

MSCF Faculty Workload Calculations - Former UTCE-Blue

May 8, 2019

Assignment	Workload Basis	Workload Calculation Credits to Contact Hours	Language Reference 2017-2019 CBA
Lecture	Credits	1 Cr : 1 Chr	
¹ Combined Classes - Lecture	Credits	1 Cr : 1 Chr	Art 11, Sec 1, Subd 10
Distant Learning - Lecture	Credits	1 Cr : 1 Chr	Appendix B
Team Teaching - Lecture	Credits	1 Cr : 1 Chr	Art 11, Sec 1, Subd 4
Tutorial - Lecture	Credits	1 Cr : 1 Chr	Art 11, Sec 1, Subd 6
Labs	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 3, Subd 1
¹ Combined Classes - Lab	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 1, Subd 10
Distant Learning - Lab	Contact Hrs	1 Cr : 2 Chrs	Appendix B
Team Teaching - Lab	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 1, Subd 4
² Art Studios	Contact Hrs	1 Cr : 2 Chrs	
² Clinicals	Contact Hrs	1 Cr : 2 Chrs	
³ Flex Labs	Contact Hrs	1 Cr : 1.6875 Chrs	Art 11, Sec 8, Subd 2
Science Labs, ²All Other Labs	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 3, Subd 1

All Student Activity Assignments	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 9, Subd 1.A, C, D, E
Non-Uniform [Student] Activity Assignments	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 9, Subd 3
Other [Student Activity] Assignments	Credits (<i>Only if granted as release time</i>)	1 Cr : 1.6875 Chrs	Art 11, Sec 9, Subd 2
Applied Music Credit Equivalency	Credits	1 Cr : 1.6875 Chrs	Art 13, Sec 17, Subd 1
Athletic Coordination	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 9, Subd 1.B
Department/Div/Coord/Chair [includes Program Coord's]	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 3, Subd 2
High School Mentors	Credits	1 Cr : 1.6875 Chrs	Art 13, Sec 10
Independent Study	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 1, Subd 5
Internship Supervision	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 1, Subd 2
Non-Credit Instruction	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 1, Subd 8
Reasonable Credit Equivalence	Credits/Contact Hrs	1 Cr : 1.6875 Chrs	Art 11, Sec 7
Travel Time	Contact Hrs	1 Cr : 1.6875 Chrs	Art 11, Sec 3, Subd 3.A
Preparations (<i>exceeding 7</i>)	Credits	1 Cr : 1.6875 Chrs	Art 11, Sec 3, Subd 4

Assignment	Workload Basis	Workload Calculation 35 Hours to Credits	Language Reference 2017-2019 CBA
Counselors	35 Hour Week	Hrs÷35Hrs=%x16 crs	Art 11, Sec 5
Librarians	35 Hour Week	Hrs÷35Hrs=%x16 crs	Art 11, Sec 4
⁴ Other Assignments	35 Hour Week	Hrs÷35Hrs=%x16 crs	Art 11, Sec 6

Assignment	Workload Basis	Workload Calculation 35 Hours to Contact Hours	Language Reference 2017-2019 CBA
Counselors	35 Hour Week	Hrs÷35Hrs=%x27 Chrs	Art 11, Sec 5
Librarians	35 Hour Week	Hrs÷35Hrs=%x27 Chrs	Art 11, Sec 4
⁴ Other Assignments	35 Hour Week	Hrs÷35Hrs=%x27 Chrs	Art 11, Sec 6

¹Combined Class calculations for lectures and labs are based on the highest credit value of the combined courses plus one credit.

²Ratio may differ if approved through the AASC process.

³Characteristics of a Flex Lab: i. A flex lab is a delivery mode, like a lecture, lab, online, hybrid and distance delivery, ii. Flex Labs do not have discrete course components scheduled at specific times, iii. Flex Labs are asynchronous and students progress at their own pace, iv. A Flex Lab is a physical place, v. Students register for a course(s) in a Flex Lab. Course components will include an outline, syllabus, assessment and stated outcomes, vi. Students in a Flex Lab may receive a packet of materials in support of their individualized instruction and learning.

