

HUMBOLDT STATE UNIVERSITY

OFFICE FOR ACADEMIC AFFAIRS

STANDARDS FOR ASSIGNMENT OF C-CLASSIFICATIONS

******DRAFT******

SECTION ONE: DESCRIPTIONS AND STANDARDS

PURPOSE:

These standards are general guidelines for classifying courses and assigning faculty workload credit (identified as the “K factor”) at Humboldt State University. They have been reviewed and reaffirmed periodically as university policy by the Academic Senate and the University administration. The most recent reaffirmation was in 1995.

NEED:

Why are standards necessary? Different modes of instruction and learning require different amounts of time and teaching resources. Students learning in laboratory require more time and supervision than students learning in a lecture class. Consequently laboratory instruction is longer and requires a smaller class size than the lecture instruction. Students learning in an activity course require less time (but more close coaching) than in a laboratory course. Consequently the activity course will be shorter, but the class size may be similar to the laboratory. Individual instruction otherwise termed (“supervised” or “s-factor”) is the most expensive, because it is a one-on-one learning mode, used sparingly. Institutions must have mechanisms for certifying the work involved in teaching. The mechanism must take into account all modes and levels of instruction.

FUNCTION:

The C-Classifications in this document constitute an accommodation between the faculty, who provide instruction, and the campus, which is accountable for measuring and projecting the expenditure of resources. Extensive use of the more costly modes of instruction can result in denying resources to other modes of instruction. The C-Classifications, having proven their value over decades in the allocation of academic work, have an essentially economic purpose, because they serve the necessary function of accounting for cost. The intent is not to control pedagogical decisions, but to establish the cost of those decisions in an environment subject to limitation and constraint.

APPLICATION:

The “K-factor” provides a numeric representation of the effect that assigning a certain C-Class will have on a faculty member’s work load. The “S-factor” does the same thing, but is used for assigning workload credit for individual instruction. Not all S-factor classifications are

used at HSU. For C-class courses, the work credit is measured in “Weighted Teaching Units” using a ratio to express the WTU relationship to the time in class each week. A K-factor of 1 will be allocated for a professor teaching a lecture seminar course. If the course meets three hours per week, the instructor is allocated three weighted teaching units. Laboratory and activity courses vary in their K-factor credit according to how the class is conducted. S-factor credit depends on time spent. S-48, a common individual category allocates .25 WTU per student, so 48 such students would constitute a full 12 WTU teaching assignment. S-36, a richer mode, would allow 36 supervised (one-on-one) students to count for a 12 WTU load.

ALLOCATION TO DISCIPLINES:

The classifications approved for disciplines appear in Section Two. These classifications have been judged appropriate and those judgments have been borne out by decades of use. Thus the assignments are appropriate and reliable, but are not without flexibility. Variance may be possible, with sufficient documentation and justification. Application for richer (more costly) classifications for a course will need particularly convincing justification.

AUDIT:

Because these classifications are used each semester to measure and report to the CSU Chancellor’s office the work of every faculty member, it is very advantageous for all faculty to become familiar with C-Classification assignments.

C-01 Large Lecture

K= 1.0; Meets 1 hr for 1 SCU and 1 WTU

Conducted primarily as lecture with class dynamics limited to student questions of lecturer. Evaluation includes one to three papers or examinations, including the final examination. Objective and machine-scored examinations are increasingly typical as class size reaches or exceeds the enrollment standard of 42.

Resource implications: Student assistants in preparation and evaluation justified when class size exceeds 50. Assigned time for faculty may be given for coordination of multiple discussion or laboratory sections associated with the lecture and 3.0 WTU's or graduate assistant if the enrollment exceeds 120.

C-02 Lecture-Discussion

K= 1.0; Meets 1 hr for 1 SCU and 1 WTU

Conducted as a combination of lecture and discussion. Class dynamics must emphasize responses to questions by instructor and exchanges between and among students, as well as between instructor and students. Evaluation includes at least two in-class papers and one outside paper. Frequent quizzes may be substituted for one in-class paper. Essay examinations and combinations of essay-objective examinations are typical in this lecture format, especially in those classes where the enrollment is well below the standard expected of C-2 courses.

