

# Faculty Assignment and Workload



# Topics



- Discipline checking
- NOCCCD's experience with an automated process for checking 60% compliance for part-time faculty
- Participant issues and questions in HR's use of data from the student module (e.g., SSASECT, SIAINST, and SIAASGN), and collaboration with academic divisions and instructional offices in entering and calculating faculty workload
- Current NOCCCD participation in SCT's faculty workload project

# Faculty Assignment and Workload



- Your interests in this topic, questions & issues
- Your current projects and processes – solutions to share!

# Discipline Checking



- All Faculty (full and part-time)
- Disciplines – Minimum Qualifications
- Matching discipline assigned to course (by CRN) with discipline assigned to faculty
- Use of dates
- Forms
- *Note – this is a local mod, not baseline*

# SOATERM - Term Control

Oracle Developer Forms Runtime - Web: Open > SOATERM [Q]

File Edit Options Block Item Record Query Tools Help

Term Control SOATERM 7.1A (PROD)

Term: 200610 Fall 2006

**Schedule**  
CRN Starting Sequence Number: 14762 Discipline Check:

**Registration**  
 In Progress      Hold Password: FAL  
 Permit              Re-Admit: 200520  
 Calculate Time Status  
 Include Attempted Hours      Set Registration Error Checking

**Registration Fee Assessment**  
 On-line Assessment       Reverse Non Tuition/Fee Charges  
 Track by CRN  
 Refund by Total      Effective Date: 24-JUL-2006  
 Allow Swapping      Original Charge Cutoff Date: 02-SEP-2006

**Gradebook Parameters**  
 Process Gradebook Controls

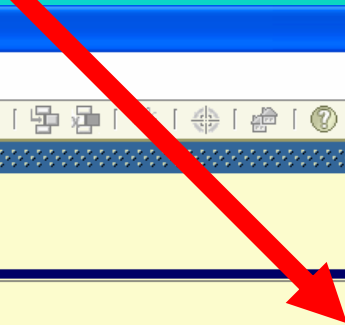
**Title IV Date Source**  
 Term Date       Part-of-Term Dates

**Web Self-Service, Voice Response and Partner Systems**

**Fee Assessment**  
 On-line Assessment       Batch Update  
 Batch Only               Not Available

**Control Settings**  
 Print Bill               Master Web Term Control  
 Synchronize Partner Systems      Process Web Controls

Check if the discipline check between instructor and course should be performed for the term.  
Record: 1/1      ...      <OSC>



# PTRCERT

## Certification Code Rules

Oracle Developer Forms Runtime - Web: Open > PTRCERT

File Edit Options Block Item Record Query Tools Help

Certification Code Rules PTRCERT 7.0 (PROD)

Certification Code	Description	Date Required	Numeric Value	Activity Date
A05	Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A10	Agriculture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A15	Anthropology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A20	Art	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A30	Biological Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A35	Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A40	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A45	Child Development/Early Childh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A55	Computer Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A60	Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A61	Counseling, DSPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A62	Counseling, EOPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A65	Dance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A70	Drama/Theater Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A71	Special Education-- DSPS Instr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A72	Special Education-- DSPS Instr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A73	Special Education-- DSPS Instr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A75	Ecology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A80	Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A85	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-FEB-2005
A90	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
A95	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999
B05	ESL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-1999

Certification Code.  
Record: 1/?

start Oracle Application Se... Oracle Developer For... 11:34 AM

# PPACERT - Certification Information

Oracle Developer Forms Runtime - Web: Open > PPACERT

File Edit Options Block Item Record Query Tools Help

Certification Information PPACERT 7.2 (PROD)

ID: @00001371 Robert R Jensen

Certification Code	Certification Number	Certification Date	Next Certification Date	Expiration Date	License or Certification Status
A70	Drama/Theater Arts	01-JUL-1999			
A95	English	01-JUL-1999			
S50	Stagecraft	01-JUL-1999			
TB	TB Test	17-NOV-2004	17-NOV-2008		

Certification Code: A70 Drama/Theater Arts

Endorsement Code

Endorsement Date

Certification Code; press LIST for valid codes.

