Section B. Academic Program Procedures

II. Academic Operations


Academic workload is the numerical representation of time and effort faculty members are expected to allocate across work responsibilities for an academic period. Workload is derived from each faculty member's work assignment for a specific time period—normally an academic semester, which is consistent with University Rule 12.03.99C1 Faculty Workload and University Rule 12.03.99.C1.01 Assignment of Faculty Workload Credit. University Rule 12.03.99.C1 Faculty Workload delineates the work activities across which time and effort should be allocated by each faculty member; University Rule 12.03.00.C1.01 Assignment of Faculty Workload Credit delineates the credit hours that can be allocated to the specific work activities. In addition, specific workload is defined as:

Workload in online courses:

Research in online education class size confirms students can be successful in online courses of 25 students (Burress, Billings, Brownrigg, Skiba, & Connors, 2009; Taft, Perkowski, & Martin, 2011). In keeping with national standards, the College of Nursing and Health Sciences (CONHS) has established parameters for course structure, class size, faculty support, student support, and course evaluation. The College established class size limit at 25 students per course section. This class size is a student/teacher ratio of 25/1. The class size may be 25-30 (on the 12th class day). Teaching support, additional course credit or the creation of additional sections will be considered for courses that have over 30 students depending on the following:

1) the faculty member's experience with online teaching;
2) student experience in online education (based on program course sequence); and
3) complexity of principles covered in course. Performance variances are investigated to determine whether course structure or process changes are needed to improve student learning. Class size limits can be changed when evidence indicates number of students in a course affects student performance.

Workload for large face-to-face classes:

A faculty member (clinical or tenure/tenure tract) who teaches an extra-large face-to-face course (greater than 80 students on the 12th class day) will receive an additional 1 workload credit for that semester. Faculty teaching classes greater than 130 on the 12th day will receive 2 workload credits. If faculty are co-teaching a large class no additional workload credit will be given unless the ratio of faculty to students is greater than 1:80.

Part-time Faculty Status

Part-time status in the CONHS must be approved by the Dean of the College and is based on needs and resources of the unit. Request for change in status from full-time to part-time must be submitted in writing to the Dean. Part time status is defined by workload and classification. Clinical faculty may receive part time salary up to 8 workload credits (which will be considered half of a full-time workload
of 15 hours). If a tenure tract faculty is given the opportunity to change status to part-time the salary will reflect 6 credit hours (which is half of a full-time workload of 12). If a faculty member teaches over the credit hours for half-time, they will be compensated at adjunct rate for the additional workload hours.

Department Chairs are responsible for faculty work assignments (Clinical faculty is 15 credit hours of workload; Tenure/Tenure-Track faculty is 12 credit hours of workload). The procedure requires the Department Chairs to:

- Assess the work requirements for a semester.
- Assess the available faculty resources.
- Assess the educational preparation and experience required for teaching specific courses and complete the credentialing process for each faculty member.
- Assign faculty to specific courses, administrative responsibilities, and scholarship activities for a total of 100% effort.
- Assign workload for faculty serving as DNP faculty chair as follows: .25 credits per DNP student. See DNP handbook for chair responsibilities.

Faculty members are responsible for providing Department Chairs appropriate information about their professional experience and education as well as ongoing scholarly projects.

Faculty shall discuss work assignment preferences with Department Chairs before each academic term.

Department Chairs will notify faculty of their work assignments in a timely manner so faculty can prepare courses and acquire the resources needed to support their scholarship activities. Faculty members will notify Department Chairs of plans that will affect their availability to meet work commitments in a timely manner.

The Executive Associate Dean of the CONHS will reconcile work assignments with the Texas Higher Education Coordinating Board Semester Workload Report.

B. Workload Reassignment Procedure

Overview

As the university becomes a more research-intensive institution, workload time for faculty to engage in scholarly activities with an emphasis on activities supporting knowledge generation will be supported. Reassignment for scholarly activities provides opportunities for faculty to support scholarly activities including grant writing, research, and publications at Texas A&M – CC. CONHS Department Chairs will work with faculty to support these endeavors while also supporting the teaching responsibility of the CONHS.

