

CAAT Academic Workload, 1991 - 92

**Analysis of Full-time Professor and Instructor
Standard Workload Form (SWF) Records
in
Ontario Colleges of Applied Arts and Technology**

Revised

May 1994

Prepared by:

Sharon McElroy/Kathleen Waterhouse

**College Relations Commission
111 Avenue Road, Suite 400
Toronto, Ontario M5R 3J8
Tel: (416) 922-7679
Fax: (416) 325-4134**

Table of Contents

1.0	Introduction	2
1.1	Background	
1.2	Acknowledgements	
1.3	Report Outline	
2.0	College Data Submission/Processing	3
2.1	College Response	
2.2	Data Verification/Error Checking	
2.3	Status of Records	
	2.3.1 Unusable Records	
	2.3.2 General Data Limitations	
	2.3.3 College-Specific Limitations	
2.4	Classification of Usable Records	
	2.4.1 Position of Responsibility	
	2.4.2 Employment Status	
	2.4.3 SWF Availability	
3.0	Analysis of SWF Data	6
3.1	Workload by Function	
	3.1.1 Assigned Teaching Contact Hours	
	3.1.2 Attributed Preparation Hours	
	3.1.3 Attributed/Assigned Evaluation/Feedback Hours	
	3.1.4 Hours for Complementary Functions	
	3.1.5 Total Assigned and Attributed Workload	
3.2	Classification of Courses by Type	
	3.2.1 Preparation Factors	
	3.2.2 Evaluation Factors	
3.3	Courses/Course Sections by Class Size	
3.4	Number of Different Course Preparations/Sections	
	3.4.1 Course Preparations	
	3.4.2 Course Sections	
3.5	Final SWF Total Teaching Contact Hours, Days and Weeks	
	3.5.1 Total Teaching Contact Hours	
	3.5.2 Total Teaching Contact Days	
	3.5.3 Total Teaching Contact Weeks	
4.0	Report Tables 1.1 - 11.0	12
Appendices	A: Graphs for All Reporting Colleges	
	B: Detailed Analysis of Workload Function	
	C: Data Checkpoint List	
	D: Data Elements: CRC 1991-92 Workload Dataset	
	E: CRC Request for 1991-92 Workload Data	
	F: Request from Quality Education Task Force	
	G: Extracts from 1991-94 Academic Agreement	

CAAT Academic Workload, 1991-92

Analysis of Full-time Professor and Instructor Standard Workload Form (SWF) Records in Ontario Colleges of Applied Arts and Technology

1.0 Introduction

1.1 Background

This report presents the results of a 1993 survey of 1991-92 academic staff workload in Ontario Colleges of Applied Arts of Technology. The survey was designed to compile information recorded on the Standard Workload Form (SWF), which forms a part of the negotiated terms and conditions of academic staff covered by the 1991-94 OPSEU Academic collective agreement. (Workload provision extracts and the SWF are included in Appendix G).

The survey was conducted in response to a defined information requirement of the Quality Education in a Fiscally Responsible Manner Task Force. This Task Force was proposed during the 1991-92 round of OPSEU academic staff negotiations; the terms of reference are set out in a Memorandum of Understanding appended to the 1991-94 collective agreement.

The College Relations Commission was formally requested to conduct the survey in February of 1993 (See Appendix F). 1991-92 data were specifically requested to ensure compatibility with other statistical information being used by the Task Force, for example, financial data. Although other data collection activities were being undertaken by the Task Force, it was felt that the Commission would be the most appropriate agent to compile workload data, given its CRCIS (College Relations Commission Information Service) initiative.

The Commission had reservations about complying with the Task Force's request, as we had already offered assurances to the college community that CRCIS collection activities would not include the capture of historical data. On the other hand, we felt that we would gain invaluable practical knowledge and experience that could be directly applied to the CRCIS initiative. Further, we were persuaded by the Task Force that workload information was critical to their deliberations.

As a compromise, the Commission - with the guidance of the CRCIS Advisory Committee - issued a formal request for data on a "best efforts" basis in May of 1993. The request was issued jointly to the CRCIS local college administration and academic staff contacts, in keeping with CRCIS's objectives. (See Appendix E for details.)

1.2 Acknowledgements

The College Relations Commission gratefully acknowledges the co-operation and efforts of college administration and academic staff in this "best efforts" endeavour. In some instances, extraordinary measures were taken to retrieve information which had never before been assembled centrally in electronic form. Commission staff benefited tremendously from the expertise of the data providers. They were patient, helpful and responsive to our requests for clarification and assistance.

1.3 Report Outline

The remainder of the report is divided into four parts. Section 2 deals with the data submission and processing; Section 3 is a brief summary analysis of the data; Section 4 includes the tables referenced in Sections 2 and 3; and the Appendices include referenced graphs, supplementary tables, and other background materials.

2.0 College Data Submission/Processing

2.1 College Response (Tables 1.1, 1.2)

The CRC began to receive data from individual colleges in June of 1993. An earlier version of this Report was issued in March, based on data received from 20 colleges as of January 1994 (Confederation, Lambton and Seneca excluded). Seneca data were subsequently received, along with corrections to Sault data. This Report reflects the modifications and additions.

Of the 21 colleges submitting data, eight (Centennial, Conestoga, Georgian, Niagara, St. Clair, Sault, Sheridan, and La Cité collégiale) reported SWF data for less-than-fulltime staff. Analysis of part-time workload is not included in this report, but is available on request.

Although not specifically asked for at the outset, a small number of colleges included a letter signed by both parties with their data submission. Joint "sign-off" was subsequently requested of the remaining colleges when the preliminary report was sent in November. In the end, joint sign-off was received from 12 colleges. (See Table 1.1).

2.2 Data Verification/Error Checking

Preliminary checking was done when data were received from the college. This involved some direct contact with the college (usually the person who was directly responsible for the data). The preliminary data check included the identification of duplicate and/or unusable records.

Data were then converted to a standard record layout and read into CRC-constructed SAS datasets. (A listing of the SAS dataset field names is included in Appendix D).

A second, more detailed review of the data consisted of a 36-item checkpoint analysis (see Appendix C). The checkpoints identified missing data (items 1 & 2 for example), data values falling outside limits established in the agreement (items 6 & 7 for example), differences in reported values and those calculated through the application of a formula in the agreement (item 27 for example), and "flags" which did not necessarily indicate a data error (items 10 & 24 for example).

A verification report for each college was generated listing all academic staff/course records which had produced a checkpoint "message". This report was mailed to the parties in November of 1993, along with some preliminary analyses of the data. Data items which the CRC considered "problematic" were highlighted. The parties were requested to file corrections no later than December 24, 1993. Final corrections were received in May 1994.

2.3 Status of Records

As would be expected in a data collection activity where a number of colleges were not adequately prepared, the Commission did not have a full appreciation of the complexities of the task, and the information required had been captured up to to years prior to the collection date, the data are not as complete and consistent as one would like. The following sections set out the data limitations to the extent they are known by the Commission. Other limitations undoubtedly exist, and we hope that readers who are familiar with the subject matter bring these to the attention of the Commission in order to improve the process in the future. It goes without saying that any conclusions drawn from the analysis should be viewed in this light.

2.3.1 Unusable Records

As can be seen from Column 2 of Tables 1.1 and 1.2, about 0.5% of the academic staff records were "unusable". This low percentage is a direct result of the efforts of college staff in the preliminary data check discussed in Section 2.2 above.

2.3.2 General Limitations

- Full-time employees on reduced or less-than-full-time workload were not identified.
- For those colleges which did not report any "non-SWF" teacher records, we do not know if this is because all academic staff had a SWF, or because the college reported only SWFed staff.
- The number of staff reported on the Council of Regents (CoR) 1991 Academic Staff Survey varies with the number of staff reported in this survey. The CoR survey reported the number of full-time professor and instructor staff at 8,163. Excluding the two colleges who did not file SWF data, the number would be 7,793. The records provided to us for the same period totalled 7,560 (see Column 1 of Table 1.1), a difference of 233 (about 3 %). College-by-college however, the differences were more marked; the parties were not asked to reconcile these differences.
- Postsecondary and non-Postsecondary staff could not be distinguished.
- There is some variation in how the number of courses was reported. For those courses which had a classroom component and a lab component, some colleges reported this as two courses while other colleges reported this as one course.

2.3.3 College-specific Limitations

In addition to the general limitations outlined in the previous section, the reader should be aware of the following college-specific limitations:

- **Conestoga:** Provided data for Stratford Nursing and Doon Health Sciences only. Reported maximum of four (4) courses in October, 1991 and six (6) courses in February, 1992.
- **Durham:** Records did not indicate employee ID number, status (permanent or probationary), position (regular or coordinator), or provide a reason for no SWF.
- **George Brown:** Values for complementary function, preparation and evaluation/feedback hours were computed by CRC based on formulae in the collective agreement.
- **Georgian:** Provided data for maximum of six (6) courses only, as requested by the CRC.
- **Humber:** No data were provided for number of different course preparations or sections.
- **Northern:** Distribution by position (regular or coordinator) or status (probationary or permanent) not provided. Could not provide course-specific data. Where "No SWF" was indicated for the period in question, CRC coded the teacher as "NO_SWF" = 6.
- **St. Lawrence:** Provided combination evaluation/feedback factors as "comb" or ".03/.0092". College could not provide breakdown.

2.4 Classification of Usable Records

2.4.1 Position of Responsibility: Regular/Coordinator (Tables 2.1, 2.2)

Two colleges (Durham and Northern) were not able to provide a breakdown of academic staff by position of responsibility and employment status. Based on the data provided:

- Of the 7,209 Fall 1991 records for which a position breakdown was provided, 85.4 % of academic staff reported in the Fall 1991 snapshot were classified as **Regular Staff**, ranging from a low of 59.9 % (La Cité collégiale) to a high of 94.2 % (Sheridan). 9.8 % received a **Coordinator I** allowance, ranging from a low of 1.4 % (Georgian) to a high of 40.1 % (La Cité collégiale). **Coordinator II** positions represented 4.8 % of the total, ranging from a low of 0.0 % (George Brown, St. Lawrence & La Cité collégiale) to a high of 18.7 % (St. Clair).
- 85.0 % of the Winter 1992 records available for position analysis were **Regular Staff**, ranging from a low of 56.9 % (La Cité collégiale) to a high of 93.6 % (Sir Sandford Fleming). 10.2 % of academic staff received a **Coordinator I** allowance, ranging from a low of 1.4 % (Georgian) to a high of 42.5 % (La Cité collégiale). 4.8 % received a **Coordinator II** allowance, ranging from a low of 0.0 % (George Brown) to a high of 20.8 % (St. Clair).