Record: 1/4 <OSC>

start Oracle Application Se... Oracle Developer For... Document1 - Microsof... 11:36 AM

# SCADETL - Course Detail Information

Oracle Developer Forms Runtime - Web: Open > SCADETL [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Course Detail Information SCADETL (PROD)

Next Block

**Subject:** THEA Theatre Arts      **Course:** 196HF      **Term:** 200610

**Course Title:** Honors Creative Arts

---

**Corequisite Course**

**From Term:** 200610      **Maintenance**      **To Term:** 999999

**Subject**      **Course**


---

**Equivalent Course**

**From Term:** 200110      **Maintenance**      **To Term:** 999999

Subject	Course	Start Term	End Term
ART	196H	198310	200040
ART	196HF	200110	999999
MUS	196H	198310	200040
MUS	196HF	200110	999999
THEA	196H	198310	200040

FRM-40350: Query caused no records to be retrieved.

Record: 1/1      ...      List of Valu...      <OSC>

start      Oracle Application Se...      Oracle Developer For...      Document1 - Microsof...      11:48 AM



# SCADETL

## Degree Program Attributes

Oracle Developer Forms Runtime - Web: Open > SCADETL [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Course Detail Information SCADETL 7.3 (PROD)

Subject: THEA Theatre Arts Course: 196HF Term: 200610

Course Title: Honors Creative Arts

Fee Code/Degree Program Attribute SCADETL 7.3 (PROD)

### Fee Codes

From Term: 200610 Maintenance To Term: 999999

Detail	Description	Amount	Fee Type	Duration Unit

### Degree Attributes

From Term: 200210 Maintenance To Term: 999999

Attribute	Description
A20	Art
A70	Drama/Theater Arts
C15	Music
N	Not a basic skills course

Attribute code; press LIST for valid codes

Record: 5/8 ... List of Valu... <OSC>

start Oracle Application Se... Oracle Developer For... Document1 - Microsof... 11:48 AM

# SIAINST- Faculty Information

Oracle Developer Forms Runtime - Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Confidential

ID: @00001371 Jensen, Robert R. Term: 200610

### Faculty Member Base Details

From Term: 200105 Maintenance To Term: 999999

Status: AC Active Status Date: 21-NOV-2000

Faculty  Advisor Appointment Date:

Category: Staff Type: Workload Rule: FTF Regular/Contract Faculty

Faculty Data From Term; press DUPLICATE RECORD to copy the data.  
Record: 1/1 <OSC>

start Oracle Application Se... Oracle Developer For... Document1 - Microsof... 11:42 AM

# SIAINST- Faculty Contract

Oracle Developer Forms Runtime - Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information SIAINST 7.0a (PROD)

Confidential

ID: @00001371 Jensen, Robert R. Term: 200610

Faculty Contract, College and Department SIAINST 7.0a (PROD)

### Faculty Contract

From Term: 200110 Maintenance To Term: 999999

Type	Rule	Default Indicator
RL FT Credit Contract Workload	RLR FT Credit POL Rule	<input checked="" type="checkbox"/> Default Indicator
RO FT Credit Overload	ROR FT Credit Overload/Smr Rule	<input type="checkbox"/> Default Indicator
RS FT Credit Summer	ROR FT Credit Overload/Smr Rule	<input type="checkbox"/> Default Indicator
XL Adjunct Credit Semester	XLR Adjunct Credit Sem/Smr Rule	<input type="checkbox"/> Default Indicator

### Faculty College and Department

From Term: 200120 Maintenance To Term: 999999

Home	College	Department	Percentage
<input type="checkbox"/>	2 Fullerton College		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Contract Rule Code; press LIST for valid codes.

Record: 1/6 | ... | List of Valu... | <OSC>

start Oracle Application Se... Oracle Developer For... Document1 - Microsof... 11:44 AM

# SIAASGN - Faculty Assignment

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment: SIAASGN 7.0a (PROD)

Confidential

ID: @00001371 Jensen, Robert R. Term: 200610

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts		
13563	01	ART	196HF	HN1	3.000	3.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Workload:</b>		3.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		6.000	<b>Position Number:</b>	5355A1	
<b>Override Workload:</b>			<b>Weekly Contact:</b>		3.00	<b>FTE:</b>		.20	<b>Position Number Suffix:</b>		LE
<b>Calculated Workload:</b>		3.000	<b>Total Contact:</b>		54.00	<b>Contract Type:</b>		RO	<b>Additional Instructors:</b>		
<b>Assignment Type:</b>		COY									
13575	01	MUS	196HF	HN1	3.000	3.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Workload:</b>		3.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		.000	<b>Position Number:</b>		
<b>Override Workload:</b>		.000	<b>Weekly Contact:</b>		3.00	<b>FTE:</b>		0.00	<b>Position Number Suffix:</b>		
<b>Calculated Workload:</b>		.000	<b>Total Contact:</b>		54.00	<b>Contract Type:</b>			<b>Additional Instructors:</b>		
<b>Assignment Type:</b>		CNY									
13580	01	THEA	196HF	HN1	3.000	3.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Workload:</b>		3.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		3.000	<b>Position Number:</b>		
<b>Override Workload:</b>		.000	<b>Weekly Contact:</b>		3.00	<b>FTE:</b>		0.00	<b>Position Number Suffix:</b>		
<b>Calculated Workload:</b>		.000	<b>Total Contact:</b>		54.00	<b>Contract Type:</b>			<b>Additional Instructors:</b>		
<b>Assignment Type:</b>		CNY									