Eligibility:

Tenured and tenure-track faculty.
C. Course Management System (2015, 2020)

The CONHS uses a wide array of technology to deliver its programs through distance education format. The primary distance education structure is the web-based Blackboard Learning Management System which is managed at the university-level through the Office of Distance Education and Learning Technology (ODELT). Every course taught in a semester has a corresponding course shell in Blackboard. Some of the College courses are taught online only; others use a hybrid format. All faculty members are expected to continue to deliver their courses through the web-based course structures in the event the campus must be closed for business.

Each College web course has a prescribed structure. Faculty members are expected to use this structure when teaching online. The structure was designed through consultation with distance education experts and Blackboard consultants to ensure students can navigate the course features easily and rapidly. The College may convene a task force to evaluate the current structure for delivery effectiveness and efficient use of the course management system as needed. This task force makes recommendations for improvement in design to the College faculty. The prescribed template will be revised based on the task force recommendations and in consultation with ODELT.

The College Educational Technologist (CET) provides faculty and staff support for Blackboard. This support includes assistance in resolving problems that interfere with course design, implementation, and evaluation. The CET is also responsible for informing faculty about new learning technologies through workshops, tutorials, and one-on-one instruction. Opportunities for faculty education are communicated regularly through ODELT.

D. College of Nursing and Health Sciences Website (2015, 2020)

The CONHS maintains a College website to provide information to faculty, staff, future and current students as well as community members about the programs offered by the College and the structures and processes used to deliver high quality education. Additionally, the website provides information about the focus of scholarship within the College.

The College website is part of the TAMU-CC website (http://conhs.tamucc.edu/). The College Educational Technologist (CET) works with the Dean, members of the faculty and staff, and students to design a website that efficiently provides accurate and relevant information essential to implementing admission, progression, and graduation procedures. The CET consults College faculty members, staff, and Academic Advisors to ensure information is accurate and easy to find.

The CET is responsible for updating information regularly and resolving any problems that interfere with access to the CONHS website. Faculty and College administrators submit requests to change information to the CET. The Executive Associate Dean reviews the requested changes and informs the College administrative team of requests for substantive changes. Once the request to change information has been assessed for impact on the website and accuracy, the CET will make changes.
All members of the CONHS (faculty, staff, and students) will engage in periodic reviews of the website as a component of CONHS continuous quality processes to monitor the extent to which the structure fits information management standards.

E. IT Standards

The Information Technology (IT) department (http://it.tamucc.edu) is responsible for managing the media and computer infrastructure for the University. Members of the University IT staff are committed to serving the faculty, staff, and students through computer and media support services. Faculty can access these services through the IT Helpline (361-825-2692), ITHelp.tamucc.edu, or submitting a Help Desk Ticket at IT Requests (itrequests@tamucc.edu).

The IT department has developed guidelines and standards as part of the University’s technology infrastructure. These guidelines provide a framework for faculty use of technology in the workplace. Faculty members are expected to adhere to the guidelines as best practice procedures designed to secure information and ensure the technology is used appropriately. Every member of the faculty should have knowledge of the IT procedures delineated in the University Handbook for Rules and Procedures, IT Standards for all Users.

The College is responsible for providing faculty members a computer with appropriate software. Faculty members can supplement their technology resources as needed to support scholarly activities through grant funding. Faculty members are responsible for managing the technology purchased for their grants and disposing of the technology upon completion of the research as specified in the funding agreement.

F. Internship Template

Internships between the University, the student and an employer are documented using the internship placement form: https://tamucc.co1.qualtrics.com/jfe/form/SV_0B7z8tM8DNehUj3

G. Process for Voting on New Programs/certifications/distance education programs/courses including revisions

In accordance with University procedures 11.10.99.C0.01, 11.10.99.C0.02, 11.10.99.C0.03 and 11.10.99.C0.04, before initiating a proposal for a new CONHS program or certificate, support for the development of the program will be secured from the Department Chair, College Dean and Office of the Provost. All appropriate forms and routing processes required by the University under these rules will be completed by the originator of the proposal.

Within the CONHS, the appropriate faculty committee (presently the Curriculum Committee) will vote on proposals for new programs/certificates or courses (including revisions, specifically to course objectives or descriptions)

- A two/thirds vote in favor of the program/certificate or course is needed at the committee level to bring the proposal forward to the CONHS Faculty of the Whole (FOW).
- The Committee Chair of the sponsoring committee will bring the proposal to the FOW.
- A simple majority vote in favor of the proposal is required by the FOW.