⁴Other assignments include "Other Assn Labs" which are instructional labs which require no special advance preparation and no evaluation expectations during the lab periods.

Note: the proportional value of credits to contact hours calculation (1:1.6875) = #crs ÷ 16 crs = percent x 27 Chrs = contact hours

MSCF Faculty Workload Calculations - Former MCCFA-Green

May 8, 2019

Assignment	Workload Basis	Workload Calculation Credits to Contact Hours	Language Reference 2017-2019 CBA
Lecture	Credits	1 Cr : 1 Chr	
¹ Combined Classes - Lecture	Credits	1 Cr : 1 Chr	Art 11, Sec 1, Subd 10
Distant Learning - Lecture	Credits	1 Cr : 1 Chr	Appendix B
Team Teaching - Lecture	Credits	1 Cr : 1 Chr	Art 11, Sec 1, Subd 4
Tutorial - Lecture	Credits	1 Cr : 1 Chr	Art 11, Sec 1, Subd 6
Labs	Contact Hrs	1 Cr : 2 Chrs	
¹ Combined Classes - Lab	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 1, Subd 10
Distant Learning - Lab	Contact Hrs	1 Cr : 2 Chrs	Appendix B
Team Teaching - Lab	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 1, Subd 4
² Art Studios	Contact Hrs	1 Cr : 2 Chrs	
² Clinicals	Contact Hrs	1 Cr : 2 Chrs	
³ Flex Labs	Contact Hrs	1 Cr : 1.3333 Chrs	Art 11, Sec 8, Subd 2
Science Labs, ²All Other Labs	Contact Hrs	1 Cr : 2 Chrs	Art 11, Sec 2, Subd 3
All Student Activity Assignments	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 9, Subd 1.A, C, D, E
Non-Uniform [Student] Activity Assignments	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 9, Subd 3
Other [Student Activity] Assignments	Credits (<i>Only if granted as release time</i>)	1 Cr : 1.3333 Chrs	Art 11, Sec 9, Subd 2
Applied Music Credit Equivalency	Credits	1 Cr : 1.3333 Chrs	Art 13, Sec 17, Subd 1
Athletic Coordination	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 9, Subd 1.B
Department/Div/Coord/Chair	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 2, Subd 6
Occupational Program Coord	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 2, Subd 7
High School Mentors	Credits	1 Cr : 1.3333 Chrs	Art 13, Sec 10
Independent Study	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 1, Subd 5
Internship Supervision	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 1, Subd 2
Non-Credit Instruction	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 1, Subd 8
Reasonable Credit Equivalence Preparations (exceeding 7)	Credits/Contact Hrs	1 Cr : 1.3333 Chrs	Art 11, Sec 7
	Credits	1 Cr : 1.3333 Chrs	Art 11, Sec 2, Subd 4

Assignment	Workload Basis	Workload Calculation 35 Hours to Credits	Language Reference 2017-2019 CBA
Counselors	35 Hour Week	Hrs÷35Hrs=%x15 crs	Art 11, Sec 5
Librarians	35 Hour Week	Hrs÷35Hrs=%x15 crs	Art 11, Sec 4
⁴ Other Assignments	35 Hour Week	Hrs÷35Hrs=%x15 crs	Art 11, Sec 6

Assignment	Workload Basis	Workload Calculation 35 Hours to Contact Hours	Language Reference 2017-2019 CBA
Counselors	35 Hour Week	Hrs÷35Hrs=%x20 Chrs	Art 11, Sec 5
Librarians	35 Hour Week	Hrs÷35Hrs=%x20 Chrs	Art 11, Sec 4
⁴ Other Assignments	35 Hour Week	Hrs÷35Hrs=%x20 Chrs	Art 11, Sec 6

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⁴Other assignments include "Other Assn Labs" which are instructional labs that require no special advance preparation and no evaluation expectations during the lab periods.

Note: the proportional value of credits to contact hours calculation (1:1.3333) = #crs ÷ 15 crs = percent x 20 Chrs = contact hours