

# NEWS

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## Report from the AAUP Executive Committee: Workload Release for Semester Transition

### The Agreement

From January to June 2010, representatives on the Faculty / Administration Communication Team (FACT) worked on a method for assigning workload release units to faculty members who are converting courses and curricula to the semester calendar.

The agreement reached in June and approved by the AAUP Executive Committee is as follows:

*A pool of 675 units for the faculty work involved in the conversion to semesters will be allocated over a 12-term period of the project.*

*Such units shall be allocated to areas and programs using the formula reflected by the attached table (see pgs. 4 and 5).*

*Faculty in the academic areas and programs will distribute units among themselves with the help of the AAUP if necessary, and in collaboration with the Deans, and will communicate the distribution to the Academic Vice President.*

*Units applied from this pool may be allocated as whole or half units and applied to base workload or overload.*

*Distribution of these units assumes that the faculty will participate in all re-design of courses, curriculum, advising, cooperative education, etc., as prescribed by the Collective Bargaining Agreement between the AAUP and the College.*

### The Formula

The following elements were used to determine a "rating" for each program, cluster, or area.

- The total credit hours of the courses offered in the program, cluster, or area, for all courses listed in the 2009-2010 catalog. This value is 40 percent of the rating.
- The number of courses currently approved by the Ohio Board of Regents (OBOR) for the Transfer Module (TM) or Transfer Assurance Guides (TAG). This value is 20 percent of the rating.
- For degree programs, the number of OBOR-recognized programs and majors. This value is 30 percent of the rating.
- For degree programs, the inclusion of experiential education through co-op, clinical, or practicum. This value is 10 percent of the rating.

## The Formula, continued

The FACT members agreed, before reviewing the ratings, that the minimum release units awarded would be 4 and the maximum would be 24.

With those parameters in mind, the list was arranged in order from lowest to highest rating. Every program was awarded a “base” of 4 release units. An additional unit was added at approximately every 4 or 5 steps up the list of rating amounts.

For instance: rating of 0 to 4 = 4 units, rating of 5 to 9 = 5 units, rating of 10 to 14 = 6 units, and so on.

Some minor revisions were made to ensure the total number of release units distributed was equal to 675.

## Additional Information

### The units available

The FACT representatives (faculty and administration) had a shared interest in developing a fair system for allocating release units to programs, clusters, and areas, based on specific tasks associated with the semester conversion process.

The AAUP Executive Committee recognizes that 675 total workload units for semester conversion will not fully compensate faculty for the work involved.

However, we believe we succeeded in gaining recognition from the College administration that the transition activities are a significant addition to faculty workload. Several Ohio community colleges are undertaking the conversion to semesters with no release or extra compensation for faculty, or with less compensation than we have achieved.

### The distribution of units

A significant achievement in this agreement is that faculty control the process for distributing release units. The decisions are to be made collaboratively by all of the instructional faculty and co-op coordinators within each program, cluster, and/or area. The decisions will not be made through administrative mandate, and should not be made exclusively by program and area chairs.

After faculty members reach a decision about distribution of units, the decision should be shared with the division Dean. The Dean’s comments should be taken into consideration before communicating final decisions regarding distribution of units.

If faculty in a program, cluster, or area are having difficulty making a plan for equitable distribution of units, the AAUP will provide facilitation and support for reaching a decision.

Release units must be assigned to full-time faculty for specific tasks and responsibilities, and may be used at any time between Summer 2010 (including seeking overload compensation for work performed in Spring 2010) and Summer 2012.

#### *Examples of tasks that may receive units include:*

- Redesigning courses and related materials (lectures, exams, labs, etc.). This includes preparing documentation required by the Semester Transition Project (STP) Curriculum and Courses Subcommittee, and documentation required by the Academic Policies & Curriculum Committee (APCC) and, when applicable, completing and submitting to the Ohio Board of Regents documentation for Transfer Module and TAG courses.
- Redesigning curriculums. This includes preparing STP and APCC documentation.
- Re-engineering processes for conducting advising.
- Re-engineering processes for experiential education, including making new agreements with employers for co-op, clinicals, and practicums.

- Re-establishing articulation agreements.
- Presenting completed courses and curricula at meetings of the APCC.
- Conducting training for adjuncts who will teach semester courses.
- Other tasks identified by faculty in the program, cluster, or area.

*Tasks that are NOT covered by these release units include:*

- Redesigning of courses and related materials that is done by adjuncts. Full-time faculty members who coordinate this work should discuss with division administrators how adjuncts will be compensated.
- Redesigning of distance education sections of courses. The AAUP contract already includes language regarding faculty compensation for this work. Applying this language, all semester distance education courses designed by bargaining unit faculty are *new* courses.