Resource implications: Entire workload associated with preparation and evaluation of assignments is borne by the instructor. Priority for film and OE claims lower than for C-1, but higher than for C-3 or for courses in this category which routinely fill to capacity.

C-03 Lecture-Discussion [Composition-Counseling-Law Case Studies]

K= 1.0; Meets 1 hr for 1 SCU and 1 WTU

Conducted as a combination lecture, discussion, with special emphasis on composition, on personal counseling by the instructor, or on law case studies as a required part of the course. Evaluation includes at least four in-class exercises (such as papers or examinations) and at least four outside exercises or frequent homework.

Resource implications: Entire workload associated with preparation and evaluation will be borne by the instructor. Priority on claims for film and OE, for other than duplicating, lower than for C-2.

C-04 Lecture-Discussion-Quiz-Recitation

K= 1.0; Meets 1 hr for 1 SCU and 1 WTU

Conducted as a combination (in about equal proportions) of lecture, discussion, and analysis of student work or exercises in the form of problem sets, etc. in which the acquisition and practice of an extensive system of symbolic notation is a required part of the course. Evaluation includes at least three in-class exercises (such as papers, presentations, etc.), together with outside exercises or homework assignments for each class meeting. Essay examinations are typical of this lecture format. This classification is also to be used for discussion-quiz sections offered in conjunction with lecture modes of instruction.

Resource implications: Entire workload associated with preparation and evaluation will be borne by the instructor. Priority claims for film and OE lower than for C-3.

C-05 Seminar-Recitation

K= 1.0; Meets 1 hr for 1 SCU and 1 WTU

Conducted as a combination of lecture-discussion and of student presentations. Seminars are available only to undergraduate students who have completed upper division work appropriate for advanced study or to seniors majoring in the discipline or a related discipline, or to students admitted to a graduate program. Evaluation is based upon the quality of oral presentations and/or periodic written assignments.

Resource implications: Entire workload associated with preparation and evaluation will be borne by the instructor.

C-06 Clinical Processes

K= 1.0; Meets 1 hr for 1 SCU and 1 WTU

Conducted as clinical laboratory and designed to include such activities as observation, simulation, and testing. Evaluation is based upon quality of student participation.

C-07 Art-Natural Resources-Science Activity

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted as an activity, with demonstrations by the instructor and/or displays of material predominating over these activities being carried out by the students;

typically offered in association with a C-1 or C-2 lecture. Evaluation based upon quality of student participation, presentation, or quizzes.

Resource implications: Assigned time coordination available at 0.5 WTU each for each section beyond 2.

C-08 Education Workshop

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted as a workshop, activity or demonstration. Includes methods taught on an activity basis in education and subject areas. Evaluation based upon quality of student participation.

C-09 Music Activity [Large Group]

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted as a performance oriented large class in band, orchestra, or chorus. Evaluation based on quality of student performance.

C-10 Instrumental or Vocal Instruction

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted as a performance oriented small class in instruments or voice. Evaluation based upon quality of student performance.

C-11 Physical Education-Recreation Activity

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted as activity class in physical education or recreation. Evaluation based on quality of student participation.

C-12 Speech-Drama-Journalism Activity

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted as an activity class. Evaluation based upon quality of student participation.

C-13 Applied Techniques Laboratory

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted in the laboratory format, emphasizing arithmetic, mathematical, symbolic, photographic, or statistical work. Evaluation based upon completion and quality of assigned activities.

C-14 Remedial Instruction (EOP Only)

K= 1.3; Meets 2 hrs for 1 SCU and 1.3 WTU's

Conducted in laboratory format with supervised sequential student bench work or activity (either individually or in groups of four or fewer) focusing on skill and/or technique development. Evaluation based upon quizzes or laboratory practicum.

C-15 Applied Techniques Laboratory

K= 1.5; Meets 3 hrs for 1 SCU and 1.5 WTU's

Conducted in laboratory format. Supervised bench work or activity focusing on skill and/or technique development, especially those leading to one or more student products or projects. Evaluation based upon laboratory projects or products, notebooks, reports or laboratory practicum.