CRN; press LIST for valid CRNs, CQUERY for faculty schedule.

Record: 3/6 <OSC>

start Oracle Application Se... Oracle Developer For... Document1 - Microsof... 11:46 AM

# SSASECT - Schedule

Oracle Developer Forms Runtime - Web: Open > SSASECT [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Schedule SSASECT 7.3.0 Previous Block

Term: 200610 CRN: 13580

### Section Details

**Subject:** THEA Theatre Arts  
**Course Number:** 196HF **Title:** Honors Creative Arts  
**Section:** HN1  
**Cross List:** OX  
**Campus:** 2 Fullerton College  
**Status:** A Active  
**Schedule Type:** 02 Lecture/discussion  
**Instructional Method:**  
**Integration Partner:**  
**Grade Mode:**  
**Session:** E Evening classes  
**Special Approval:** LA LATE ADD  
**Duration:**  
**Part of Term:** 1 21-AUG-2006 20-DEC-2006 18  
**Registration Dates:** First Last  
**Start Dates:**  
**Maximum Extensions:** 0

**CEU Indicator:** N  
**Credit Hours:** 3.000  
**Billing Hours:** 3.000  
**Contact Hours:** 4.000  
**Lecture:** 3.000  
**Lab:** 1.000  
**Other:**  
**Link Identifier:**  
**Attendance Method:** W Weekly, (full-term section)  
**Weekly Contact Hours:** 3.00  
**Daily Contact Hours:**

Print  Voice Response and Self-Service Available  
 Gradable  CAPP Areas for Prerequisites  
 Tuition and Fee Waiver

Long Title  Comments  Syllabus

Subject; press CQH for existing courses, DupRec for credit information.  
 Record: 1/1 ... List of Valu... <OSC>

start Oracle Application Se... Oracle Developer For... Document1 - Microsof... 11:47 AM



# Part-Time Faculty Sixty Percent Rule Check



- Highlights of Regulations
- Forms
- *Note – this is a local mod, not baseline*

# SIAASGN - Faculty Assignment

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 7.0a (PROD)

Confidential

ID: @01120004 Chung, My Dung L. Term: 200620

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts		
20113	01	MATH	100 F	011	3.000	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Workload:</b>		3.000	<b>Percent Responsibility:</b>		0	<b>Generated Credits:</b>		.000	<b>Position Number:</b>	5470A2	
<b>Override Workload:</b>		3.000	<b>Weekly Contact:</b>		0.00	<b>FTE:</b>		0.00	<b>Position Number Suffix:</b> LE		
<b>Calculated Workload:</b>		.000	<b>Total Contact:</b>		0.00	<b>Contract Type:</b>		XL	<b>Additional Instructors:</b>		
<b>Assignment Type:</b>		CNY									
22083	01	MATH	120 F	010	4.000	4.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Workload:</b>		4.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		.000	<b>Position Number:</b>		5470A2
<b>Override Workload:</b>			<b>Weekly Contact:</b>		4.00	<b>FTE:</b>		.26	<b>Position Number Suffix:</b>		LE
<b>Calculated Workload:</b>		4.000	<b>Total Contact:</b>		72.00	<b>Contract Type:</b>		XL	<b>Additional Instructors:</b>		<input type="checkbox"/>
<b>Assignment Type:</b>		CNY									
22102	01	MATH	020 F	103	4.000	4.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Workload:</b>		4.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		.000	<b>Position Number:</b>		5470A2
<b>Override Workload:</b>			<b>Weekly Contact:</b>		4.00	<b>FTE:</b>		.26	<b>Position Number Suffix:</b>		LE
<b>Calculated Workload:</b>		4.000	<b>Total Contact:</b>		72.00	<b>Contract Type:</b>		XL	<b>Additional Instructors:</b>		<input type="checkbox"/>
<b>Assignment Type:</b>		CNY									

CRN; press LIST for valid CRNs, CQUERY for faculty schedule.

