture**

Large Lecture WFCH (Weekly Faculty Contact Hours) scheduled in the Class file  
This data reflects WFCH of instructors teaching classes as large lecture and is calculated on classes flagged as large lecture eligible.

This WFCH for each class is based on estimated enrollment prior to the large lecture date, then actual enrollment on the large lecture date as of Fall 1996 and all future terms.

### **WFCH - Lecture**

Lecture WFCH (Weekly Faculty Contact Hours) from Curriculum. These hours of the class are to be taught in Lecture mode.

### **WFCH - Other**

Learning Center Lab WFCH (Weekly Faculty Contact Hours) from Curriculum. These hours of the class are to be taught in Learning Center mode.

### **WFCH - Exception or Timesheet hours**

EXCEPTION WFCH (Weekly Faculty Contact Hours) scheduled in the Class file

WFCH of instructors teaching classes on a time sheet.

WFCH is calculated on scheduled load values if assigned, if not, WFCH is estimated using curriculum load values.

### **WFCH - Overload**

Overload WFCH (Weekly Faculty Contact Hours) scheduled in the Class file.

WFCH of full time or contract instructors teaching classes as overload.

### **WFCH - Part Time**

Part-time WFCH (Weekly Faculty Contact Hours) scheduled in the Class file.

WFCH of Part time instructors teaching classes.

**WFCH - Total**

Total WFCH (Weekly Faculty Contact Hours) from Curriculum - Lecture, lab and learning center lab total.

Also includes Large lecture WFCH added to the curriculum value.

**WSCH**

Weekly Student Contact Hours - normalized hours a student attends class each week.

$WSCH = (\text{Current Enrollment}) * (\text{Total Curriculum WFCH (Weekly Faculty Contact Hours)})$

**WSCH - calculated for Productivity and Growth Estimates**

Weekly Student Contact Hours are the normalized hours a student attends class each week estimated by:

Current WSCH estimate is based on the assumption that the current term FTEF is stable and that the current WSCH per FTEF will remain the same as last year.

(Total current term [FTEF](#) \* last years [WSCH per FTEF](#) = Current WSCH estimate).

**WSCH - Reported**

Estimated Weekly Student Contact Hours based on [Reported Enrollment](#) which varies depending on the timing of the semester.

(Reported enrollment \* Total Curriculum WFCH)

**WSCH per FTEF**

Reported WSCH (Weekly Student Contact Hours) divided by TOTAL [FTEF](#) (Full Time Equivalent Faculty). The reported WSCH value will be calculated from estimates prior to classes starting, current enrollment after classes start, and census enrollment once the class reaches its census date.

**WSCH per FTEF - Credit Estimate**

[WSCH](#) (Weekly Student Contact Hours) Estimate for Credit classes only

**WSCH per FTEF - Difference**

[Projected WSCH per FTEF](#) minus [Target WSCH per FTEF](#)

**WSCH per FTEF - Non-Credit Estimate**

[WSCH](#) (Weekly Student Contact Hours) Estimate for Non-Credit classes only

**WSCH per FTEF - Percentage**

[WSCH per FTEF Difference](#) divided by [Target WSCH per FTEF](#)

**WSCH per FTEF - Projected or Reported**

[Reported WSCH](#) (Weekly Student Contact Hours) divided by TOTAL [FTEF](#) (Full Time Equivalent Faculty)

This value is calculated from the schedule built by each college. WSCH is calculated on [reported enrollments](#) which vary depending on the timing of the reports.

**WSCH per FTEF - Target**

This productivity target is set by the Vice President of Instruction for each division.

[WSCH](#) (Weekly Student Contact Hours) divided by TOTAL [FTEF](#) (Full Time Equivalent Faculty).

**WSCH Change - Estimated**

Change is WSCH based on comparing the current schedule to last year's schedule.

((Current [WSCH estimate](#) minus last years actual [WSCH](#)) divided by last years actual WSCH)

**Year**

Year of term being compared