

## DEPARTMENT CHAIR MEETING

July 19, 2011

### MINUTES

#### PRESENT:

Colleen Jorgensen, Debra Nickell, Lori Burns, Pamela Mencher, Robert Brown, Candace Garrod, Julie Schneider, Wayne Caruolo, Terri Lukavitch, Rick Reeves, Barb Maher, Sherry Dewald, Niki Nolles, Meredith Hibit, Marty Calderone, Mike Smith, Rebecca Woulfe, Larry Snyder, Tom Harrop, Rita Stoffel

#### **Faculty Overloads**

Colleen passed out the current Red Rocks Community College Full-Time Instructional Faculty Workload Procedures

The discussion followed regarding the faculty overloads

#### **Under Overloads:**

If a faculty member is teaching an overload or receiving an overload contract for non-teaching duties, that adds to the forty hour week equivalent of two hours for each teaching hour (i.e., if someone is teaching a three credit overload, the expected work week would be a minimum of 46 hours). If a faculty member has spread the annual workload over three semesters or is otherwise teaching a non-traditional schedule, the weekly workload expectation will adjust accordingly. **See draft below**

#### **Teaching for Non-Salaried Compensation – DRAFT**

With prior mutual agreement with the appropriate dean, full-time faculty may teach a maximum of 8 credit hours per semester as an overload during the regular academic year, inclusive of non-credit bearing and non-teaching assignments. Overload credits are not counted as adjusted credit hours. Courses taught during non-contract times do not apply to the overload limit and are subject to part-time instructor limits. This includes courses taught between semesters, during spring and fall breaks, summer and off contract study abroad trips. Loads in excess of 8 credit hours require approval by the VPI. **Overload assignment may not be counted as part of the required 25 campus hours.**

## **SOI's**

We are currently transitioning the SOI's to Instructional Research. Summer classes will not be evaluated. Fall semester will be very limited.

It is recommended that the classes that should be evaluated:

- New full-time faculty classes
- New part-time instructors

## **Fall reporting of No-Shows**

About 30% of our classes were reported.

Fall semester under the grade screen

All full –time and part-time instructors. This is being lead by the Federal Government.

Census dates are available on SSB in Banner

## **OTHER**

August 4<sup>th</sup> 10-12 – D2L Training also during faculty work week