Record: 1/3

start Oracle Application Se... Oracle Developer For... Novell GroupWise - M... 12:37 PM



# SSASECT - Schedule

Oracle Developer Forms Runtime - Web: Open > SSASECT [Q]

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.3.0.1b (PROD)

Term: 200620 CRN: 20113

Section Details

Subject: MATH Mathematics CEU Indicator: N

Course Number: 100 F Title: Liberal Arts Mathematics Credit Hours: 3.000

Section: 011 Billing Hours: 3.000

Cross List: Campus: 2 Fullerton College Contact Hours: 3.000

Status: A Active Lecture: 3.000

Schedule Type: 02 Lecture/discussion

Instructional Method: Integration Partner: Lab:

Grade Mode: Session: D Day classes Other:

Special Approval: Duration: Part of Term: 1 16-JAN-2007 25-MAY-2007 18

Registration Dates: Start Dates: Maximum Extensions: 0

Link Identifier: Attendance Method: W Weekly, (full-term section)

Weekly Contact Hours: 3.20

Daily Contact Hours:

Print  Voice Response and Self-Service Available

Gradable  CAPP Areas for Prerequisites

Tuition and Fee Waiver

Long Title  Comments  Syllabus

Subject; press CQH for existing courses, DupRec for credit information.

Record: 1/1 ... List of Valu... <OSC>

start Oracle Application Se... Oracle Developer For... Novell GroupWise - M... Document1 - Microsof... 12:37 PM





# SIAASGN

## 60% Violation Trigger

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment: SIAASGN 7.0a (PROD)

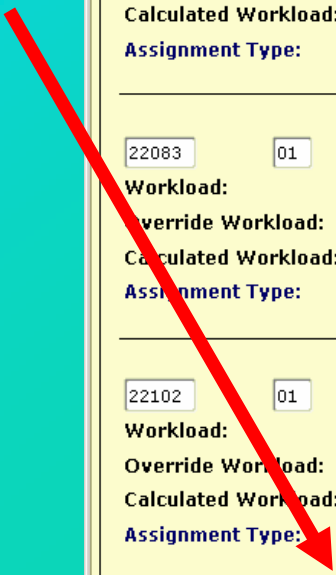
Confidential

ID: @01120004 Chung, My Dung L. Term: 200620

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
20113	01	MATH	100 F	011	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Workload:</b>		3.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		.000	<b>Position Number:</b>
<b>Override Workload:</b>			<b>Weekly Contact:</b>		3.20	<b>FTE:</b>		.20	<b>Position Number Suffix:</b>
<b>Calculated Workload:</b>		3.000	<b>Total Contact:</b>		57.60	<b>Contract Type:</b>		XL	<b>Additional Instructors:</b>
<b>Assignment Type:</b>									
22083	01	MATH	120 F	010	4.000	4.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Workload:</b>		4.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		.000	<b>Position Number:</b> 5470A2
<b>Override Workload:</b>			<b>Weekly Contact:</b>		4.00	<b>FTE:</b>		.26	<b>Position Number Suffix:</b> LE
<b>Calculated Workload:</b>		4.000	<b>Total Contact:</b>		72.00	<b>Contract Type:</b>		XL	<b>Additional Instructors:</b>
<b>Assignment Type:</b>		CNY							
22102	01	MATH	020 F	103	4.000	4.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Workload:</b>		4.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		.000	<b>Position Number:</b> 5470A2
<b>Override Workload:</b>			<b>Weekly Contact:</b>		4.00	<b>FTE:</b>		.26	<b>Position Number Suffix:</b> LE
<b>Calculated Workload:</b>		4.000	<b>Total Contact:</b>		72.00	<b>Contract Type:</b>		XL	<b>Additional Instructors:</b>
<b>Assignment Type:</b>		CNY							

\*ERROR\* Faculty assignment violation, contact the Vice Chancellor of Human Resources

Record: 1/3 <OSC>



# Documentation Tracking of 60% Exceptions



- Process for Approval
- Documentation in HR
- Note – the major purpose is to avoid exceptions by catching workload violations before assignments are finalized

# HR/Payroll & Student Collaboration



- Participant issues and questions in HR's use of data from the student module (e.g., SSASECT, SIAINST, and SIAASGN), and collaboration with academic divisions and instructional offices in entering and calculating faculty workload

# Future Implementations



- **Current NOCCCD participation in SCT's faculty workload project**

# Questions? Follow-Up?



3CBG Conference - October 23rd and 24th