Distance education courses designed by full-time faculty and adjuncts must be based on approved division/department course documents for semester courses. Full-time faculty members who coordinate this work should discuss with division administrators how adjuncts will be compensated.

- Providing advising to students, except as already specified in the AAUP contract in language regarding office hours and program chair duties.

### **The need for more units**

Nothing in the agreement for Semester Transition Release Units precludes faculty members from requesting special project units (as described in the AAUP contract) from the division Dean, to assist in completing work associated with semester conversion.

### **The reporting of allocation of units**

After discussion among faculty and with the division Dean, each program, cluster, or area should report how the release units will be distributed, by sending a message to Dr. Monica Posey, Academic Vice President, with a copy to Geoff Woolf, AAUP Contract Compliance Officer.

In the message, please list for each applicable faculty member:

- The number of units assigned (in increments no smaller than one-half unit)
- The term(s) the units will be applied to workload
- Whether the units are to be applied as release or overload

Assignment of units may begin immediately, and may include retroactive compensation for work completed previously in this academic year. Programs, clusters, and areas may assign all allocated units at the same time, but are not required to do so.

Program, clusters, and areas are encouraged to keep records concerning the tasks associated with allocated units, but it is not necessary to report this information.

### **Questions?**

- Attend an Information Session on July 13, 2:00-3:30, in Lindner Auditorium. AAUP Officers and FACT members will be available during that time; stop in as your schedule allows.
- Talk to Geoff Woolf, AAUP Contract Compliance Officer and FACT member.

The other faculty members of the FACT are Bob Eveslage, Joyce Rimlinger, Linda Schaffeld, David Simmermon, and Diane Stump.

# Distribution of Release Units for Semester Conversion

**Total Units = 675**

<u>Division</u>	<u>Program, Cluster, or Area</u>	<u>Rating*</u>	<u>Workload Release Units</u>
BT	ACC	32.9	12
BT	ASM	46.8	15
BT	GC	29.2	11
BT	Hospitality Cluster	67.7	20
BT	Information Management Cluster	40.7	14
BT	LH	51.9	16
BT	Management/Marketing Cluster	108.4	24
BT	PBA	3.7	4
BT	RE	13.6	6
CIT	AVP	27.2	11
CIT	AVT	72.4	21
CIT	BIS	35.2	13
CIT	BMET	5.6	5
CIT	CET	100.5	24
CIT	CMT	14.8	6
CIT	CNET	16	8
CIT	CPDM	16	8
CIT	EET	39.2	13
CIT	EMET	56.3	17
CIT	EVET	51.3	16
CIT	GRD, DES	28	11
CIT	IDT	9.6	5
CIT	MET	45.8	15
CIT	MWEB	17.6	8
CIT	NETAD	15.2	7
CIT	PCSA	2.8	4
CIT	PSET	13.9	6
CIT	SET	15.2	7
CIT	TC	9.2	5

\*Rating is based on:

40% - The total credit hours of the courses offered (for courses listed in the 2009-2010 Catalog)

20% - The number of courses currently approved for the Ohio Board of Regents (OBOR) Transfer Module (TM) or Transfer Assurance Guides (TAG)

30% - For degree programs, the number of OBOR-recognized programs and majors

10% - For degree programs, the inclusion of co-op/ clinical education

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<u>Division</u>	<u>Program, Cluster, or Area</u>	<u>Rating*</u>	<u>Workload Release Units</u>
HPS	BIO	36	13
HPS	BIOT	5.9	5
HPS	CLT	29.4	11
HPS	DMS	39.5	13
HPS	EMS	64.3	19
HPS	FST	50.7	16
HPS	HFT, PE	60.8	18
HPS	HIM	30.2	12
HPS	MA	22.1	9
HPS	MCH	33.6	12
HPS	NUR	45.9	15
HPS	OTA	24	9
HPS	PN	21.7	9
HPS	RC	25.2	10
HPS	SSM	44.4	14
HPS	ST	26.4	10
HU	AA & AS	7.1	5
HU	COMM, THE	25.4	10
HU	DE Math	5.2	5
HU	DE Reading & Writing	9.6	5
HU	ECE	39.6	13
HU	ENG, LIT	47.4	15
HU	ESL, HONORS, HUM	29	11
HU	FYE	2.4	4
HU	ITP	28.8	11
HU	Social Sciences Area	76.6	22
HU	SPN	16.8	8
SC	CHE	34.8	12
SC	MAT	45.6	15
SC	PHY	33.2	12

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30% - For degree programs, the number of OBOR-recognized programs and majors

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# Questions about Semester Transition Release Units?

## Talk to AAUP Officers and FACT team members

### Tuesday, July 13 2:00 to 3:30 p.m.

## Lindner Auditorium

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