

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Excess Enrollment Policy

02-19/20-FAC – October 29, 2019 – Second Reading

RESOLVED: That the University Senate approves the below changes to the excess enrollment policy:

RATIONALE: *Faculty Workload Calculations are central to academic quality and need to be decided via Shared Governance and Collective Bargaining. Changes to Faculty Workload calculations should not be imposed by individual administrators, and should be based on clearly justified, approved policy. The HSU practice (for more than 25 years) in calculating Faculty Workload for Excess Enrollment was changed in 2018, without Faculty or Senate consultation or consent, via a memorandum from the Provost.*

*The unilaterally imposed policy violated the Collective Bargaining Agreement, which states (Section 20.2d) “**The parties agree to continue the current practice regarding the calculation of Weighted Teaching Units for the purpose of determining time base for both appointment and benefits eligibility.**” and (section 20.3c) “**The parties agree that consideration of the prior practices of the University shall include the calculation of Weighted Teaching Units in prior years.**” The imposed policy mandated the use of instructional student assistants, and therefore also violated the previous policy, which stated that suitable student assistants were not always available.*

The guiding policy is based on EP&R 79-63 and was last addressed in a September 27, 1993 memorandum from the Acting Vice President of Academic Affairs to the college deans. These changes align the policy with long-standing practices and formalize these agreements to support equitable application across units. The policy also clarifies internal contradictions in noted enrollment ranges, makes each range mutually exclusive, and clarifies ambiguous statements.

Humboldt State University
Excess Enrollment Support Policy

A. For classes with census date enrollment of 72 or more, Instructional Student Assistant (ISA), or Assigned Time WTU(s) shall be allocated. Which of the two is utilized, an ISA or Assigned Time WTU(s), is the decision of the course instructor.

B. Assignment of an ISA is a preferable way of handling such large class loads from an economic perspective, but it is recognized that qualified ISAs are not always available or desirable. The suitability of a student shall be the decision of the course instructor.

C. If an ISA is utilized, they will be provided to the faculty member as follows:

If a course has enrollment between 72 and 95 -1 WTU (2.7 hrs/week) shall be provided

If a course has enrollment between 96 and 119 -2 WTU (5.3 hrs/week) shall be provided

If a course has enrollment over 119 ---3 WTU (8 hrs/week) shall be provided.

If an ISA is not utilized, HSU shall provide the instructor with assigned time for excess enrollments, as follows:

If a course has enrollment between 72 and 95 ---1 WTU shall be assigned

If a course has enrollment between 96 and 119 ---2 WTU shall be assigned

If a course has enrollment over 119 ---3 WTU shall be assigned

Humboldt State University
Excess Enrollment Support Policy

A. For classes with census date enrollment of 72 or more, ~~between 75 and 120 and exceptional workload, a graduate assistant, or an Instructional Student Assistant (ISA), or Assigned Time WTU(s) may~~ shall be allocated. Which of the two is utilized, an ISA or Assigned Time WTU, is the decision of the course instructor.

~~B. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3WTU may be assigned.~~

C. Assignment of ~~graduate assistants~~ an ISA is a preferable way of handling such large class loads from an economic perspective, but it is recognized that qualified ~~graduate assistants~~ ISAs are not always available or desirable. The suitability of a student shall be the decision of the course instructor.

~~D. In no case shall a faculty member be granted WTU for more than one class with excess enrollments.~~

D. If an ISA is utilized, they will be provided to the faculty member as follows:
If a course has enrollment between 72 and 95 -1 WTU (2.7 hrs/week) shall be provided
If a course has enrollment between 96 and 119 -2 WTU (5.3 hrs/week) shall be provided
If a course has enrollment over 119 ---3 WTU (8 hrs/week) shall be provided.

~~HSU has permitted a further breakdown in the use of shall provide assigned time for excess enrollments, provided no ISA is utilized qualified graduate students or students assistant time is available, as follows:~~

If an ISA is not utilized, HSU shall provide the instructor with assigned time for excess enrollments, as follows:

If a course has enrollment between 72 ~~75~~ and 95 96 ---1 WTU shall may be assigned ~~permitted~~

If a course has enrollment between 96 and 119 120 ---2 WTU shall may be assigned ~~permitted~~

If a course has enrollment over 119 ~~120~~ --- 3 WTU shall may be assigned ~~permitted~~