

## **Faculty Workload Meeting Minutes**

**10-18-23**

In Attendance: Amanda Matoushek, Angela Lambert, Kristin Hicks, Shelia Sargent-Martin, Darrel Malamisura

- Consideration of other institutions' practices for faculty load compiled by Shelia Sargent-Martin. Glenville State's policy is closest to what we may implement.
- Proposal to eliminate payment reduction for low-enrolled classes.
- Discussion on how to calculate workload for internships, clinicals, and student teaching, potentially based on contact hours or clock hours. May need to differ based on school/program.
- Proposal to change Faculty Handbook policy on overload pay to more concise language.
- Discussion on pay based on rank may not be feasible for our institution.
- Discussion on how Spring/Fall overload is calculated differently than Summer courses.
- Discussion on class size for lectures and labs, normally based on seats.
- Consideration of reinstating the waitlist system for class registration to better manage class sizes and determine when to open new sections.
- Discussion on course development and compensation for new courses – need more information from Ronnie Hypes on if compensation would be available.
- Discussion on timeline for assignment of faculty to classes. Assignments are normally done when the course schedule is created.
- Consideration of workload for multiple preps and sections.
- Discussion on the issue of double sections, where instructors teach both face-to-face and online sections simultaneously, and determine if they should be paid as separate sections.
- Mention of HLC guidelines on payment for multiple sections.
- Amanda Matoushek is going to create a proposal document for review and find who this document should be submitted to.

Next steps and potential future meetings to be determined after receiving more information from Faculty Assembly and Financial Department.

**Accept The Challenge**