

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

Board of Trustees

(name of governing body)

Columbia Basin Community College, District No. 19

(name of institution)

Resolution No. 78-1

Administrative Order No. 78-1

(1) Be it resolved by the board of Trustees

of the Columbia Basin Community College, District No. 19

(institution)

acting at Columbia Basin Community College Board Room, Pasco, WA

(place)

that it does promulgate and adopt the annexed rules relating to:

Instructional Responsibilities and Workload Standards

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 78-08-068 filed with the code reviser on 7/26/78. Such rules shall take effect:

X pursuant to RCW 28B.19.050(2) at a later date, such date being _____

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040¹ that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW _____ which directs that the

(institution)

has authority to implement the provisions of

(name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the Board of Trustees, Columbia Basin Community College, District No. 19

(institution)

as authorized in RCW 28B.10 & 28B.50

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

STATE OF WASHINGTON

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED September 11, 1978

By Fred L. Esvelt President, Columbia Basin Community College

CODE REVISER'S OFFICE WSR 78-10-018

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

RESOLUTION NO.

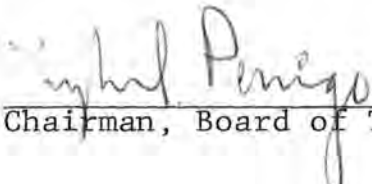
78-1

BE IT RESOLVED by the Board of Trustees of Community College District No. 19, State of Washington, that:


The annexed policy statements, new amended, or repealing, relative to Maternity Leave WAC 132S-170-030; Classified Employees Exemptions, changing titles and positions of exempt personnel WAC 132S-18-020; Tenure Consideration-changing titles of positions deemed nontenurable WAC 132S-08-100; and Instructional Responsibilities and Workload Standards WAC 132S-190-010 through 060 be

ADOPTED this 11th day of September, 1978 at a meeting of the Board of Trustees of Community College District No. 19, with a quorum of such trustees present after notice of such meeting was duly and regularly given as required by law.

FURTHER, the above policy statements shall be forwarded to the State Code Reviser for filing.



Chairman, Board of Trustees



Attest
Fred. L. Esvelt, Secretary
Board of Trustees

Chapter 132S-190

INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD
STANDARDS

WAC

- 132S-190-010 Instructional Responsibilities
- 132S-190-020 Workload Standards
- 132S-190-030 Development of Written Syllabi
- 132S-190-040 Verification of Class Roster
- 132S-190-050 Extended Day Duty Assignments
- 132S-190-060 Split Shift - Librarians and Guidance Counselors

NEW SECTION

WAC 132S-190-010 INSTRUCTIONAL RESPONSIBILITIES. The primary responsibility of the academic employee is to serve the student primarily through classroom faculty/student contact or by other assistance; i.e., conferencing, etc., as related to the learning process. These responsibility factors are established to ensure an appropriate balance of individual faculty assignments in the total institution.

(1) Guidelines to be used in developing an instructor's responsibility schedule within the work weeks of a quarter will be the responsibility of the division chairman and the academic employees of the division with final approval by the Dean of Instruction.

(2) Each individual academic employee shall work with his division chairman to develop a weekly responsibility schedule in conformance to the guidelines.

(3) This responsibility schedule shall be for a thirty hour week, plus a designated lunch period.

(4) Approval of such a responsibility schedule shall be vested with the Dean of Instruction or his designee no later than the end of the first instructional week of each quarter during the regular academic year.

(5) Accountability to the posted responsibility schedule may be excepted on campus by notifying the appropriate division chairman. Exception to the responsibility schedule for off-campus reasons must be approved by the Dean of Instruction or his designee.

NEW SECTION

WAC 132S-190-020 ANNUAL WORKLOAD STANDARDS. The annual workload standards for full-time contracted academic employees shall average as follows:

(1) 15 minimum and 17 maximum classroom contact hours per week, per quarter, for straight lecture mode;

(2) 19 minimum and 22 maximum classroom contact hours per week, per quarter, for lecture/lab mode; e.g., science, art, music, physical education;

(3) 22 minimum and 27 maximum classroom contact hours per week, per quarter, for a predominantly lab mode; e.g., occupational programs, skills labs; and,

(4) 35 student contact hours per week, per quarter, for counselors and librarians.

Hourly ranges are designed to reflect both existing programs and provide flexibility to meet future programs needs. Academic employees who have met minimum hours per week per quarter will not be required to teach extended day classes except as provided in WAC 132S-190-050

NEW SECTION

WAC 132S-190-030 DEVELOPMENT OF WRITTEN SYLLABI. Each full-time academic employee shall develop written syllabi for each course taught, which shall be updated annually by the end of the second week of each fall quarter. Employees shall make provision for continuity of their instructional assignment, should an instructor be absent for any reason.

NEW SECTION

WAC 132S-190-040 VERIFICATION OF CLASS ROSTER. Upon receipt of the class roster printout, the academic employee shall verify the class roster with the Registrar.

NEW SECTION

WAC 132S-190-050 EXTENDED DAY DUTY ASSIGNMENTS. Academic employees may be assigned to instructional duties during extended day in order to conform to average quarterly minimum provisions of their responsibility as stated in WAC 132S-190-020. If such assignment exceeds one class per quarter, the assignment must be made only with the consent of the employee.

NEW SECTION

WAC 132S-190-060 SPLIT SHIFT - LIBRARIANS AND GUIDANCE COUNSELORS. Librarians and Guidance Counselors shall not be assigned a split shift without the consent of the academic employee.