2.4.2 Employment Status: Permanent/Probationary (Tables 3.1, 3.2)

■ 93.9 % of Fall 1991 snapshot teacher records for which an employment status breakdown was available were classified as **Permanent Staff**, ranging from a low of 86.2 % (La Cité collégiale) to a high of 100.0 % (St. Clair, Sault and Sir Sandford Fleming).

■ 93.8 % of the Winter 1992 snapshot records were classified as **Permanent Staff**, ranging from a low of 85.5 % (Canadore) to a high of 100.0 % (St. Clair, Sault and Sir Sandford Fleming).

2.4.3 SWF Availability: Reasons for No SWF (Tables 4.1, 4.2)

■ Of the 900 (11.9 %) usable records in the Fall 1991 records for which no SWF record was provided, the SWF could not be located for 57.6 % of the records, 3.3 % were on **Vacation**, 9.6 % were on a **Leave of Absence**, 7.1 % were involved in some form of **Professional Development**, 1.6 % were on a **Project Assignment**, and 20.8 % were non-SWFed for a variety of other reasons.

■ Of the 1,206 (16.0 %) records in the Winter 1992 snapshot for which no SWF record was provided, the SWF could not be located in 59.6 % of the cases, 5.2 % were on **Vacation**, 10.2 % were on a **Leave of Absence**, 5.8 % were involved in some form of **Professional Development**, 1.6 % were on a **Project Assignment**, and 17.6 % were non-SWFed for a variety of other reasons.

3.0 Analysis of SWF Data

Analysis of the 1991-92 SWF data is based on the usable records for full-time professors and instructors in each of the two periods October 28-November 1, 1991 (Fall 1991 snapshot) and February 24 - February 28, 1992 (Winter 1992 snapshot), and selected year-end totals from the final SWF of the 1991-92 academic year. No distinction is made in terms of position (regular/coordinator) or status (permanent/probationary). Break-out analysis of the data is available on request.

The data are presented in **Section 4: Tables 5.1 to 11.0**. In addition, graphical representations of selected system-wide data (distribution of workload by function, preparation and evaluation/feedback factors, and class sizes) are included in **Appendix A**. Similar graphs for each participating college have been distributed as an **Appendix A-1** supplement to provide college-to-system comparisons.

The sections below provide selected highlights from each of the tables included in the report. Sections 3.1 to 3.4 are based on the two snapshot periods and Section 3.5 summarizes year-end data. Supplementary detailed statistics for each workload component discussed in Section 3.1 are included in **Appendix B**.

3.1 Workload by Function (Tables 5.1, 5.2)

Article 11 of the agreement sets out a complex formula for the determination of teacher workload. Four factors to be considered in establishing workload are: teaching contact hours (defined as a College scheduled teaching hour assigned to the teacher by the College), attributed hours for preparation, attributed hours for evaluation and feedback, and attributed hours for complementary functions. Analysis of workload by function in this section is based on usable teacher SWF records totalling 6,624 for the Fall 1991 snapshot and 6,334 for the Winter 1992 snapshot.

3.1.1 Assigned Teaching Contact Hours

Article 11.01 I states that assigned teaching contact hours for a teacher in post-secondary programs shall not exceed 18 in any week, and in programs not post-secondary, 20 in any week. Based on the data provided:

■ The system weekly assigned teaching contact hours averaged 15.3 in the Fall 1991 snapshot and 15.1 in the Winter 1992 snapshot. The college averages ranged from a low of 13.0 and 13.3 respectively (Sir Sandford Fleming) to a high of 17.2 and 17.3 respectively (St. Clair).

3.1.2 Attributed Preparation Hours

Article 11.01 D 1 sets out the method employed for determining the amount of preparation time attributed and assigned. Preparation time is calculated through a combination of attributed preparation hours (a ratio of hours per assigned teaching contact hour dependent on the type of course section), and additional preparation hours are attributed or assigned on a hour for hour basis. (See 3.2.1 below for course analysis by preparation factor). Based on the data provided:

■ The system weekly preparation hours averaged 9.2 in the Fall snapshot and 9.1 hours in the Winter snapshot. The college averages ranged from a low of 7.8 and 8.0 respectively (Sir Sandford Fleming) to a high of 10.9 and 10.3 respectively (Northern).

3.1.3 Attributed/Assigned Evaluation/Feedback Hours

Article 11.01 E 1 of the agreement sets out the method employed for determining evaluation/feedback time attributed to academic staff. Attributed hours are calculated on a per student basis depending on the type of evaluation/feedback required for the course. Courses requiring more than one type of feedback are assigned a combined or blended ratio. (See section 3.2.2 below for course analysis by evaluation/feedback factor.). Based on the data provided:

■ The system weekly evaluation/feedback hours averaged 8.1 in the first snapshot and 7.7 in the second. College averages for the Fall 1991 snapshot ranged from a low of 6.7 (Sault), excluding Conestoga, to a high of 9.3 hours (Seneca). College averages for the Winter 1992 snapshot ranged from 6.0 hours (Northern), excluding Conestoga, to 9.5 hours (Durham).

3.1.4 Hours for Complementary Functions

Section 11.01 provides for an allowance of a minimum of five hours of the 44 hour maximum weekly workload for routine complementary functions defined as out-of-class assistance to individual students (three hours) and normal administrative tasks (two hours). Additional complementary functions may be assigned, with the hours for such functions attributed on an hour for hour basis. Based on the data provided:

■ Weekly hours for complementary functions in the system averaged 9.2 in the first snapshot, ranging from a low of 6.4 (St. Clair and Sault) to a high of 12.8 (Sir Sandford Fleming). In the second snapshot the system average was 9.7, ranging from a low of 6.1 (St. Clair) to a high of 13.3 (Sir Sandford Fleming).

3.1.5 Total Assigned and Attributed Workload

Article 11.01 B 1 of the 1991-94 agreement states that the total assigned and attributed workload shall not exceed 44 hours in any week for which there are teaching contact hours. Article 11.01 H states that up to three compensated workload overtime hours are permitted on a voluntary basis. Based on the data provided:

■ The system average weekly total workload for the Fall 1991 snapshot was 41.8 hours, ranging from an average of 38.8 hours (Sault) to 42.9 hours (Loyalist). The system average for the Winter 1992 snapshot dropped slightly to 41.6 hours, ranging from an average of 38.4 (Sault) to 43.1 (Loyalist).

3.2 Classification of Courses by Type

Preparation and evaluation/feedback time is attributed or assigned to academic staff based on course type and/or class size. The preparation factor analysis in Section 3.2.1 is based on 29,916 Fall 1991 and 25,192 Winter 1992 usable course records. The evaluation/feedback factor analysis in Section 3.2.2 is based on 26,810 Fall 1991 and 25,146 Winter 1992 usable course records.

3.2.1 Preparation Factors (Tables 6.1, 6.2)

Section 11.01 D 1 of the agreement identifies 7 classifications of courses, with preparation factors ranging from 0.35 to 1.10 hours per hour of assigned teaching contact. Based on the data provided:

■ The most common type of course taught in terms of type of preparation factor during the two snapshot weeks was "Established B" (0.60 hours attributed per teaching contact hour), which is classified as the first section of a course which the teacher has taught within the previous three academic years. In the Fall snapshot, 56.9 % of courses were designated Established B, ranging from a low of 49.2 % (Seneca) to 64.1 % (St. Lawrence). In the Winter snapshot, system percentage was 59.5 %, ranging from a low of (excluding Conestoga) 53.0 % (Seneca) to 68.1 % (St. Lawrence).

- 24.1 % of the Fall snapshot and 23.2 % of the Winter snapshot courses were designated "Repeat B" (0.35 hours per teaching contact hour).
- 12.5 % of courses taught in the Fall 1991 snapshot and 11.6 % in the Winter 1992 snapshot were classified as "New" (1.1 hours attributed per teaching hour).
- 4.2 % of the Fall 1991 snapshot courses and 3.6 % of the Winter 1992 snapshot courses were designated "Repeat A" (0.45 hours per teaching contact hour).
- "Established A" (0.85) and "Other" courses together represented just over 2 % of the total.

3.2.2 Evaluation Factors (Tables 7.1, 7.2)

Section 11.01 E 1 of the agreement identifies three classifications of courses dependent upon the type of evaluation/feedback required for students. The amount of evaluation/feedback is calculated on a per student basis, with factors ranging from 0.030 hours per student per contact teaching hour to 0.0092 hours per student per contact teaching hour. Courses requiring more than one type of evaluation/feedback are assigned a blended or combined ratio. Based on the data provided:

- The most common type of course taught in terms of type of evaluation/feedback factor during the two snapshot weeks was "Essay or Project" (0.03 hours attributed per student per assigned teaching contact hour), which is classified as grading essays, essay type assignments, tests, projects or student performance based on behavioral assessments compiled by the teacher outside teaching contact hours. In the Fall 1991 snapshot, 45.3 % of courses were designated Essay or Project; in the Winter 1992 snapshot, 46.4 %. The college averages ranged from low of (excluding Conestoga) 19.0 % and 19.1 % (Durham) to a high of 72.3 % and 77.7 % (Niagara).
- 32.2 % of Fall 1991 courses were assigned "Combined" evaluation/feedback factors, ranging from a low of 8.1 % (La Cité collégiale) to a high of 70.5 % (Durham). In the Winter 1992 snapshot, 33.1 % of courses had Combined factors, ranging from a low of 7.7 % (Niagara) to a high of (excluding Conestoga) 76.5 % (Durham).
- 14.9 % of courses taught in the Fall 1991 snapshot and 12.9 % in the Winter 1992 snapshot were classified as "Routine or Assisted" (0.015 hours per student per assigned teaching contact hour).
- 7.6 % of the Fall 1991 snapshot courses and 7.5 % of the Winter 1992 snapshot courses were designated "In Process" (0.0092 hours per student per assigned teaching contact hour).

3.3 Courses/Course Sections by Class Size (Table 8)

Section 11.01 E 3 of the agreement addresses class size. No prescribed class size limits are set out in the clause, but as we have seen in the previous section, the size of a class factors into the overall workload assigned to a teacher. The analysis in this section is based on 24,856 Fall 1991 and 23,602 Winter 1992 usable course records. Based on the data provided:

- The system average class size for the Fall 1991 snapshot was 24.0 students, ranging from a low average (excluding Conestoga) of 19.6 (La Cité Collégiale) to a high average of 31.2 (Sir Sandford Fleming). The lowest single class size reported was 1 (13 colleges); the highest, 220 (Sir Sandford Fleming).
- For the Winter 1992 snapshot, the system average class size was 23.2, ranging from a low average (excluding Conestoga) of 18.5 (La Cité collégiale) to a high average of 27.8 (Sir Sandford Fleming). The lowest single class size reported was 1 (10 colleges); the highest, 190 (Niagara).

3.4 Number of Different Course Preparations/Course Sections

Section 11.01 D 2 of the agreement sets out limits to the number of different course preparations and course sections that can be assigned to a teacher in a given week. The analysis in the following two sections is based on 5,884 Fall 1991 and 5,629 Winter 1992 usable teacher records.

