

# **Course Classification System**

**Course Classification System Chart**

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**AAR 92–07 Faculty Workload Policy Amendment (2 pages)**

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# Course Classification System

The formula used to determine faculty workload for “C” (classroom) classes is as follows:  
**(Adjusted Course Credit Units) x (K-Factor) x (Team Teaching Fraction) = WTU**

The formula used to determine faculty workload for “S” (supervision) classes is as follows:

$$\text{Enrollment} \div \text{S Factor} \times 12 = \text{WTU}$$

(S factor for each — S23, S24, S25, S36, S48 — is identified in the footnote at the bottom of the page.)

## The California State University COURSE CLASSIFICATION SYSTEM

Course Classification Number	APDB Code	Description	Weekly Class Hrs. Per Unit of Credit	Normal LD	Class UD	Size GD	Workload K-Factor
C1	01	large lecture	1	facility limits (50)			1.0
C2	02	lecture discussion	1	40	40	40	1.0
C3	03	lecture–composition lecture–counseling lecture–case study	1	30	30	30	1.0
C4	04	discussion	1	25-39	25-39	25-39	1.0
C5	05	seminar	1	20	20	15	1.0
C6	06	clinical processes	1	20	10	10	1.0
C7	07	fine arts and science activities	2	24	24	24	1.3
C8	08	education workshops and social science activities	2	30	30	30	1.3
C9	09	music activity – large group	2	40	40	40	1.3
C10	10	music activity – small group	2	10	10	10	1.3
C11	11	physical education and recreation activities	2	30	30	30	1.3
C12	12	speech, drama & journalism activities	2	20	20	20	1.3
C13	13	technical activities and laboratories	2	facility limits (24)			1.3
C14	14	remedial courses	2	15	15	15	1.3
C15	15	technical activities and laboratories	3	facility limits (24)			1.5
C16	16	science laboratories	3	facility limits (24)			2.0
C17	17	clinical practice off campus	3	8	8	8	2.0
C18	18	major intercollegiate sports (not more than four per year)	3 or more	20	20	–	6.0
C19	19	minor intercollegiate sports	3 or more	20	20	–	3.0
C20	20	major performance	3 or more	20	20	20	3.0
C21	21	music performance	3 or more	40	40	40	3.0
★ S23	23	supervision	N/A	12	12	12	N/A
‡ S24	24	supervision	N/A	18	18	18	N/A
+ S25	25	supervision	N/A	24	24	24	N/A
○ S36	36	supervision	N/A	36	36	36	N/A
# S48	48	supervision	N/A	48	48	48	N/A
C77	77	peer-taught courses, ROTC or non-workload instruction which is not state supported	varies	N/A	N/A	N/A	0.0
C78	78	nontraditional instruction, examination, or evaluation (workload is assigned)	varies	N/A	N/A	N/A	0.0

★ 23 = Code for APDB and Class Schedule  
 ‡ 24 = Code for APDB and Class Schedule  
 + 25 = Code for APDB and Class Schedule  
 ○ 36 = Code for APDB and Class Schedule  
 # 48 = Code for APDB and Class Schedule

12 = S Factor to use in formula to determine WTU's  
 18 = S Factor to use in formula to determine WTU's  
 24 = S Factor to use in formula to determine WTU's  
 36 = S Factor to use in formula to determine WTU's  
 48 = S Factor to use in formula to determine WTU's

revised 8/83, 5/92, 5/93, 3/96

## COURSE CLASSIFICATION SYSTEM — EXAMPLES

Course Classification Number	Description	Typical Examples and Comments
<b>C-1</b>	Large lecture	Lecture courses in any discipline with more than 50 enrollments.
<b>C-2</b>	Lecture – discussion	Lecture courses in any discipline in which class participation is a planned portion of the instructional method.
<b>C-3</b>	Lecture – composition Lecture – counseling Lecture – case study	Business, education, English, and psychology courses in which students write, are counseled or study law cases.
<b>C-4</b>	Discussion	Courses in any discipline in which student participation (discussion) is the primary instructional method.
<b>C-5</b>	Seminar	Courses in any discipline using seminar methods of instruction.
<b>C-6</b>	Clinical processes	Nursing and psychology courses in clinical processes and education courses involving individual testing, such as driver training in a simulator.
<b>C-7</b>	Fine arts and science activities	Art, anthropology and science activities.
<b>C-8</b>	Education workshops and social science activities	Includes methods taught on an activity basis in education and subject areas.
<b>C-9</b>	Music activity – large group	Does not result in a major public performance.
<b>C-10</b>	Music activity – small group	Instrumental or vocal instruction.
<b>C-11</b>	Physical education and recreation activities	Gym classes or intramural sports if credit is given.
<b>C-12</b>	Speech, drama and journalism activities	Class work in debate, acting and publication; no public performance involved.
<b>C-13</b>	Technical activities and laboratories	Courses involving the use of business and other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics.
<b>C-14</b>	Remedial courses	Courses for students admitted as exceptions only.
<b>C-15</b>	Technical activities and laboratories	Laboratories in art, foreign language, home economics, industrial arts, physical education, speech correction, cartography, audiovisual, mathematics, library science, police science.
<b>C-16</b>	Science laboratories	Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology, photography.
<b>C-17</b>	Clinical practice – off campus	Nursing, social work.
<b>C-18</b>	Major intercollegiate sports	Football, basketball, baseball, track and field, wrestling, swimming, etc.; limited to four sports per year.
<b>C-19</b>	Minor intercollegiate sports	Other sports not listed as C-18.
<b>C-20</b>	Major performance	Production courses in art, drama, journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution.
<b>C-21</b>	Music performance	Major performance groups, such as orchestras, bands and choruses.
★ <b>S-23</b>	Supervision	Supervision requires three hours per week with each supervised student.
★ <b>S-24</b>	Supervision	Supervision requires two hours per week with each supervised student.
★ <b>S-25</b>	Supervision	Supervision requires one and one-half hours per week with each supervised student.
★ <b>S-36</b>	Supervision	Supervision requires one hour per week with each supervised student.
★ <b>S-48</b>	Supervision	Supervision requires three-quarters of one hour per week with each supervised student.
<b>C-77</b>	Peer-taught courses, ROTC or non-workload instruction which is not state supported	Courses which generate no workload for faculty but generate FTES for the campus and are not state supported.
<b>C-78</b>	Non-traditional instruction, examination or evaluation	Courses which generate credit by examination, or evaluation, or which are taught in modes not described by the formulas. Faculty workload is assigned.

