

January 25, 2008

To ESL Instructors: **Workload Report for the Week of Jan. 27 – Feb. 2, 2008**

AFA and the District are conducting a joint study of faculty workload for those faculty teaching “enhanced” noncredit courses, now called “Career Development and College Preparation” (CDCP) courses. These courses include ESL 712, 713, 714, 715, 716, 720 and 724. Our goal is to determine how much preparation, assessment, and outside-of-class student contact time is required to teach these courses, in addition to the time spent in scheduled class sessions. In order to do this, we are asking you to keep track of the time you spend in work related to teaching CDCP courses for one week. Instructions about what information to include and how to fill out the form are included on the Faculty Report, which is attached to this letter.

You are asked to report on all CDCP courses that you teach this semester, since each course may be scheduled for a different number of hours and, therefore, have different workload implications. Be sure to fill out the top of Side Two which asks for the following:

- The number of hours of CDCP instruction you provide that week
- The number of students enrolled in the course

The Faculty Report directs you to categorize your work according to the terms of the faculty job description in the AFA/District Contract. Since the number of hours of instruction are known, we are interested in learning about the time you spend in addition to your scheduled class sessions doing other work related to the course. The categories listed below will be used. They are defined on Side One of the Faculty Report. Please accurately record the time spent in each activity on Side Two of the Faculty Report using these categories:

- Preparation
- Student assessment
- Student contact

Thank you for your participation in this workload study, which is very important as it could impact the way the District understands workload for CDCP courses and could positively impact the pay structure for those courses starting in 2008-09. The completed Faculty Report is due back to the AFA Office on Monday, February 4th. Reports can be sent via campus mail or the U.S. postal service using the enclosed postage-paid envelope, or dropped off in person between the hours of 8:00 a.m. and 3:00 p.m.

If you have questions, please contact the AFA office at (707) 527-4731.

AFA Negotiating Team  
District Negotiating Team

## Workload Study for Career Development & College Preparation (CDCP) Courses (Jan.27-Feb.2, 2008)

### FACULTY REPORT – Side 1 *complete both sides*

Please read the cover letter before completing the Report.

**YOUR PARTICIPATION:** Please complete the report form ON THE BACK OF THIS SHEET OF PAPER by recording the amount of time you spend each day of the week, for the week identified above, in work related to the CDCP course and students in that course (including ESL 712, 713, 714, 715, 716, 720, and 724). Please also answer the questions at the bottom of this page before returning it to AFA. This report should be returned on Monday, February 4<sup>th</sup>. You are not required to put your name on this report. Thank you for your thoughtful completion of this report. Please read the Instructions below before you begin.

**INSTRUCTIONS:** Common work activities have been assigned to job description categories (see below). Report your work using these categories. WORK SHOULD BE REPORTED ONLY IF IT OCCURS OUTSIDE OF THE SCHEDULED CLASS SESSION, because you are already paid for the entire period the class is scheduled to meet. For example, pay for a 7-10 am class is for 3 full hours, though the instructional portion of each hour is only 50 minutes. Any time spent during the scheduled class period is accounted for, and paid for, as part of the scheduled class session. Please use CATEGORY definitions below to complete this report.

#### **CATEGORY: Preparation:**

**Instructional:** Time spent (outside of scheduled class sessions) preparing for work with students during the scheduled class sessions. Preparation includes designing handouts, writing lecture outlines, organizing activities, designing assessments, etc. (including copying) for use in a scheduled class session.

**Course or classroom:** Time spent (outside of scheduled class sessions) preparing in general for work related to the whole course (as opposed to a class session), such as documenting positive attendance or making sure the teaching space is properly prepared for the instructional session.

**CATEGORY: Assessment:** Time spent (outside of scheduled class sessions) assessing the work of students. Assessment includes time spent evaluating the work of students and preparing reports regarding that work.

**CATEGORY: Student Consultation:** Time spent (outside of scheduled class sessions) in direct contact with students, by one of two modes: 1) in person during scheduled consultation times, although could occur at other times (not during scheduled class sessions); or 2) by email and/or text messaging (TM) and/or by phone. Please report time according to mode of student contact. Student consultation includes discussing student performance, providing aid to students, responding to student questions and concerns, providing academic counseling and information about the workings of SRJC.

1. \_\_\_\_\_ How much time, if any, did you spend preparing for this course at the beginning of the semester (for example, organizing course materials and preparing a syllabus)?
2. \_\_\_\_\_ How much time, if any, do you estimate you will spend during the semester helping students to enroll?
3. \_\_\_\_\_ How much time, if any, do you estimate you will spend during the semester participating in the book consignment program? (Include travel if you do not teach at the Santa Rosa campus.)
4. \_\_\_\_\_ How much time, if any, do you anticipate spending at the end of this course to prepare student advancement information?
5. \_\_\_\_\_ How much time, if any, do you anticipate spending at the end of the course to prepare positive attendance records?
6. In the space below identify any work-related elements that you think are significant for teaching the CDCP course and understanding your workload.

Time reporting form on the other side.

**FACULTY REPORT FOR WEEK OF JAN. 27 – FEB. 2, 2008: Side 2 (complete both sides)**

Hours taught **ESL 712**: \_\_\_\_\_ # students: \_\_\_\_\_ Hours taught **ESL 713**: \_\_\_\_\_ # students: \_\_\_\_\_  
 Hours taught **ESL 714**: \_\_\_\_\_ # students: \_\_\_\_\_ Hours taught **ESL 715**: \_\_\_\_\_ # students: \_\_\_\_\_  
 Hours taught **ESL 716**: \_\_\_\_\_ # students: \_\_\_\_\_  
 Hours taught **ESL 720**: \_\_\_\_\_ # students: \_\_\_\_\_ Hours taught **ESL 724**: \_\_\_\_\_ # students: \_\_\_\_\_

NOTE: You may include notes regarding the specific nature of the work undertaken in any activity if you would like to help us better understand the nature of your job.

**Please record your time EACH day as it occurs for accurate reporting (record in 5-minute increments).**  
 Report **ONLY** time spent in each activity **OUTSIDE** of scheduled class sessions.  
**DO NOT INCLUDE TIME SPENT DURING SCHEDULED CLASS SESSIONS.**

DAY	TIME SPENT IN EACH ACTIVITY CATEGORY (record in 5-minute increments)		
	Preparation	Assessment	Student Consultation
Sunday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
Monday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
Tuesday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
Wednesday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
Thursday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
Friday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
Saturday:	Instructional  Course/Classroom		In Person:  Email/TM/Phone:
<b>TOTAL TIME</b>	<b>Total Preparation:</b>	<b>Total Assessment:</b>	<b>Total Student Consultation:</b>
	<b>Total Instructional:</b> <b>Total Course/Classroom:</b>		<b>Total In Person:</b> <b>Total Email/TM/Phone:</b>