3.4.1 Course Preparations (Table 9)

Section 11.01 D 2 of the agreement states that no more than four different course preparations shall be assigned in a given week except by voluntary agreement. Based on the data provided:

- The system average number of different course preparations reported for the Fall 1991 snapshot was 2.8, ranging from a low (excluding Conestoga) of 2.1 (Mohawk) to a high of 3.3 (Canadore).
- For the Winter 1992 snapshot, the system average was 2.8, ranging from a low of (excluding Conestoga) of 2.5 (Seneca) to a high of 3.2 (Canadore and La Cité collégiale).
- The lowest number of preparations reported for a teacher in the Fall 1991 snapshot was 0.5 (Sheridan); the highest, 9 (Cambrian, Canadore, and St. Lawrence). The lowest number of preparations reported for a teacher in the Winter 1992 snapshot was 1 (all colleges); the highest, 13 (Algonquin).

3.4.2 Course Sections (Table 10)

Section 11.01 D 2 of the agreement states that **no more than six** different sections shall be assigned to a teacher in a given week except by voluntary agreement. Based on the data provided:

■ The system average number of different sections reported for the Fall 1991 snapshot was **3.9**, ranging from a low (excluding Conestoga) of **2.6** (Mohawk) to a high of **4.8** (Sir Sandford Fleming).

■ For the Winter 1992 snapshot week, the system average was also **3.8**, ranging from a low (excluding Conestoga) of **2.2** (Mohawk) to a high of **4.6** (Sir Sandford Fleming).

■ The lowest number of different sections reported for a teacher in either snapshot was **1** (all colleges); the highest, **18** (George Brown).

3.5 Final SWF Total Teaching Contact Hours/Days/Weeks (Table 11)

3.5.1 Total Teaching Contact Hours

Section 11.01 K 3 of the agreement states that total academic year teaching contact hours shall not exceed **648** for a teacher in post-secondary programs and **760** for a teacher not in post-secondary programs. Based on the data provided:

■ The system total teaching contact hours averaged **477.8**, ranging from a college low of **287.3** (Loyalist) to a high of **582.6** (George Brown).

■ The lowest total teaching contact hours reported for a teacher was **0.3** (Conestoga); the highest, **1,318.2** (Georgian).

3.5.2 Total Teaching Contact Days

Section 11.01 K 1 of the agreement states that total academic year contact days (being days in which one or more teaching contact hours are assigned) shall not exceed **180** for academic staff in post-secondary teaching programs or **190** contact days for academic staff not in post-secondary programs. Based on the data provided:

■ The system total teaching contact days averaged **151.5**, ranging from a college low of **49.6** (Georgian) to a high of **170.0** (Fanshawe).

■ The lowest total teaching contact days reported for a teacher was **5.0** (Algonquin); the highest, **338.0** (George Brown).

3.5.3 Total Teaching Contact Weeks

Section 11.01 B 1 of the agreement states that the academic year maximum teaching contact weeks are 36 for academic staff in post-secondary programs and 38 weeks for academic staff not in post-secondary programs. Based on the data provided:

- The system total teaching contact weeks averaged 31.0, ranging from a low of 10.4 (Georgian) to a high of 34.2 (George Brown).
- The lowest total teaching contact weeks reported for a teacher was 1.0 (Algonquin); the highest, 52.0 (George Brown).

4.0 Report Tables

The final 18 pages of the main report include Tables 1.1 - 11, referenced in the previous sections. These tables are followed directly by the Appendices.

Table 1.1 Status of Records - Oct 28 to Nov 1/91

College	Sign Off Received	Records Provided (1)	Unusable Records		Usable Records		Usable Records			
			No. (2)	% (2/1)	No. (3)	% (3/1)	No SWF		SWF Data	
							No. (4)	% (4/3)	No. (5)	% (5/3)
401 Algonquin	No	594	0	0.0	594	100.0	64	10.8	530	89.2
402 Cambrian	Yes	305	0	0.0	305	100.0	0	0.0	305	100.0
403 Canadore	Yes	253	24	9.5	229	90.5	0	0.0	229	100.0
404 Centennial	Yes	482	0	0.0	482	100.0	46	9.5	436	90.5
405 Conestoga	No	62	0	0.0	62	100.0	2	3.2	60	96.8
406 Confederation	Data not available									
407 Durham	No	163	0	0.0	163	100.0	0	0.0	163	100.0
408 Fanshawe	Yes	640	0	0.0	640	100.0	128	20.0	512	80.0
409 George Brown	No	673	0	0.0	673	100.0	171	25.4	502	74.6
410 Georgian	Yes	292	0	0.0	292	100.0	17	5.8	275	94.2
411 Humber	Yes	596	0	0.0	596	100.0	81	13.6	515	86.4
412 Lambton	Data not available									
413 Loyalist	No	165	0	0.0	165	100.0	0	0.0	165	100.0
414 Mohawk	Yes	558	9	1.6	549	98.4	126	23.0	423	77.0
415 Niagara	No	245	0	0.0	245	100.0	7	2.9	238	97.1
416 Northern	Yes	152	0	0.0	152	100.0	4	2.6	148	97.4
417 St. Clair	Yes	320	0	0.0	320	100.0	26	8.1	294	91.9
418 St. Lawrence	Yes	314	0	0.0	314	100.0	19	6.1	295	93.8
419 Sault	No	198	0	0.0	198	100.0	0	0.0	198	100.0
420 Seneca	No	672	0	0.0	672	100.0	139	20.7	533	79.3
421 Sheridan	Yes	448	3	0.7	445	99.3	47	10.6	398	89.4
422 Sir Sandford Fleming	No	261	0	0.0	261	100.0	13	5.0	248	95.0
423 La Cité collégiale	Yes	167	0	0.0	167	100.0	10	6.0	157	94.0
Total		7,560	36	0.5	7,520	99.5	900	12.0	6,624	88.0

Table 1.2 Status of Records - Feb 24 to 28/92

College	Sign Off Received	Records Provided (1)	Unusable Records		Usable Records		Usable Records			
			No. (2)	% (2/1)	No. (3)	% (3/1)	No SWF		SWF Data	
							No. (4)	% (4/3)	No. (5)	% (5/3)
401 Algonquin	No	596	0	0.0	596	100.0	81	13.6	515	86.4
402 Cambrian	Yes	308	0	0.0	308	100.0	0	0.0	308	100.0
403 Canadore	Yes	253	33	13.0	220	87.0	0	0.0	220	100.0
404 Centennial	Yes	484	0	0.0	484	100.0	72	14.9	412	85.1
405 Conestoga	No	64	1	1.6	63	98.4	3	4.8	60	95.2
406 Confederation	Data not available									
407 Durham	No	164	0	0.0	164	100.0	0	0.0	164	100.0
408 Fanshawe	Yes	643	0	0.0	643	100.0	129	20.1	514	79.9
409 George Brown	No	673	0	0.0	673	100.0	187	27.8	486	72.2
410 Georgian	Yes	294	0	0.0	294	100.0	35	11.9	259	88.1
411 Humber	Yes	599	0	0.0	599	100.0	82	13.7	517	86.3
412 Lambton	Data not available									
413 Loyalist	No	142	0	0.0	142	100.0	0	0.0	142	100.0
414 Mohawk	Yes	562	6	1.1	556	98.9	149	26.8	407	73.2
415 Niagara	No	247	0	0.0	247	100.0	7	2.8	240	97.2
416 Northern	Yes	152	0	0.0	152	100.0	21	13.8	131	86.2
417 St. Clair	Yes	317	0	0.0	317	100.0	37	11.7	280	88.3
418 St. Lawrence	Yes	317	0	0.0	317	100.0	46	14.5	271	84.5
419 Sault	No	197	0	0.0	197	100.0	0	0.0	197	100.0
420 Seneca	No	689	0	0.0	689	100.0	243	35.3	446	67.3
421 Sheridan	Yes	452	4	0.9	448	99.1	79	17.6	369	82.4
422 Sir Sandford Fleming	No	264	0	0.0	264	100.0	15	5.7	249	94.3
423 La Cité collégiale	Yes	167	0	0.0	167	100.0	20	12.0	147	88.0
Total		7,584	44	0.6	7,540	99.4	1,206	16.0	6,334	84.0

Table 2.1 Records by Position (Regular/Coordinator) - Oct 28 to Nov 1/91

College	Usable Records FT Academic Staff (1)	Regular Staff		Coordinator I		Coordinator II	
		No. (2)	% (2/1)	No. (3)	% (3/1)	No. (4)	% (4/1)
401 Algonquin	594	504	84.8	84	14.1	6	1.1
402 Cambrian	305	265	86.9	13	4.3	27	8.8
403 Canadore	229	195	85.2	33	14.4	1	0.4
404 Centennial	482	403	83.6	39	8.1	40	8.3
405 Conestoga	62	58	93.5	1	1.6	3	4.8
406 Confederation	Data not available						
407 Durham	163	Distribution not provided					
408 Fanshawe	640	540	84.4	83	13.0	17	2.6
409 George Brown	673	602	89.4	71	10.6	0	0.0
410 Georgian	292	251	86.0	4	1.4	37	12.6
411 Humber	596	523	87.8	69	11.6	4	0.6
412 Lambton	Data not available						
413 Loyalist	165	141	85.5	8	4.9	16	9.6
414 Mohawk	549	440	80.1	90	16.4	19	3.5
415 Niagara	245	193	78.8	12	4.9	40	16.3
416 Northern	152	Distribution not provided					
417 St. Clair	320	252	78.8	8	2.5	60	18.7
418 St. Lawrence	314	294	93.6	20	6.4	0	0.0
419 Sault	198	148	74.6	35	17.8	15	7.6
420 Seneca	672	593	88.2	46	6.9	33	4.9
421 Sheridan	445	419	94.2	13	2.9	13	2.9
422 Sir Sandford Fleming	261	231	88.5	14	5.4	16	6.1
423 La Cité collégiale	167	100	59.9	67	40.1	0	0.0
Total	7,524	6,152	85.4	710	9.8	347	4.8