★ Refer to AAR 92-07 for more detailed description of workload responsibilities.

## Supervision Course Categories and WTU Generation

Category		Number of Students per:	
<b>New</b>	<b>Old</b>	<b>1 WTU</b>	<b>12 WTU*</b>
S-1	S-48	4	48
S-2	S-36	3	36
S-3	S-25	2	24
S-4	None	1.5	18
S-5	S-23	1	12

For coding purposes on curricular proposal forms, APDB and Class Schedule, the following CS numbers need to be used:

S-1 = S-48

S-2 = S-36

S-3 = S-25

S-4 = S-24

S-5 = S-23

★ Each number in this column is the S Factor (by category) to be used in the workload formula for Supervision classes, based on 12 WTU standard.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

Code: AAR 92-07

**Date:** February 27, 1992

**To:** Presidents

**From:** Lee R. Kerschner                      June M. Cooper  
Senior Vice Chancellor                  Vice Chancellor  
Academic Affairs                          Human Resources and Operations

**Subject:** Amendment to Coded Memorandum EP&R 76-36 — Faculty Workload Policy Materials

You are aware that the current contract between the CSU and the California Faculty Association (CFA) provides for a joint CSU/CFA Workload Committee to, *inter alia*, review and recommend revisions and clarifications to existing workload formulae. This committee has reviewed the existing supervision (S factor) course classification and recommended that revised definitions which are discipline independent be provided for existing supervision categories, and that a new category S-4 (equivalent to S-18 in the previous nomenclature) be created. These recommendations have been reviewed by the Management Advisory Group and, subsequently, by all campus presidents. A memorandum of understanding involving these revisions has been signed by the CSU and CFA (see attachment).

These new supervision course classifications are available for use by the campuses beginning with the Summer 1992 term. The new definitions and numbers make no changes in workload for the categories. They do as indicated above, add a new category (S-4) for which eighteen supervised students constitutes a full workload. The new definitions attempt to clarify the connection between the workload measured in WTU and the amount of time spent with each student in the course of supervised activity. Please note that the existing supervision course categories have been renumbered as S-1 through S-5 (corresponding to S-48, S-36, S-25, S-24, and S-23, respectively).

The new category and the revised numbers should be used for faculty workload reporting beginning with Summer quarter, 1992.

Attachment

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**Distribution:** Vice Presidents for Academic Affairs (w/a)  
Directors of Institutional Research/Analytic Studies (w/a)  
Members, Joint CFA/CSU Faculty Workload Committee (w/a)  
Chancellor's Office Staff, without attachment

## MEMORANDUM OF UNDERSTANDING

The California State University and the California Faculty Association agree that in the calculation of faculty workload, the following definitions shall be used in describing instruction involving one-on-one contact between faculty and student.

### S-FACTOR COURSE DEFINITIONS

S-Factor courses are assigned when the mode of instruction involves direct one-on-one contact between faculty and student. The average amount of faculty time per student referenced in the definitions includes faculty preparation, evaluation, travel, and liaison with agencies when necessary.

- (S48) S-1. This category may be used for any supervision that requires of the instructor an average of three quarters of one hour per week of activity with each individual supervised student. The faculty member would receive one-fourth WTU for each student.
- (S36) S-2. This category may be used for any supervision that requires of the instructor an average of one hour per week of activity with each individual supervised student. The faculty member would receive one-third WTU for each student.
- (S25) S-3. This category is restricted to supervision as a primary technique of instruction requiring of the instructor an intensity of supervision resulting in an average of one and one-half hours per week with each supervised student or in liaison with school or agency personnel. The faculty member would receive one-half WTU for each student.
- (S24) S-4. This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of two hours per week with each supervised student or in liaison with agency personnel. The faculty member would receive two-thirds WTU for each student.
- (S23) S-5. This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of three hours per week with each supervised student or in liaison with agency personnel. The faculty member would receive one WTU for each student.

For The California State University

/s/ Jacob M. Samit

Jacob M. Samit

January 30, 1992

Date

For the California Faculty Association

/s/ Edward R. Purcell

Edward R. Purcell

2/4/92

Date

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