Resource implication: Assigned time for coordination available at 0.5 WTU each for each section beyond 2.

C-16 Science-Natural Resources Laboratory

K= 2.0; Meets 3 hrs for 1 SCU and 2 WTU's

Conducted in laboratory format. Supervised bench work or field investigation focusing on skill and/or technique development from which observations and inferences are to be drawn; group interpretation, evaluation, or critique of results. Introductory remarks limited to 10 minutes per hour. Evaluation based upon laboratory notebooks, reports and/or projects; quizzes or laboratory practicum.

Resource implications: Assigned time for coordination available at 0.5 WTU each for each section beyond 2.

C-17 Off Campus Clinic

K= 2.0; Meets 3 hrs for 1 SCU and 2 WTU's

Conducted as a demonstration or laboratory for clinical practice in off-campus facilities, but allowed only in those instances where specialized equipment or facilities are not present on the campus itself. Evaluation based upon student participation, quizzes or laboratory practicum.

C-18 Major Intercollegiate Sports

K= 6.0; Meets 3 hrs for 1 SCU and 6 WTU's

Conducted as activity in a major intercollegiate sport (football, basketball or track). Evaluation based upon quality of the student's participation.

Resource Implications: The sum of men's, women's, and coeducational sports not to exceed eight courses per year.

C-19 Minor Intercollegiate Sports

K= 3.0; Meets 3 hrs for 1 SCU and 3 WTU's

Conducted as an activity in a minor intercollegiate sport (all women's intercollegiate sports are classed as minor). Evaluation based upon the quality of student participation.

C-20 Production Courses-Workshops

K= 3.0; Meets 3 hrs for 1 SCU and 3 WTU's

Conducted as a production activity or workshop resulting in a major public performance, showing, or distribution.

C-21 Major Musical Performance

K= 3.0; Meets 3 hrs for 1 SCU and 3 WTU's

Conducted as a major performance group in band, chorus, or symphony. Evaluation based upon quality of student performance.

S-12 Supervised Instruction [Master of Social Work]

1 WTU per student

This category is restricted to supervised instruction in the Master of Social Work programs that requires of the instructor an intensity of supervision resulting in an average of three hours per week with each supervised student. Not all MSW supervised instruction falls into S-12; other general supervision categories may be used, as appropriate for the faculty workload involved.

S-24 Supervised Instruction [Practice Teaching]

.50 WTU per student (Not used at HSU)

This category is restricted to practice teaching instruction in credential programs that requires of the instructor an intensity of supervision resulting in an average of one and one-half hours per week with each supervised student. All practice teaching performed in a classroom under master teacher contract must use this category. Other practice teaching supervision may use any general supervision category, as appropriate for the faculty workload involved.

S-25 Supervised Instruction

.50 WTU per student

This category may be used for any supervision (except certain practice teaching instruction) that requires of the instructor an average of 1.5 hours per week of activity with each individual supervised student.

S-36 Supervised Instruction

.33 WTU per student

This category may be used for any non-restricted supervision that requires of the instructor an average of one hour per week of activity with each individual supervised student.

S-48 Supervised Instruction [Music Studio]

.25 WTU per student

This category is restricted to music studio instruction. Not all music studio instruction falls into S-48; other general supervision categories (S-25, S-36, S-50, S-60 and S-72) may be used as appropriate for workload involved.

S-50 Supervised Instruction

.25 WTU per student (Not used at HSU)

This category may be used for any non-restricted supervision that requires of the instructor an average of 45 minutes per week of activity with each individual supervised student.

S-60 Supervised Instruction

.15 WTU per student (Not used at HSU)

This category may be used for any non-restricted supervision that requires of the instructor an average of 36 minutes per week of activity with each individual supervised student.

S-72

Supervised Instruction

.10 WTU per student (Not used at HSU)

This category may be used for any non-restricted supervision that requires of the instructor an average of 30 minutes per week of activity with each individual supervised student.

ISSUED: 10/11/85

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