Table 2.2 Records by Position (Regular/Coordinator) - Feb 24 to 28/92

College	Usable Records FT Academic Staff (1)	Regular Staff		Coordinator I		Coordinator II	
		No. (2)	% (2/1)	No. (3)	% (3/1)	No. (4)	% (4/1)
401 Algonquin	596	507	85.1	85	14.3	4	0.6
402 Cambrian	308	271	88.0	11	3.6	26	8.4
403 Canadore	220	189	85.9	30	13.6	1	0.5
404 Centennial	484	422	87.2	32	6.6	30	6.2
405 Conestoga	63	60	95.2	0	0.0	3	4.8
406 Confederation	Data not available						
407 Durham	164	Distribution not provided					
408 Fanshawe	643	540	84.0	88	13.7	15	2.3
409 George Brown	673	602	89.4	71	10.6	0	0.0
410 Georgian	294	267	90.8	4	1.4	23	7.8
411 Humber	599	525	87.6	70	11.7	4	0.7
412 Lambton	Data not available						
413 Loyalist	142	121	85.2	3	2.1	18	12.7
414 Mohawk	556	446	80.2	91	16.4	19	3.4
415 Niagara	247	197	79.8	11	4.4	39	15.8
416 Northern	152	Distribution not provided					
417 St. Clair	317	246	77.6	5	1.6	66	20.8
418 St. Lawrence	317	293	92.4	22	6.9	2	0.7
419 Sault	197	149	75.6	33	16.8	15	7.6
420 Seneca	689	600	87.1	56	8.1	33	4.8
421 Sheridan	448	364	81.3	49	10.9	35	7.8
422 Sir Sandford Fleming	264	247	93.6	5	1.9	12	4.5
423 La Cité collégiale	167	95	56.9	71	42.5	1	0.6
Total	7,540	6,141	85.0	737	10.2	346	4.8

Table 3.1 Records by Status (Permanent/Probationary) - Oct 28 to Nov 1/91

College	Usable Records FT Academic Staff (1)	Permanent Staff		Probationary Staff	
		No. (2)	% (2/1)	No. (3)	% (3/1)
401 Algonquin	594	519	87.4	75	12.6
402 Cambrian	305	291	95.4	14	4.6
403 Canadore	229	198	86.5	31	13.5
404 Centennial	482	451	93.6	31	6.4
405 Conestoga	62	60	96.8	2	3.2
406 Confederation	Data not available				
407 Durham	163	Distribution not provided			
408 Fanshawe	640	629	98.3	11	1.7
409 George Brown	673	608	90.3	65	9.7
410 Georgian	292	274	93.8	18	6.2
411 Humber	596	554	93.0	42	7.0
412 Lambton	Data not available				
413 Loyalist	165	152	92.1	13	7.9
414 Mohawk	549	503	91.6	46	8.4
415 Niagara	245	236	96.3	9	3.7
416 Northern	152	Distribution not provided			
417 St. Clair	320	320	100.0	0	0.0
418 St. Lawrence	314	301	95.9	13	4.1
419 Sault	198	198	100.0	0	0.0
420 Seneca	672	634	94.4	38	5.6
421 Sheridan	445	437	98.2	8	1.8
422 Sir Sandford Fleming	261	261	100.0	0	0.0
423 La Cité collégiale	167	144	86.2	23	13.8
Total	7,524	6,770	93.9	439	6.1

Table 3.2 Records by Status (Permanent/Probationary) - Feb 24 to 28/92

College	Usable Records FT Academic Staff	Permanent Staff		Probationary Staff	
		No. (2)	% (2/1)	No. (3)	% (3/1)
401 Algonquin	596	510	85.6	86	14.4
402 Cambrian	308	290	94.2	18	5.8
403 Canadore	220	188	85.5	32	14.5
404 Centennial	484	458	94.6	26	5.4
405 Conestoga	63	56	88.9	7	11.1
406 Confederation	Data not available				
407 Durham	164	Distribution not provided			
408 Fanshawe	643	639	99.4	4	0.6
409 George Brown	673	609	90.5	64	9.5
410 Georgian	294	273	92.9	21	7.1
411 Humber	599	560	93.5	39	6.5
412 Lambton	Data not available				
413 Loyalist	142	133	93.7	9	6.3
414 Mohawk	556	510	91.7	46	8.3
415 Niagara	247	233	94.3	14	5.7
416 Northern	152	Distribution not provided			
417 St. Clair	317	317	100.0	0	0.0
418 St. Lawrence	317	307	96.8	10	3.2
419 Sault	197	197	100.0	0	0.0
420 Seneca	689	668	97.0	21	3.0
421 Sheridan	448	423	94.4	25	5.6
422 Sir Sandford Fleming	264	264	100.0	0	0.0
423 La Cité collégiale	167	143	85.6	24	14.4
Total	7,540	6,778	93.8	446	6.2

Table 4.1 Details of Reasons for No SWF - Oct 28 to Nov 1/91

College		Usable Records No SWF	Reason for No SWF											
			Vacation		Leave of Absence		Professional Development		Project Assignment		Other		No Reasons Provided	
			No. (2)	% (2/1)	No. (3)	% (3/1)	No. (4)	% (4/1)	No. (5)	% (5/1)	No. (6)	% (6/1)	No. (7)	% (7/1)
401	Algonquin	64	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	64	100.0
402	Cambrian	0												
403	Canadore	0												
404	Centennial	46	6	13.0	9	19.6	12	26.1	1	2.1	13	28.3	5	10.9
405	Conestoga	2	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0
406	Confederation	Data not available												
407	Durham	0												
408	Fanshawe	128	5	3.9	34	26.6	9	7.0	0	0.0	57	44.5	23	18.0
409	George Brown	171	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	171	100.0
410	Georgian	17	9	52.9	2	11.8	4	23.5	0	0.0	2	11.8	0	0.0
411	Humber	81	0	0.0	5	6.2	12	14.8	6	7.4	32	39.5	26	32.1
412	Lambton	Data not available												
413	Loyalist	0												
414	Mohawk	126	5	4.0	6	4.8	2	1.6	3	2.4	19	15.1	91	72.1
415	Niagara	7	0	0.0	0	0.0	6	85.7	0	0.0	0	0.0	1	14.3
416	Northern	4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4	100.0
417	St. Clair	26	4	15.4	0	0.0	2	7.7	2	7.7	11	42.3	7	26.9
418	St. Lawrence	19	0	0.0	8	42.1	6	31.6	2	10.5	1	5.3	2	10.5
419	Sault	0												
420	Seneca	139	0	0.0	5	3.6	9	6.5	0	0.0	21	15.1	104	74.8
421	Sheridan	47	0	0.0	9	19.1	0	0.0	0	0.0	18	38.3	20	42.6
422	Sir Sandford Fleming	13	1	7.7	2	15.4	0	0.0	0	0.0	10	76.9	0	0.0
423	La Cité collégiale	10	0	0.0	5	50.0	1	10.0	0	0.0	3	30.0	1	10.0
Total		900	30	3.3	86	9.6	64	7.1	14	1.6	187	20.8	519	57.6

Table 4.2 Details of Reasons for No SWF - Feb 24 - 28/92

College	Usable Records No SWF	Reason for No SWF											
		Vacation		Leave of Absence		Professional Development		Project Assignment		Other		No Reasons Provided	
		No. (2)	% (2/1)	No. (3)	% (3/1)	No. (4)	% (4/1)	No. (5)	% (5/1)	No. (6)	% (6/1)	No. (7)	% (7/1)
401 Algonquin	81	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	81	100.0
402 Cambrian	0												
403 Canadore	0												
404 Centennial	72	12	16.7	14	19.4	12	16.7	0	0.0	19	26.4	15	20.8
405 Conestoga	3	0	0.0	2	66.7	1	33.3	0	0.0	0	0.0	0	0.0
406 Confederation	Data not available												
407 Durham	0												
408 Fanshawe	129	8	6.1	33	25.6	9	7.0	1	0.8	54	41.9	24	18.6
409 George Brown	187	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	187	100.0
410 Georgian	35	23	65.7	2	5.7	7	20.0	1	2.9	2	5.7	0	0.0
411 Humber	82	0	0.0	4	4.9	13	15.9	5	6.1	27	32.9	33	40.2
412 Lambton	Data not available												
413 Loyalist	0												
414 Mohawk	149	11	7.4	8	5.4	3	2.0	3	2.0	34	22.8	90	60.4
415 Niagara	7	0	0.0	1	14.2	3	42.9	0	0.0	3	42.9	0	0.0
416 Northern	21	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	21	100.0
417 St. Clair	37	9	24.3	0	0.0	2	5.4	0	0.0	21	56.8	5	13.5
418 St. Lawrence	46	0	0.0	9	19.6	6	13.0	4	8.7	2	4.4	25	54.3
419 Sault	0												
420 Seneca	243	0	0.0	31	12.7	11	4.5	0	0.0	11	4.5	190	78.3
421 Sheridan	79	0	0.0	10	12.7	0	0.0	0	0.0	21	26.6	48	60.7
422 Sir Sandford Fleming	15	0	0.0	3	20.0	2	13.3	0	0.0	10	66.7	0	0.0
423 La Cité collégiale	20	0	0.0	6	30.0	0	0.0	5	25.0	8	40.0	0	0.0
Total	1,206	63	5.2	123	10.2	70	5.8	19	1.6	212	17.6	719	59.6

Table 5.1 Workload by Function (Average Hours/Week) - Oct 28 to Nov 1/91

College	Usable Records SWF Data (1)	Assigned Teaching Contact (2)	Preparation (3)	Evaluation/Feedback (4)	Complementary Functions (5)	Total Workload (2+3+4+5)
401 Algonquin	530	15.4	9.4	7.7	9.3	41.8
402 Cambrian	305	15.9	10.0	7.6	8.4	41.9
403 Canadore	229	15.1	9.7	6.9	9.4	41.1
404 Centennial	436	15.5	9.2	8.6	9.3	42.6
405 Conestoga	60	14.8	9.4	4.1	11.3	39.6
406 Confederation	Data not available					
407 Durham	163	15.0	9.3	8.9	8.6	41.8
408 Fanshawe	512	15.6	9.3	7.5	9.3	41.7
409 George Brown	502	16.5	9.9	7.7	7.4	41.5
410 Georgian	275	14.4	9.0	7.3	10.2	40.9
411 Humber	515	14.5	8.4	8.6	10.5	42.0
412 Lambton	Data not available					
413 Loyalist	165	15.1	9.6	8.7	9.5	42.9
414 Mohawk	423	14.7	8.3	9.0	10.2	42.2
415 Niagara	238	14.9	9.0	9.1	9.3	42.3
416 Northern	148	16.0	10.9	6.8	8.7	42.4
417 St. Clair	294	17.2	9.9	9.2	6.4	42.7
418 St. Lawrence	295	15.4	9.8	7.3	8.6	41.1
419 Sault	198	15.7	9.8	6.7	6.6	38.8
420 Seneca	533	14.8	9.2	9.3	9.3	42.6
421 Sheridan	398	15.4	8.9	8.7	9.0	42.0
422 Sir Sandford Fleming	248	13.0	7.8	7.9	12.8	41.5
423 La Cité collégiale	157	13.8	9.1	6.9	12.3	42.1
Total	6,624	15.3	9.2	8.1	9.2	41.8

