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

Term: 200610  Fall 2005

Schedule
CRN Starting Sequence Numbers: 34762
Discipline Check: 

Registration
- In Progress
- Permit
- Calculate Time Status
- Hold Password: FALL
- Re-Admit: 200620
- Include Attempted Hours
- Set Registration Error Checking

Registration Fee Assessment
- On-line Assessment
- Track by CRN
- Refund by Total
- Allow Swapping
- Reverse Non Tuition/Fee Charges
- Effective Date: 14-JUL-2006
- 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
- Synchronize Partner Systems
- Master Web Term Control
**Certification Code Rules**

<table>
<thead>
<tr>
<th>Certification Code</th>
<th>Description</th>
<th>Date Required</th>
<th>Numeric Value</th>
<th>Activity Date</th>
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<tbody>
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SCADETL - Course Detail Information

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### Corequisite Course

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### Equivalent Course

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<td>196H</td>
<td>198910</td>
<td>200040</td>
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ORM-40363: Query caused no records to be retrieved.
SCADETL
Degree Program Attributes
SIAINST- Faculty Information

Faculty Member Base Details

From Term: 200103  
Maintenance  
To Term: 999999

Status: AC Active

 facultv

Advisor

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

Status Date: 21-NOV-2000
Appointment Date:  

Faculty Data From Term, press DUPLICATE RECORD to copy the data.
Record: 1/1
## SIAASGN - Faculty Assignment

### Oracle Developer Forms Runtime - Web: Open - SIAASGN

#### Faculty Assignment - SIAASGN 7.0a (PROD)

<table>
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<th>Session</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
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### SSASECT - Schedule

#### Section Details
- **Subject:** THEA - Theatre Arts
- **Course Number:** 196HF
- **Title:** Honors Creative Arts
- **Credit Hours:** 3.00
- **Billing Hours:** 3.00
- **Contact Hours:** 4.00
- **Lecture:** 3.00
- **Lab:** 1.00
- **Weekly Contact Hours:** 3.00
- **Attendance Method:** Weekly, (full-term section)
- **Link Identifier:**
- **Tuition and Fee Waiver:**
- **Gradable:** Yes
- **CAPP Areas for Prerequisites:** Yes

#### Registration Dates
- **First:** 21-AUG-2006
- **Last:** 20-DEC-2006

#### Other Details
- **Long Title:**
- **Comments:**
- **Syllabus:**
SSASECT Instructor (assigned)
Part-Time Faculty
Sixty Percent Rule Check

- Highlights of Regulations
- Forms

*Note – this is a local mod, not baseline*
### SIAASGN - Faculty Assignment

#### CRN: 20113
- **Session:** 02
- **Subject:** MATH
- **Course:** 100 F
- **Section:** 011
- **Session Credit:** 3.000
- **Institutional Credit:** 0.000
- **Percentage of Session:** 0.000
- **Primary Instructor:**
- **Override Conflicts:**

#### CRN: 22083
- **Session:** 01
- **Subject:** MATH
- **Course:** 120 F
- **Section:** 010
- **Session Credit:** 4.000
- **Institutional Credit:** 4.000
- **Percentage of Session:** 4.000
- **Primary Instructor:**
- **Override Conflicts:**

#### CRN: 22202
- **Session:** 01
- **Subject:** MATH
- **Course:** 020 F
- **Section:** 103
- **Session Credit:** 4.000
- **Institutional Credit:** 4.000
- **Percentage of Session:** 4.000
- **Primary Instructor:**
- **Override Conflicts:**

---

**CRN, press LIST for valid CRNs, QUERY for faculty schedule.**

**Record: 1/3...**

---

**Oracle Developer Forms Runtime - Web: Open - SIAASGN**

**Confidential**

**ID:** 001120004

**Chung, My Dung L.**

**Term:** 206520
SSASECT - Schedule

Section Details

Subject: MATH - Mathematics
Course Number: 100 F
Title: Liberal Arts Mathematics
Section: 011
Cross List:
Campus: Fullerton College
Status: Active
Schedule Type: Lecture/discussion
Instructional Method:
Integration Partner:
Grade Mode:
Session: Day classes
Special Approval:
Duration:
Part of Term: 16-JAN-2007 to 25-MAY-2007
Registration Dates:
Start Dates:
Maximum Extensions: 0
CELI Indicator: N
Credit Hours: 3.000
Billing Hours: 3.000
Contact Hours: 3.000
Lecture: 3.000
Lab:
Other:
Link Identifier:
Attendance Method: 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

Subject, press COH for existing courses, DupRec for credit information.
Record 1711
List of Classes
<ESC>
SSASECT Instructor (assignment)
SSASECT
60% Violation Trigger
**SIAASGN**

60% Violation Trigger

![Image of a user interface displaying a form with various fields related to faculty assignment and workload, indicating a violation trigger.]
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?