

Staffing Formula Reference		C/S #	APDB CS#	Faculty Contact Hours Per CCU	Normal Class Size			Workload K-Factor
Description	Typical Example and Comments				LD	UD	GD	
Large Lecture	Lecture courses in any discipline with more than 50 enrollments	<b>C1</b>	1	1	50+	50+	-	
Lecture Discussion	Lecture courses in any discipline in which class participation is a planned portion of the instructional method.	<b>C2</b>	2	1	40	40	40	<b>1.0</b>
Lecture - Composition	Business, education, English, and psychology courses in which students write, are counseled or study law cases.	<b>C3</b>	3	1	30	30	30	<b>1.0</b>
Lecture - Counseling								
Lecture - Case Study								
Lecture /Recitation	Courses in any discipline in which student participation (discussion) is the primary instructional method.	<b>C4</b>	4	1	25	25	25	<b>1.0</b>
Seminar	Courses in any discipline using seminar methods of instruction.	<b>C5</b>	5	1	20	20	15	<b>1.0</b>
Seminar/Clinical Demonstration	Nursing and psychology courses in clinical processes and education courses involving individual testing, such as driver training in a simulator.	<b>C6</b>	6	1	20	10	10	<b>1.0</b>
Fine Arts and Science Activities	Art, anthropology and science activities.	<b>C7</b>	7	2	24	24	24	<b>1.3</b>
Education Workshops and Social Science Activity	Includes methods taught on an activity basis in education and subject areas.	<b>C8</b>	8	2	30	30	30	<b>1.3</b>
Music Activity	Does not result in a major public (large group) performance.	<b>C9</b>	9	2	40	40	40	<b>1.3</b>
Music Activity	Instrumental or vocal instruction. (small group)	<b>C10</b>	10	2	10	10	10	<b>1.3</b>
Physical Education and Recreation Activity	Gym classes or intramural sports if credit is given.	<b>C11</b>	11	2	30	30	30	<b>1.3</b>
Speech, Drama and Journalism Activity	Classwork in debate, acting and publication; no public performances involved.	<b>C12</b>	12	2	20	20	20	<b>1.3</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>C13</b>	13	2	≤24	≤24	-	<b>1.3</b>
Remedial Course Activities	Courses for students admitted as exceptions only.	<b>C14</b>	14	2	15	15	15	<b>1.3</b>
Technical Activities and Laboratories	Laboratories in art, foreign languages, home economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, police science.	<b>C15</b>	15	3	≤24	≤24	-	<b>1.5</b>
Science Laboratories	Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology and photography.	<b>C16</b>	16	3			-	<b>2.0</b>
Clinical Practice Laboratories Off-Campus	Nursing, social work.	<b>C17</b>	17	3	8	8	8	<b>2.0</b>
Major Intercollegiate Athletic Sports Activities	Football, basketball, baseball, track and field, wrestling, swimming, etc.; limited to four sports per year.	<b>C18</b>	18	≥3	20	20	-	<b>6.0</b>
Minor Intercollegiate Athletic Sports Activities	Other sports not listed as Athletics.	<b>C19</b>	19	≥3	20	20	-	<b>3.0</b>
Performance/Production	Production courses in art, drama, Activities journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution.	<b>C20</b>	20	≥3	20	20	20	<b>3.0</b>
Performance/Production Activities	Major performance groups, such as orchestras, bands, and choruses.	<b>C21</b>	21	≥3	40	40	40	<b>3.0</b>
<b>Supervision Working Teaching Units (C/S # below) are computed as enrollment times adjusted factor</b>								
Independent Study, Studio Instruction, Supervised Activities	Undergraduate - all disciplines. Faculty - student contact averages 45 minutes per week.	<b>S1</b>	48	n/a	48	48	48	<b>0.25</b>
Independent Study, Field Work, Studio Instruction, Supervised Activities	Undergraduate - all disciplines. Faculty - student contact averages one hour per week.	<b>S2</b>	36	n/a	36	36	36	<b>0.333</b>
Practice Teaching, Workstudy, Thesis Project and Independent Study	Undergraduate - practice teaching and graduate level public school nursing - all disciplines. Faculty - student contact averages 90 minutes per week.	<b>S3</b>	25	n/a	-	25	25	<b>0.5</b>
Practice Teaching	Undergraduate - all disciplines. Faculty - student contact averages 2 hours per week.	<b>S4</b>	24	n/a	18	18	18	<b>0.667</b>
Social Work Supervision	Graduate level social work only. Faculty - student contact averages 3 hours per week.	<b>S5</b>	23	n/a	-	-	12	<b>1.0</b>
Peer-taught Courses, ROTC or Non-Workload Instruction which is not state supported	Course which generates no workload for faculty but generates FTES for the campus and is not state supported.	<b>C77</b>	77	0	n/a	n/a	n/a	<b>0.0</b>
Non-traditional instruction, examination, or evaluation	Course which generates credit by examination or evaluation or which is taught in modes not described by the formulas faculty workload is assigned. All 78 courses are state supported.	<b>C78</b>	78	0	n/a	n/a	n/a	<b>0.0</b>