Table 5.2 Workload by Function (Average Hours/Week) - Feb 24 to 28/92

College	Usable Records SWF Data (1)	Assigned Teaching Contact (2)	Preparation (3)	Evaluation/Feedback (4)	Complementary Functions (5)	Total Workload (2+3+4+5)
401 Algonquin	515	14.8	9.1	7.2	9.6	40.7
402 Cambrian	308	15.2	9.7	7.2	9.2	41.3
403 Canadore	220	14.7	9.2	6.6	10.4	40.9
404 Centennial	412	15.4	9.1	8.1	10.0	42.6
405 Conestoga	60	14.5	9.8	3.8	13.3	41.4
406 Confederation	Data not available					
407 Durham	164	15.0	9.0	9.5	8.2	41.7
408 Fanshawe	514	15.5	9.2	7.2	9.8	41.7
409 George Brown	486	16.6	9.8	7.5	7.5	41.4
410 Georgian	259	14.7	8.9	7.3	10.8	41.7
411 Humber	517	14.3	8.3	8.4	10.9	41.9
412 Lambton	Data not available					
413 Loyalist	142	15.3	9.4	9.0	9.4	43.1
414 Mohawk	407	14.8	8.5	8.3	10.2	41.8
415 Niagara	240	14.5	8.8	8.5	10.3	42.1
416 Northern	131	15.4	10.3	6.0	10.5	42.2
417 St. Clair	280	17.3	9.9	8.4	6.1	41.7
418 St. Lawrence	271	15.4	9.7	7.1	8.9	41.1
419 Sault	197	15.6	9.5	6.5	6.8	38.4
420 Seneca	446	14.1	8.9	8.3	10.6	41.9
421 Sheridan	369	15.1	8.9	8.4	9.5	41.9
422 Sir Sandford Fleming	249	13.3	8.0	7.7	13.3	42.3
423 La Cité collégiale	147	13.4	9.3	6.3	13.0	42.0
Total	6,334	15.1	9.1	7.7	9.7	41.6

Table 6.1 Courses by Type of Preparation Factors - Oct 28 to Nov 1/91

College	No. of Courses	New (1.1)		Established A (0.85)		Established B (0.60)		Repeat A (0.45)		Repeat B (0.35)		Other	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
401 Algonquin	2,232	279	12.5	21	0.9	1,376	61.6	120	5.4	435	19.5	1	0.0
402 Cambrian	1,370	230	16.8	14	1.0	792	57.8	87	6.4	237	17.3	10	0.7
403 Canadore	1,040	198	19.0	29	2.8	520	50.0	45	4.3	248	23.8	0	0.0
404 Centennial	1,716	194	11.3	31	1.8	986	57.5	87	5.1	410	23.9	8	0.5
405 Conestoga	114	26	22.8	0	0.0	66	57.9	0	0.0	22	19.3	0	0.0
406 Confederation	Data not available												
407 Durham	685	82	12.0	27	3.9	366	53.4	7	1.0	202	29.5	1	0.1
408 Fanshawe	2,138	238	11.1	49	2.3	1,281	59.9	75	3.5	495	23.2	0	0.0
409 George Brown	1,958	182	9.3	58	3.0	1,190	60.8	87	4.4	441	22.5	0	0.0
410 Georgian	1,061	162	15.3	24	2.3	580	54.7	22	2.1	272	25.6	1	0.1
411 Humber	2,068	207	10.0	20	1.0	1,106	53.5	43	2.1	644	31.1	48	2.3
412 Lambton	Data not available												
413 Loyalist	724	95	13.1	13	1.8	457	63.1	4	0.6	145	20.0	10	1.4
414 Mohawk	1,725	137	7.9	29	1.7	928	53.8	71	4.1	551	31.9	9	0.5
415 Niagara	1,002	96	9.6	13	1.3	585	58.4	72	7.2	236	23.6	0	0.0
416 Northern	Course data not provided												
417 St. Clair	1,385	112	8.1	32	2.3	832	60.1	54	3.9	355	25.6	0	0.0
418 St. Lawrence	1,118	174	15.6	27	2.4	717	64.1	43	3.8	149	13.3	8	0.7
419 Sault	786	113	14.4	14	1.8	441	56.1	39	5.0	179	22.8	0	0.0
420 Seneca	2,162	363	16.8	22	1.0	1,063	49.2	93	4.3	620	28.7	1	0.0
421 Sheridan	1,889	183	9.7	27	1.4	1,057	56.0	121	6.4	501	26.5	0	0.0
422 Sir Sandford Fleming	1,122	187	16.7	12	1.1	604	53.8	29	2.6	279	24.9	11	1.0
423 La Cité collégiale	621	107	17.2	32	5.2	379	61.0	34	5.5	69	11.1	0	0.0
Total	26,916	3,365	12.5	494	1.8	15,326	56.9	1,133	4.2	6,490	24.1	108	0.4

Table 6.2 Courses by Type of Preparation Factors - Feb 24 to 28/92

College	No. of Courses	New (1.1)		Established A (0.85)		Established B (0.60)		Repeat A (0.45)		Repeat B (0.35)		Other	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
401 Algonquin	1,986	206	10.4	20	1.0	1,312	66.1	91	4.6	357	18.0	0	0.0
402 Cambrian	1,320	218	16.5	23	1.7	814	61.7	84	6.4	179	13.6	2	0.2
403 Canadore	1,032	142	13.8	17	1.6	573	55.5	7	0.7	290	28.1	3	0.3
404 Centennial	1,597	147	9.2	37	2.3	997	62.4	58	3.6	356	22.3	2	0.1
405 Conestoga	79	11	13.9	16	20.3	41	51.9	0	0.0	9	11.4	2	2.5
406 Confederation	Data not available												
407 Durham	773	102	13.2	9	1.2	439	56.8	3	0.4	219	28.3	1	0.1
408 Fanshawe	2,085	215	10.3	44	2.1	1,325	63.5	66	3.2	435	20.9	0	0.0
409 George Brown	1,903	160	8.4	43	2.3	1,186	62.3	93	4.9	421	22.1	0	0.0
410 Georgian	997	126	12.6	26	2.6	563	56.5	22	2.2	260	26.1	0	0.0
411 Humber	2,038	209	10.3	12	0.6	1,122	55.1	42	2.1	615	30.2	38	1.9
412 Lambton	Data not available												
413 Loyalist	604	69	11.4	6	1.0	393	65.1	2	0.3	134	22.2	0	0.0
414 Mohawk	1,639	139	8.5	38	2.3	941	57.4	59	3.6	444	27.1	18	1.1
415 Niagara	956	101	10.6	17	1.8	546	57.1	84	8.8	208	21.8	0	0.0
416 Northern	Course data not provided												
417 St. Clair	1,287	91	7.1	34	2.6	785	61.0	28	2.2	342	26.6	7	0.5
418 St. Lawrence	1,026	139	13.5	8	0.8	699	68.1	30	2.9	146	14.2	4	0.4
419 Sault	805	120	14.9	6	0.7	437	54.3	44	5.5	198	24.6	0	0.0
420 Seneca	1,706	277	16.2	29	1.7	904	53.0	16	0.9	480	28.1	0	0.0
421 Sheridan	1,705	158	9.3	32	1.9	968	56.8	121	7.1	426	25.0	0	0.0
422 Sir Sandford Fleming	1,108	168	15.2	20	1.8	604	54.5	47	4.2	268	24.2	1	0.1
423 La Cité collégiale	546	115	21.1	29	5.3	336	61.5	18	3.3	48	8.8	0	0.0
Total	25,192	2,913	11.6	466	1.8	14,985	59.5	915	3.6	5,835	23.2	78	0.3

Table 7.1 Courses by Type of Evaluation/Feedback Factors - Oct 28 to Nov 1/91

College	No. Courses	Essay or Project (0.03)		Routine or Assisted (0.015)		In Process (0.0092)		Combined	
		No.	%	No.	%	No.	%	No.	%
401 Algonquin	2,221	984	44.3	618	27.8	169	7.6	450	20.3
402 Cambrian	1,371	855	62.4	148	10.8	87	6.3	281	20.5
403 Canadore	1,049	484	46.1	286	27.3	104	9.9	175	16.7
404 Centennial	1,712	794	46.4	212	12.4	71	4.1	635	37.1
405 Conestoga	113	1	0.9	44	38.9	0	0.0	68	60.2
406 Confederation	Data not available								
407 Durham	684	130	19.0	47	6.9	25	3.7	482	70.5
408 Fanshawe	2,067	856	41.4	319	15.4	168	8.1	724	35.0
409 George Brown	1,961	926	47.2	299	15.2	325	16.6	411	21.0
410 Georgian	1,061	391	36.9	105	9.9	104	9.8	461	43.4
411 Humber	2,073	966	46.6	83	4.0	121	5.8	903	43.6
412 Lambton	Data not available								
413 Loyalist	723	483	66.8	98	13.6	74	10.2	68	9.4
414 Mohawk	1,725	977	56.6	300	17.4	61	3.5	387	22.4
415 Niagara	961	695	72.3	60	6.2	101	10.5	105	10.9
416 Northern	Course data not provided								
417 St. Clair	1,385	683	49.3	405	29.2	91	6.6	206	14.9
418 St. Lawrence	1,116	267	23.9	290	26.0	88	7.9	471	42.2
419 Sault	786	310	39.4	141	17.9	64	8.1	271	34.5
420 Seneca	2,162	938	43.4	24	1.1	150	6.9	1,050	48.6
421 Sheridan	1,889	601	31.8	357	18.9	150	7.9	781	41.3
422 Sir Sandford Fleming	1,135	364	32.1	60	5.3	61	5.4	650	57.3
423 La Cité collégiale	616	445	72.2	90	14.6	31	5.0	50	8.1
Total	26,810	12,150	45.3	3,986	14.9	2,045	7.6	8,629	32.2

Table 7.2 Courses by Type of Evaluation/Feedback Factors - Feb 24 to 28/92

College	No. Courses	Essay or Project (0.03)		Routine or Assisted (0.015)		In Process (0.0092)		Combined	
		No.	%	No.	%	No.	%	No.	%
401 Algonquin	1,972	845	42.8	522	26.5	175	8.9	430	21.8
402 Cambrian	1,312	892	68.0	175	13.3	82	6.3	163	12.4
403 Canadore	1,044	520	49.8	310	29.7	68	6.5	146	14.0
404 Centennial	1,597	724	45.3	220	13.8	57	3.6	596	37.3
405 Conestoga	79	0	0.0	23	29.1	0	0.0	56	70.9
406 Confederation	Data not available								
407 Durham	773	148	19.1	23	3.0	11	1.4	591	76.5
408 Fanshawe	2,036	877	43.1	294	14.4	172	8.4	693	34.0
409 George Brown	1,936	881	45.5	307	15.9	335	17.3	413	21.3
410 Georgian	997	358	35.9	72	7.2	96	9.6	471	47.2
411 Humber	2,034	973	47.8	98	4.8	110	5.4	853	41.9
412 Lambton	Data not available								
413 Loyalist	604	410	67.9	69	11.4	53	8.8	72	11.9
414 Mohawk	1,639	937	57.2	248	15.1	77	4.7	377	23.0
415 Niagara	914	710	77.7	52	5.7	82	9.0	70	7.7
416 Northern	Course data not provided								
417 St. Clair	1,284	689	53.7	293	22.8	98	7.6	204	15.9
418 St. Lawrence	1,026	284	27.7	237	23.1	74	7.2	431	42.0
419 Sault	805	332	41.2	101	12.5	68	8.4	304	37.8
420 Seneca	1,696	709	41.8	9	0.5	123	7.3	855	50.4
421 Sheridan	1,705	587	34.4	97	5.7	134	7.9	887	52.0
422 Sir Sandford Fleming	1,150	401	34.9	34	3.0	59	5.1	656	57.0
423 La Cité collégiale	543	401	73.8	64	11.8	13	2.4	65	12.0
Total	25,146	11,678	46.4	3,248	12.9	1,887	7.5	8,333	33.1

