

College of The Arts  
Dean Chris Garvin  
October 21, 2022  
Operational Guidelines: Large SCH Courses

The purpose of all of our College policies should be to help us realize our strategic plan. Our strategic plan is organized into five major goals, each with associated strategies and tactics. This policy will support the following goals (**bold**):

- **Access, Equity, & Diversity**
- Research/Professional Practice & Academic Excellence
- **Innovative Learning Environment**
- **Governance, Operations, & Finance**
- Community, Leadership, & Engagement

#### College

- The College will identify the large SCH courses to be covered by the College (see second page). The College reserves the right to add or remove courses from the list of large SCH courses.
- The initial cap enrollment for each of the large SCH courses is 500 students. During the time leading up to the start of a term, the College may elect to increase course capacity. The College will provide departments with a historical report of course enrollments and an estimated number of grading assignments for which each course will be funded. As course enrollments exceed the historical enrollments, additional grading assignments will be funded.
- The College will make funds available to the School, within the Dean's Office, for adjunct/adjunct replacement costs for the large SCH courses. If the course is being taught by a regular faculty, these adjunct funds within the Dean's Office, may be utilized to cover adjunct instruction costs of another course. Wintersession, Maymester and Summer courses do not provide Schools with additional adjunct/adjunct replacement costs as these costs are fully funded by a separate additional allocation within the College.
- The first 45 students in a course are the responsibility of the instructor. For each additional increase of 45 students, the College will provide funds, within the Dean's Office, to hire graders for the large SCH courses.
- The College will fund graders based upon the number of grading assignments needed for each course. A grading assignment is defined as 70 hours of work, which equates to 5 hours a week for 14 weeks of instruction. One grading assignment will be allocated for each group of 45 students on a large SCH course without a State Communication requirement. Two grading assignments will be allocated for each group of 45 students on a large SCH course with a State Communication requirement.
- Large SCH course offerings in Maymester and Summer will be determined during the College's Summer request process.
- Overload payments for faculty for the large SCH courses is not allowed except for Wintersession.
- The College encourages the course instructor to connect with Innovative Education on an annual basis in order to consider the adaptation and implementation of available technology to increase the efficiency of course instruction and management. The College will seek to invite Innovative Education and Center for Innovative Teaching & Learning for a college-wide training session.

## School

- The Schools will retain pedagogical authority and responsibility for these courses. If concerns arise, the College will work closely with the Schools to appropriately address the concerns.
- The Schools will identify the instructor and the graders. The College will work closely with the Schools in consideration of faculty/adjunct assignments and preferences.
- Supervision and evaluations of instructors of the large SCH courses is maintained by the School.
- School schedulers will enter course information for these large SCH courses into Banner. Schedulers will assign the tuition/revenue for each of these courses to the Dean's Office chartfield (TPA-240100-10000-000000-0000000). This is done in SSAOVR.
- In hiring graders, Schools can hire graduate instructional assistants (9550) or undergraduate students (9190). For undergraduate student graders, the rate will be \$15 an hour. For graduate instructional assistants, the hourly rate for the salaried appointment must comply with the GAU contract and the College's One-Page for GA appointments (as shown below)
- The Graduate School requires a minimum of a 0.25 FTE in order to award a tuition waiver. At a 0.25 FTE assignment, this equates to 196 hours of work per Fall/Spring term. Schools are responsible for complying with Graduate School requirements.
- Schools offering the course will be given first opportunity to provide a grader, but if none are available, the School needing graders will submit their request for graders to the College and at that time a call for graders will be sent out to the other Schools within the College to identify and respond with additional graders to be hired. Schools may rehire graders in good standing before seeking new graders from within the College.
- The adjunct/adjunct replacement and grader costs will be assigned to the Dean's Office chartfield (TPA-240100-10000-000000-0000000). For HEADS reporting, we will be able to segregate the school costs for these large SCH courses, as the instructors will continue to be hired in the School's GEMS department.
- Wintersession appointments are a part of the Spring faculty assignments. Directors should utilize any Wintersession appointments in the management of the Spring faculty assignments to the benefit of the goals and objectives of the School and College. Wintersession courses, when taught by a regular faculty, may be paid as overload payments for the large SCH courses and need to be assigned to the Dean's Office chartfield (TPA-240100-10000-000000-0000000). Wintersession courses taught by adjuncts are assigned to the Dean's Office chartfield as well. Schools do not receive adjunct replacement costs for Wintersession courses unless the regular faculty teaches the Wintersession course as a part of their normal Spring load.
- Summer tuition and costs of the large SCH courses will be assigned to (TPA-240100-13000-000000-0000000).
- The policy will be reviewed annually and updated as appropriate.

### ***From the GA Policy (as of October 21, 2022)***

- In hiring GAs, Schools must identify the GA according to one of the following hiring categories:
  - **Graders**
    - 9550 - Graduate Instructional Assistant
    - To calculate the FTE in order to hire a GA as a grader for a semester appointment, take the total number of hours being worked based upon the number of grading assignments for 45 students and divide by 784 hours (the total number of work hours in a semester appointment).

**Large SCH Course List - as of October 21, 2022 – 16 courses**

- ARC 2211 – Intro to Architecture
- ARH 2000 – Art and Culture\*
- ARH 2050 – History of Visual Arts I\* – non-majors only; one fully online section
- ARH 2051 – History of Visual Arts II\* – non-majors only; one fully online section
- ARH 3001 – Introduction to Art
- ART 2201C – Concepts and Practices I\* – non-majors only; one fully online section
- DAN 2100 – Understanding Dance Experience\*
- FIL 3854 – Film Art\*
- MUC 2301 – Intro to Electronic Music\*
- MUH 2020 – The History of Blues and Rock
- MUH 3016 – Survey of Jazz\*
- MUL 2010 – Music and Culture\*
- MUL 3001 – Issues in Music\*
- THE 2000 – Theater and Culture\*
- THE 2252 – Great Performances on Film
- THE 4574 – Sport as Performance\*

\* indicates course has State Communication requirement