Workload and Bell Codes for V-Section Classes

Subject to Workload "Capping"

Type of Class Offering	Workload Calculation	Example	Bell Code
Tutorial Sections *Standard courses that were "converted" to a V-section due to low enrollment.*	½ hour (first student) + ¼ hour (each add'l) Maximum = Credits for Course	3 Students 0.50 + 0.25 + 0.25 = 1.00	VT1
Independent Study/Research Courses *Described in the Bulletin as primarily independent student work.*	Same topic/project ½ hour (first student) + ¼ hour (each add'l) **or** Different topics/projects ½ hour per student Maximum = Credits for Course	3 Students 0.50 + 0.25 + 0.25 = 1.00 **or** 3 Students 0.50 + 0.50 + 0.50 = 1.50	VS1
Internship/Fieldwork Courses *Faculty member's role is primarily coordination. If there is an instructional component (explicitly noted in the Bulletin), workload and bell code for Independent Study/Research should be used.*	⅛ hour per student Maximum = Credits for Course	3 students 0.125 × 3 = 0.375	VF1

For the above types of class offerings, the workload for each faculty member is "capped" at 3.00 hours per semester.

Exempt from Workload "Capping"

Type of Class Offering	Workload Calculation	Example	Bell Code
Master's Thesis Supervision *This is specifically for final thesis-stage courses. Preparatory courses fall within the Independent Study/Research Course category described above.*	½ hour per student	3 Students 0.50 + 0.50 + 0.50 = 1.50	VM1
Practicum or Clinical Courses (including student teaching supervision)	Varies		VC1
Performance Courses and Private Music Lessons	Varies		VP1
Doctoral Instruction (including dissertation and independent study)	*Workload hours provided by the Graduate Center*		n/a

Enhanced V-Section Coding
Endorsed by the Council for Administrative Policy (CAP) at its December 3, 2015 meeting

Effective for the Fall 2016, the following 'bell codes' will provide additional categorization information in the class schedule for V-sections.

Tutorial "Conversions"	VT1	VT1A	VT1B
Independent Study/Research	VS1	VS1A	VS1B
Internship/Fieldwork	VF1	VF1A	VF1B
Master's Thesis	VM1	VM1A	VM1B
Clinical/Practicum	VC1	VC1A	VC1B
Performance	VP1	VP1A	VP1B

The next page provides more detail as to how faculty workload is calculated according to these course categories. Nothing related to this schedule coding supersedes the curriculum development and approval process; rather great care should be taken to conform to the format of the course noted in the *Bulletin* when 'mapping' a course to a section code.

Benefits/Purpose:
Enhanced section coding will improve Workload Collection and Review activities.

- Differentiating between types of V-sections is necessary for issues such as the 3-hour "capping" of independent study and the specific workload formulae used for performance, practicum courses, and fieldwork courses. Differentiation must now be done "manually" by looking up the courses in the catalog.
- Some courses entitled "fieldwork" actually fall under the independent study category because of an instructional component in addition to placement coordination; these sections should be marked as such to prevent confusion.
- Reduces ambiguity for the faculty member teaching the course -- the workload 'value' will be made clear in the schedule.
- This will facilitate the university reporting process. Classes with calculated workload must be reported with an appropriate "Assignment Type" in CUNYfirst. There is nothing in the current course coding (e.g., ABCD. 4321, V1, #67890) to facilitate the choice of assignment type.

In general, this will allow individuals to group V-section data without the need to look at individual courses (catalog titles/descriptions). While there may be a need for more "granular" analysis, these six broad categories capture the major differences.

Implementation:
This is primarily a simple change by the departments when building/planning their schedule of classes. Instead of the generic V1 bell code, the 'enhanced' section code must be used. **It is the department's responsibility to provide this information to the registrar**. A concrete example:

AERO. 1350	V1	→	VT1
AERO. 5100	V1	→	VS1
AERO. 7120X	V1	→	VS1
AERO. 7910X	V1	→	VM1

At the department-level, this is a small-scale change (i.e., most departments have 8 or fewer V-sections). However, there were nearly 350 V-sections scheduled in Fall 2015 (approx. 10% of all sections), so the *college-wide* effect of this bookkeeping enhancement is very large.