Table 8 Distribution of Class Size - Oct 28 to Nov 1/91 and Feb 24 to 28/92

College		October 28 to November 1, 1991				February 24 to 28, 1992			
		Number of Classes	Class Size			Number of Classes	Class Size		
			Minimum	Maximum	Average		Minimum	Maximum	Average
401	Algonquin	2,231	5	85	24.2	1,986	2	85	23.4
402	Cambrian	1,388	1	82	20.7	1,326	1	93	19.7
403	Canadore	1,049	1	80	20.3	1,045	1	60	18.8
404	Centennial	1,713	3	135	24.9	1,598	3	120	23.7
405	Conestoga	113	2	41	17.9	79	2	44	16.5
406	Confederation	Data not available							
408	Durham	679	3	80	26.5	773	2	81	26.9
408	Fanshawe	2,138	1	90	23.4	2,082	1	98	22.4
409	George Brown	1,961	1	120	22.5	1,936	3	107	22.0
410	Georgian	1,061	1	112	24.7	997	2	50	24.4
411	Humber	2,079	3	75	24.7	2,047	1	85	24.5
412	Lambton	Data not available							
413	Loyalist	721	1	60	24.1	600	2	84	24.0
414	Mohawk	1,708	1	80	25.6	1,629	1	80	23.9
415	Niagara	961	1	153	26.4	910	1	190	24.3
416	Northern	Course data not provided							
417	St. Clair	1,385	1	86	24.7	1,291	1	70	23.2
418	St. Lawrence	1,118	1	84	24.6	1,026	2	70	22.4
419	Sault	780	1	83	20.5	802	1	82	20.1
420	Seneca	2,162	1	190	24.9	1,705	1	84	23.8
421	Sheridan	1,889	1	130	25.6	1,705	1	146	24.7
422	Sir Sandford Fleming	1,145	3	220	31.2	1,148	4	170	27.8
423	La Cité collégiale	621	1	45	19.6	545	3	42	18.5
Total		26,902	1	220	24.0	25,230	1	190	23.2

Table 9 Course Preparations - Oct 28 to Nov 1/91 and Feb 24 to 28/92

College	October 28 to November 1, 1991				February 24 to 28, 1992			
	Number of Records	Course Preparations			Number of Records	Course Preparations		
		Minimum	Maximum	Average		Minimum	Maximum	Average
401 Algonquin	528	1	7	2.9	515	1	13	2.8
402 Cambrian	291	1	9	2.8	297	1	9	2.9
403 Canadore	225	1	9	3.3	217	1	8	3.2
404 Centennial	436	1	7	2.7	412	1	6	2.8
405 Conestoga	56	1	3	1.7	51	1	2	1.2
406 Confederation	Data not available							
408 Durham	152	1	6	2.7	162	1	6	2.9
408 Fanshawe	509	1	8	2.8	510	1	8	3.0
409 George Brown	494	1	8	2.8	485	1	9	2.9
410 Georgian	275	1	7	2.7	254	1	7	2.7
411 Humber	Course preparations not provided							
412 Lambton	Data not available							
413 Loyalist	162	1	5	3.2	137	1	6	3.2
414 Mohawk	413	1	4	2.1	404	1	8	2.6
415 Niagara	238	1	7	2.8	240	1	8	2.6
416 Northern	Course data not provided							
417 St. Clair	294	1	8	3.1	280	1	7	3.0
418 St. Lawrence	294	1	9	2.9	271	1	8	2.9
419 Sault	196	1	8	2.8	196	1	8	2.8
420 Seneca	530	1	6	2.5	445	1	6	2.5
421 Sheridan	396	0.5	8	3.2	365	1	8	3.1
422 Sir Sandford Fleming	237	1	6	2.5	242	1	9	2.6
423 La Cité collégiale	157	1	6	3.2	146	1	7	3.2
Total	5,884	0.5	9	2.8	5,629	1	13	2.8

Table 10 Course Sections - Oct 28 to Nov 1/91 and Feb 24 to 28/92

College	October 28 to November 1, 1991				February 24 to 28, 1992			
	Number of Records	Course Sections			Number of Records	Course Sections		
		Minimum	Maximum	Average		Minimum	Maximum	Average
401 Algonquin	528	1	13	4.0	515	1	13	3.9
402 Cambrian	291	1	9	3.9	297	1	9	3.7
403 Canadore	225	1	9	4.3	217	1	9	4.4
404 Centennial	436	1	8	3.8	412	1	8	3.6
405 Conestoga	56	1	3	1.8	51	1	3	1.4
406 Confederation	Data not available							
408 Durham	152	1	9	3.7	162	1	9	4.2
408 Fanshawe	509	1	9	3.8	510	1	9	4.0
409 George Brown	494	1	10	3.9	485	1	18	4.0
410 Georgian	275	1	9	4.1	254	1	9	4.0
411 Humber	Course sections not provided							
412 Lambton	Data not available							
413 Loyalist	162	1	8	4.3	137	1	8	4.2
414 Mohawk	413	1	10	2.6	404	1	5	2.2
415 Niagara	238	1	8	4.1	240	1	8	3.9
416 Northern	Course data not provided							
417 St. Clair	294	1	10	4.2	280	1	9	4.0
418 St. Lawrence	294	1	9	3.6	271	1	8	3.6
419 Sault	197	1	9	4.0	196	1	9	4.1
420 Seneca	530	1	10	4.0	445	1	9	3.8
421 Sheridan	396	1	9	3.8	365	1	9	3.8
422 Sir Sandford Fleming	237	1	12	4.8	242	1	12	4.6
423 La Cité collégiale	157	1	8	3.9	146	1	7	3.7
Total	5,884	1	13	3.9	5,629	1	18	3.8

Table 11 Year End Totals

College	No. Records	Teaching Contact Hours			Teaching Contact Days			Teaching Contact Weeks		
		Minimum	Maximum	Average	Minimum	Maximum	Average	Minimum	Maximum	Average
401 Algonquin	583	16.0	931.0	459.8	5.0	255.0	151.8	1.0	51.0	30.4
402 Cambrian	252	24.0	890.0	430.2	13.0	219.0	137.2	4.0	45.0	28.3
403 Canadore	Year end data not provided									
404 Centennial	431	0.3	760.0	489.0	54.0	196.0	157.6	11.0	40.0	32.2
405 Conestoga	60	255.0	576.0	462.2	44.0	160.0	89.8	16.0	34.0	30.1
406 Confederation	Data not available									
408 Durham	190	191.0	748.0	454.2	50.0	187.0	139.8	12.0	38.0	29.6
408 Fanshawe	451	92.0	790.0	522.9	75.0	235.0	170.0	15.0	47.0	34.0
409 George Brown	533	36.0	1,066.0	582.6	41.0	338.0	167.9	9.0	52.0	34.2
410 Georgian	76	119.9	1,318.2	432.7	15.0	105.0	49.6	3.0	30.0	10.4
411 Humber	Year end data not provided									
412 Lambton	Data not available									
413 Loyalist	143	20.0	648.0	287.3	28.0	176.0	98.6	10.0	36.0	20.7
414 Mohawk	466	45.0	804.0	457.2	35.0	225.0	150.0	7.0	45.0	30.0
415 Niagara	244	92.0	722.0	455.0	72.0	189.0	155.9	15.0	38.0	32.1
416 Northern	99	17.0	760.0	458.4	10.0	210.0	152.1	4.0	42.0	31.5
417 St. Clair	301	144.0	820.0	551.1	32.0	205.0	158.1	8.0	48.0	32.2
418 St. Lawrence	281	120.0	800.0	497.4	75.0	200.0	162.4	15.0	38.0	33.2
419 Sault	213	34.0	923.0	490.4	50.0	237.0	153.2	14.5	48.0	31.8
420 Seneca	351	58.0	760.0	424.9	21.0	188.0	145.4	12.0	38.0	30.2
421 Sheridan	267	16.0	720.0	455.1	45.0	240.0	154.3	9.0	48.0	31.2
422 Sir Sandford Fleming	Year end data not provided									
423 La Cité collégiale	161	31.0	651.0	412.9	45.0	195.0	152.1	9.0	39.0	30.4
Total	5,102	0.3	1,318.2	477.8	5.0	338.0	151.5	1.0	52.0	31.0

Appendix A: Graphs for All Reporting Colleges (Revised)

■ Academic Workload Functions - Average Weekly Hours

Pie chart distributions of total weekly workload by function, weeks of October 28 - November 1, 1991 (Fall 1991 snapshot) and February 24 - 28, 1992 (Winter 1992 snapshot)

■ Courses by Type of Preparation Factor

Pie chart distribution of courses by type of attributed preparation factor, average of Fall 1991 and Winter 1992 snapshots

