

1st CoSEA Workload Procedure Meeting, June 20, 2013

PRESENT: Blount, Cooper, Donham, Fortenberry, Fox, Horton, Lyman-Henley, Wahrmund, Walton, Wang, Webster, Williams, Wilson.

Grady opened meeting by reviewing *charge to the committee* (below) and explaining some background *points to remember* (below). There was an extended discussion about the difference between credit-generating sections versus non-credit-generating sections. We have two types of non-credit-generating sections in CoSEA: developmental classes which do not count towards a university degree and laboratory activities attached to a primary lecture section. The new core curriculum will go into effect in the Fall 2014 term. We are projecting that most non-majors will opt out of their former lab activities. This led to a spirited discussion about the wisdom of offering courses for non-majors. Grady pointed out that none of the other colleges offer such classes (e.g. there is no “U.S. History for Non-History majors”, etc.).

Grady commented that the clause “or as specified by contract” had been omitted from the new TAMUC procedure due to a clerical error and will be reinstated. There was discussion about how to get such language in to the contract. Grady suggested specifying a deadline by which a non-tenure track faculty member would have to notify their chair, in writing, of their request for a load differing from the 30 workload hours/year stipulated in the new procedure.

There was a discussion about the difference between faculty workload and the weighting assigned to various activities in the annual evaluation instrument. Grady suggested that anyone requesting a non-standard workload should be required to weight that particular activity proportionately (e.g. One should not be able to request a research release and then not weight scholarly activity proportionately in their annual evaluation).

Aaron Cooper volunteered that he was serving on the Faculty Senate which recently passed the new TAMUC Faculty Workload procedure. He volunteered to serve as the lead author for the CoSEA procedure on the condition that Pamela Webster assist him with editorial input and oversight.

The deadline for production of this document is July 5, 2013 – two weeks from now.

Handout from meeting

Charge: Each college shall develop and maintain a published procedure for workload in the following areas:

- 3.2.1 Honor’s Thesis Supervision
- 3.2.2 Master’s Thesis Supervision (including 595?)
- 3.2.3 Doctoral Dissertation Supervision
- 3.2.4 Independent Study
- 3.2.5 Laboratory Instruction

Points to remember: Science labs dropped from new *core curriculum* effective Fall 2014.
 All graduate hours now earn 33% bonus.
 Mandatory 1sch GAT training starting Fall 2013.
 New procedure calculates workload per academic year, NOT per semester.
 “or as specified by contract” reinserted into TAMUC Procedure.
 We have been using 0.67 factor for calculating lab workload.
 18-hour rules only applies to courses taught for academic credit.
 CoSEA practice restricts <18 hr GATs to 1000-level 0-credit courses.
Instructor of Record in Banner gets credit for the hours (double dipping).
 GAs of all flavors should be working 20 hours/week.
 GATs expected to split time 50/50 in lab instruction/prep & grading.

<u>Supervision Recommendation:</u>	<u># of GATs Supervised</u>	<u>Workload Credit</u>
	1 (10 hours teaching/week)	0.5
	2 (20 hours teaching/week)	1
	4 (40 hours teaching/week)	2
	6 (60 hours teaching/week)	3

Omitted Language:

The original section 2.1 was scaled to minimum class size to “make”.

	Semester	Credit Hours Equivalence
(5) Supervising Honor’s or Master’s thesis	1	0.20
(6) Supervising Doctoral dissertation or other terminal degree	1	0.33
(7) Undergraduate Independent Study	1	0.10
(8) Graduate Independent Study	1	0.20
(9) Laboratory and clinical instruction, music, ensemble, and studio art (per contact hour)	1	0.67
(10) Team teaching or practicum (proportional to responsibility)	-	-

Grady editorial: I suggest 1:1 workload credit for credit-generating free-standing labs taught by fulltime faculty up to 2 workload hours maximum per lab. What would be the net results of making all labs 1:1 up to 2 hours as an incentive to lower total lab time?