Academic Year 2015-16
Effective: September 21, 2015 through June 12, 2016

CLASS Large-Enrolled Course Support
The following policy governs support for class sections of 4 units with large enrollments.

Funding levels

Tier 1: 60 to 89 seats enrolled
• $600 in support for course assistants (i.e. readers) and/or the purchasing of equipment or supplies.

Tier 2: 90 to 119 seats enrolled
• Assignment of additional 2 WTU to the instructor of record for the course

Tier 3: 120 or more seats enrolled
• Assignment of additional 4 WTU to the instructor of record for the course

Notification of qualification
The College office will notify the Department Chair of sections that qualify for funding for Tier 1 support after the add/drop period during quarter the course is offered. For Tiers 2 and 3, the College office will notify Department Chairs of qualifying sections after 2nd pass enrollment during the quarter prior to the course being offered.

Tier 2 and Tier 3 Workload Assignments
The additionally assigned workload for Tier 2 and Tier 3 is counted towards the instructor’s workload during the regular academic year that the course is offered. This additional workload is given explicitly to address class size and its factor on workload for the course. As such, this additional workload may not be banked or converted to assigned time or release time during the current quarter or future quarters.

Tier 2 and Tier 3 Funding for Course Assistants
Funding from the College for course assistants (i.e. readers) and/or the purchasing of equipment or supplies is for Tier 1 only. Additional funding for course assistants (i.e. readers) and/or the purchasing of equipment or supplies for Tier 2 and Tier 3 may be provided at the Department Chair’s discretion at a maximum of $600 per course.
Intended use of course assistant funds

Course assistant funding is to be used in a way that supports course instruction via the hiring of a reader or other course assistant. Note that all applicable University policies and state laws govern the expenditure of funds. Funds are expected to be expended no later than the end of final exam week for the respective term and do not roll over into the next term.

Tier 1 Funding Allocation

Following the notification of qualification for funds, the College budget analyst will contact the Department Chair and Department staff for details regarding the allocation of funding.

Changes

This policy is subject to change. Any changes will be announced via email or announcement to Department Chairs at the College Council of Chairs meetings.

Questions?

Feel free to direct any questions regarding this policy to the Associate Dean for Faculty Affairs and Administration, Rafael Hernandez (rafael.hernandez@csueastbay.edu; 510-885-3161).

8/19/2015, R.H.