■ Courses by Type of Evaluation/Feedback Factor

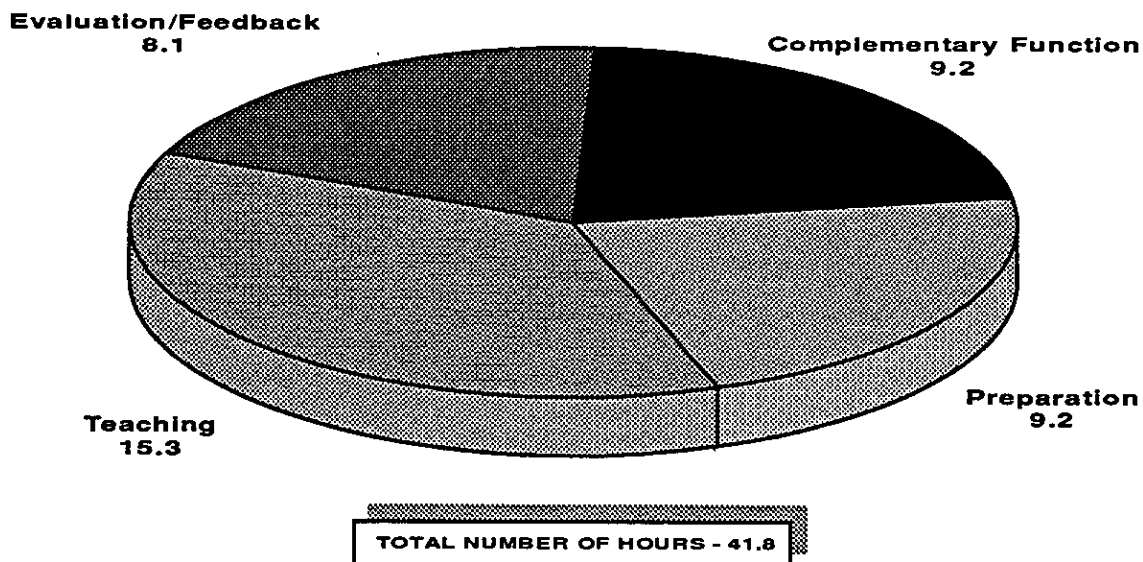
Pie chart distribution of courses by type of attributed evaluation/feedback factor, average of Fall 1991 and Winter 1992 snapshots

■ Courses by Class Size

Bar graph distributions of courses by class size, Fall 1991 and Winter 1992 snapshots

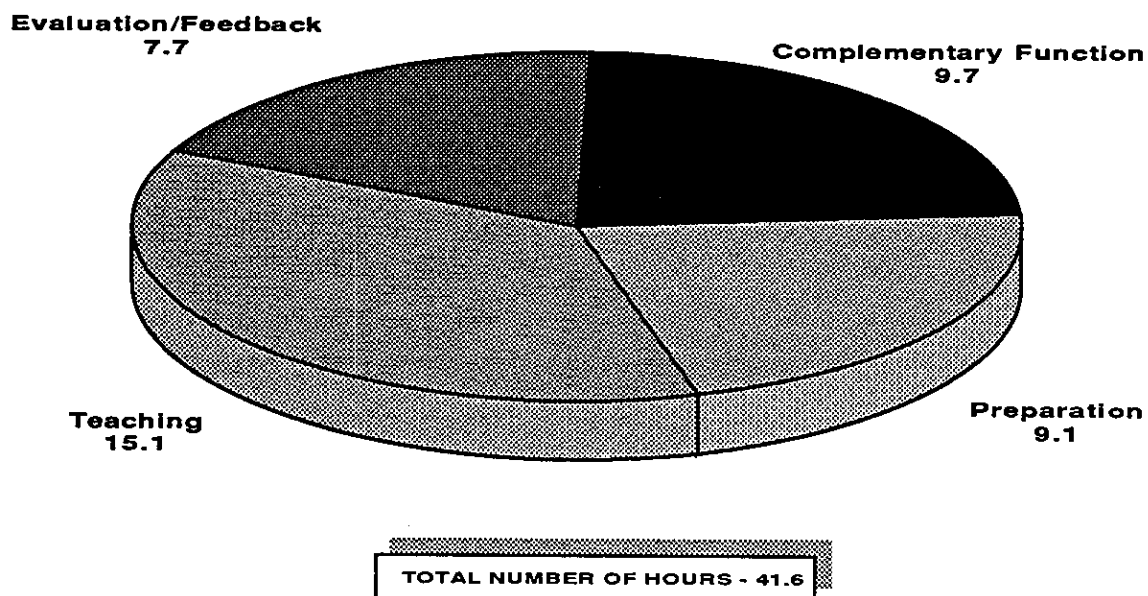
ACADEMIC WORKLOAD FUNCTIONS - AVERAGE WEEKLY HOURS

Week of Oct.28 - Nov. 1/91

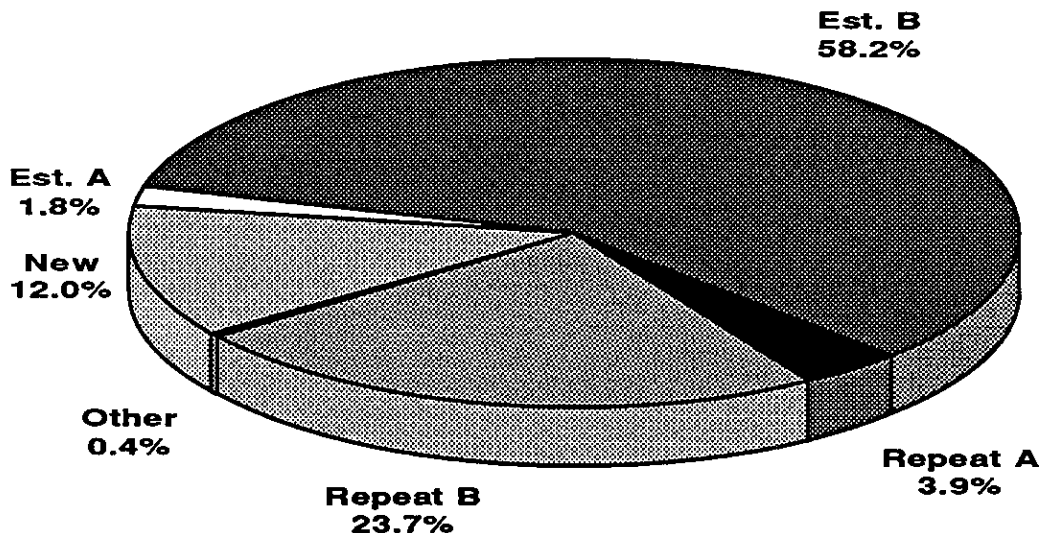


ACADEMIC WORKLOAD FUNCTIONS - AVERAGE WEEKLY HOURS

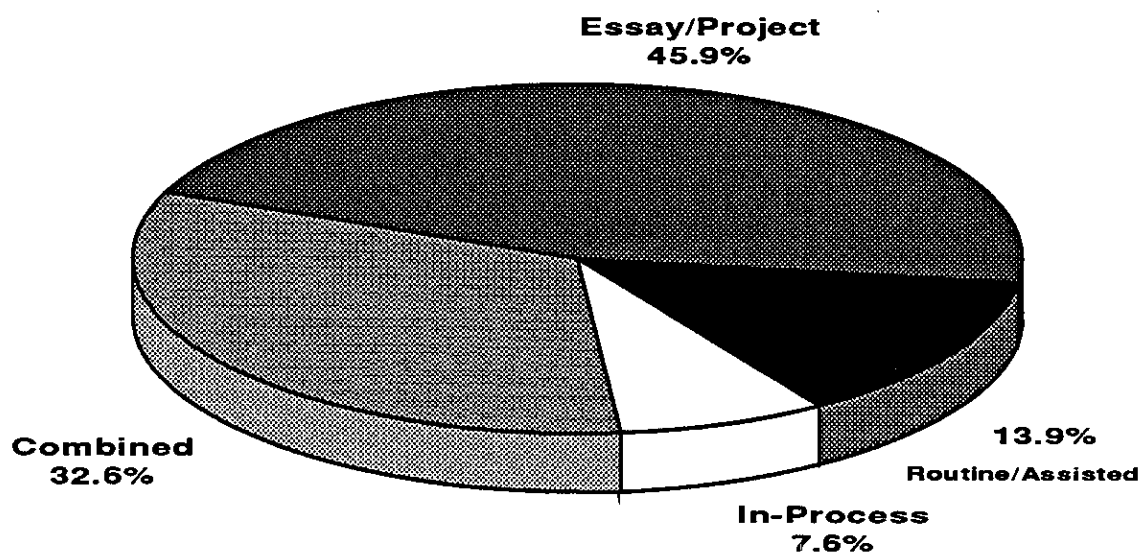
Week of Feb. 24 - 28/92



Distribution of Courses by Type:
Based on Attributed PREPARATION Factors
Average of Oct. 28 - Nov. 1/91 & Feb. 24 - 28/92

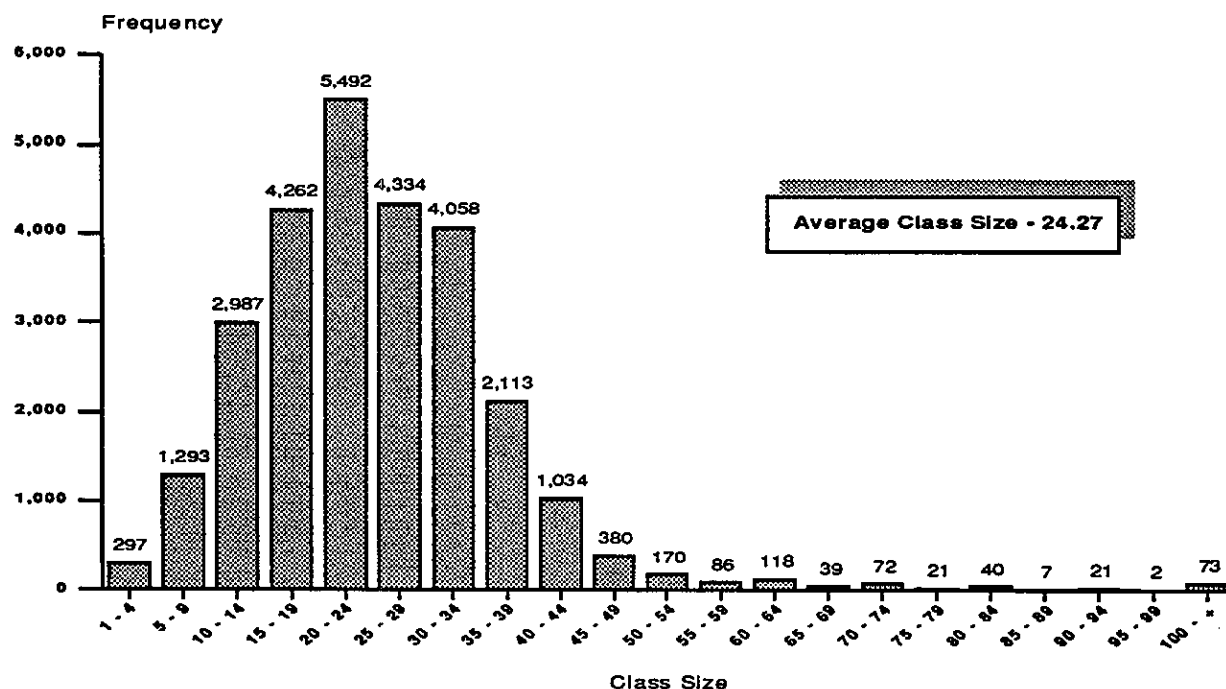


Distribution of Courses/Sections by Type:
Based on Attributed EVALUATION/FEEDBACK Factors
Average of Oct. 28 - Nov. 1/91 & Feb. 24 - 28/92



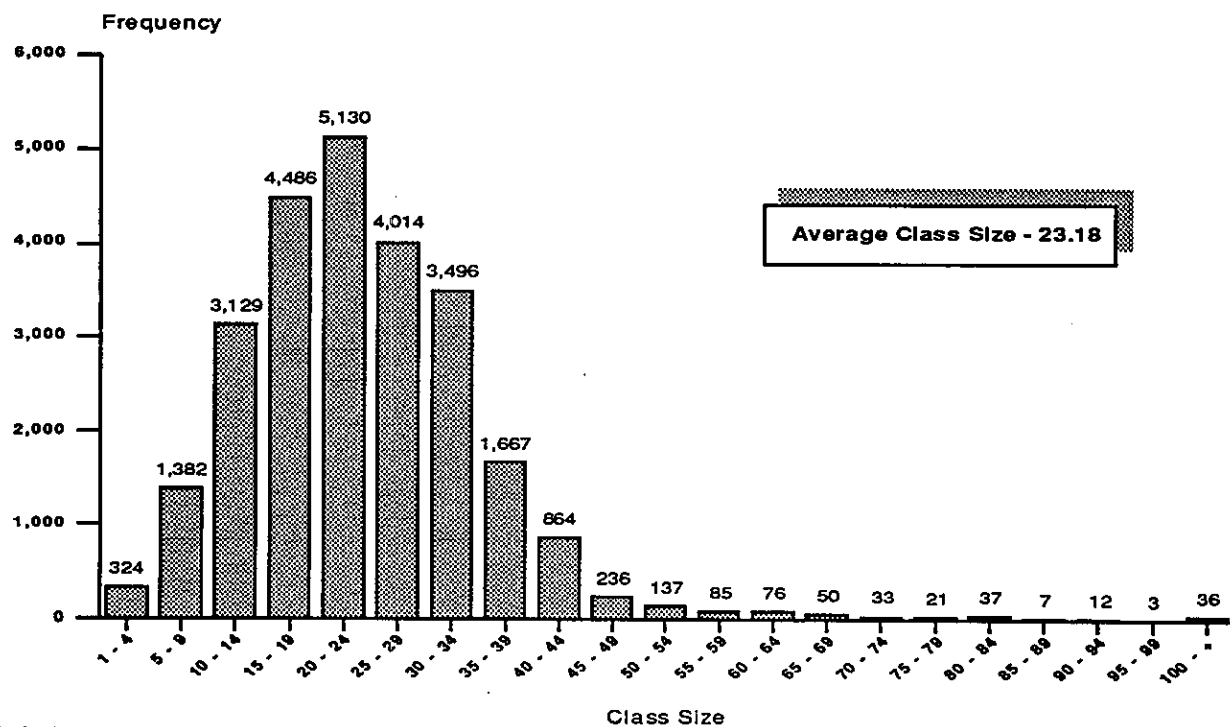
FREQUENCY DISTRIBUTION OF CLASS SIZE

Week of Oct. 28 - Nov. 1/91



FREQUENCY DISTRIBUTION OF CLASS SIZE

Week of Feb. 24 - 28/92



Appendix B: Detailed Analysis of Workload (Revised)

■ Teaching Contact Hours

Table B1.a Oct. 28 to Nov. 1, 1991

Table B1.b Feb. 24 to Feb. 28, 1992

■ Preparation Hours

Table B2.a Oct. 28 to Nov. 1, 1991

Table B2.b Feb. 24 to Feb. 28, 1992

■ Evaluation/Feedback Hours

Table B3.a Oct. 28 to Nov. 1, 1991

Table B3.b Feb. 24 to Feb. 28, 1992

■ Complementary Function Hours

Table B4.a Oct. 28 to Nov. 1, 1991

Table B4.b Feb. 24 to Feb. 28, 1992

■ Total Workload Hours

Table B5.a Oct. 28 to Nov. 1, 1991

Table B5.b Feb. 24 to Feb. 28, 1992

Table B.1A Detailed Statistical Analysis of Teaching Contact Hours - Oct 28 to Nov 1/91

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	530	2.0	24.0	16.0	18.0	15.4	3.6
402 Cambrian	305	2.0	23.0	17.0	18.0	15.9	3.8
403 Canadore	229	0.0	21.0	17.0	18.0	15.1	4.2
404 Centennial	436	6.0	20.0	16.0	16.0	15.5	2.5
405 Conestoga	60	0.0	24.0	16.0	16.0	14.8	4.5
406 Confederation	Data not available						
407 Durham	163	0.0	20.0	16.0	16.0	15.0	3.4
408 Fanshawe	512	3.0	20.0	16.0	16.0	15.6	3.0
409 George Brown	502	3.0	25.0	18.0	18.0	16.5	3.1
410 Georgian	275	3.0	20.0	15.0	18.0	14.4	3.9
411 Humber	515	0.0	20.0	15.0	18.0	14.5	3.9
412 Lambton	Data not available						
413 Loyalist	165	4.0	31.0	16.0	16.0	15.1	3.6
414 Mohawk	423	0.0	25.1	15.0	15.0	14.7	3.8
415 Niagara	238	4.0	20.0	15.0	16.0	14.9	2.9
416 Northern	148	3.0	20.0	16.0	18.0	16.0	3.0
417 St. Clair	294	9.0	26.0	18.0	18.0	17.2	2.6
418 St. Lawrence	295	3.0	20.0	16.0	16.0	15.4	3.4
419 Sault	198	3.0	25.0	16.0	18.0	15.7	3.4
420 Seneca	533	2.0	21.0	16.0	16.0	14.8	3.1
421 Sheridan	398	3.0	30.0	16.0	15.0	15.4	3.3
422 Sir Sandford Fleming	248	0.0	31.0	13.0	12.0	13.0	4.7
423 La Cité collégiale	157	1.0	20.5	15.0	16.0	13.8	3.8
Total	6,624	0.0	31.0	16.0	18.0	15.3	3.5

Table B.2A Detailed Statistical Analysis of Teaching Contact Hours - Feb 24 to 28/92

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	515	2.0	23.0	16.0	16.0	14.8	4.2
402 Cambrian	308	0.0	21.0	16.0	16.0	15.2	3.9
403 Canadore	220	0.0	20.0	16.0	18.0	14.7	4.3
404 Centennial	412	3.0	20.0	16.0	16.0	15.4	2.7
405 Conestoga	60	0.0	24.0	17.0	17.0	14.5	5.9
406 Confederation	Data not available						
407 Durham	164	3.0	21.0	15.0	16.0	15.0	3.0
408 Fanshawe	514	2.0	20.0	16.0	16.0	15.5	3.2
409 George Brown	486	3.0	23.0	18.0	18.0	16.6	3.1
410 Georgian	259	0.0	20.0	15.0	18.0	14.7	4.1
411 Humber	517	0.0	20.0	15.0	16.0	14.3	4.0
412 Lambton	Data not available						
413 Loyalist	142	4.0	20.0	16.0	16.0	15.3	2.8
414 Mohawk	407	0.0	34.0	15.0	15.0	14.8	4.1
415 Niagara	240	2.0	21.0	15.0	18.0	14.5	3.5
416 Northern	131	0.0	20.0	16.0	18.0	15.4	3.8
417 St. Clair	280	1.0	25.0	18.0	18.0	17.3	2.6
418 St. Lawrence	271	3.0	20.0	16.0	18.0	15.4	3.3
419 Sault	197	3.0	25.0	16.0	18.0	15.6	3.5
420 Seneca	446	0.0	20.0	15.0	16.0	14.1	3.4
421 Sheridan	369	3.0	21.0	15.0	15.0	15.1	3.1
422 Sir Sandford Fleming	249	0.0	30.0	14.0	17.0	13.3	5.1
423 La Cité collégiale	147	1.0	20.0	15.0	16.0	13.4	4.0
Total	6,334	0.0	34.0	16.0	18.0	15.1	3.7

Table B.1B Detailed Statistical Analysis of Preparation Hours - Oct 28 to Nov 1/91

College		Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401	Algonquin	530	1.0	18.7	9.6	10.8	9.4	2.6
402	Cambrian	305	1.2	22.0	10.2	12.0	10.0	3.0
403	Canadore	229	0.0	17.2	10.2	10.8	9.7	3.0
404	Centennial	436	1.7	17.6	9.0	7.6	9.2	2.0
405	Conestoga	60	0.0	17.6	9.6	9.6	9.4	3.7
406	Confederation	Data not available						
407	Durham	163	0.0	15.7	9.3	11.4	9.3	2.7
408	Fanshawe	512	1.8	17.6	9.3	9.6	9.3	2.4
409	George Brown	502	2.4	17.6	10.2	10.8	9.9	2.3
410	Georgian	275	1.8	17.6	9.0	9.0	9.0	3.0
411	Humber	515	0.0	16.9	8.6	10.8	8.4	2.6
412	Lambton	Data not available						
413	Loyalist	165	4.0	18.1	9.6	9.6	9.6	2.3
414	Mohawk	423	0.4	22.0	8.1	9.0	8.3	2.4
415	Niagara	238	1.9	17.6	8.6	10.8	9.0	2.5
416	Northern	148	3.3	17.6	11.2	12.0	10.9	2.5
417	St. Clair	294	3.9	19.5	9.6	10.8	9.9	2.3
418	St. Lawrence	295	1.2	19.8	10.2	10.8	9.8	2.7
419	Sault	198	2.6	27.5	9.8	12.0	9.8	3.0
420	Seneca	533	1.2	17.3	9.2	7.6	9.2	2.4
421	Sheridan	398	1.8	17.9	8.7	12.0	8.9	2.3
422	Sir Sandford Fleming	248	0.0	18.6	7.6	8.6	7.8	3.3
423	La Cité collégiale	157	1.1	17.6	9.2	9.6	9.1	3.0
Total		6,624	0.0	27.5	9.3	10.8	9.2	2.6

Table B.2B Detailed Statistical Analysis of Preparation Hours - Feb 24 to 28/92

College		Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401	Algonquin	515	1.7	18.7	9.3	12.0	9.1	2.8
402	Cambrian	308	0.0	19.6	10.1	10.8	9.7	2.9
403	Canadore	220	0.0	18.7	9.7	10.8	9.2	3.2
404	Centennial	412	1.8	16.6	9.0	7.6	9.1	2.1
405	Conestoga	60	0.0	15.4	10.2	14.5	9.8	4.6
406	Confederation	Data not available						
407	Durham	164	3.2	14.7	9.0	11.4	9.0	2.3
408	Fanshawe	514	1.2	17.6	9.4	9.6	9.2	2.5
409	George Brown	486	0.5	22.0	10.2	10.8	9.8	2.4
410	Georgian	259	0.0	16.8	9.1	10.8	8.9	2.9
411	Humber	517	0.0	19.2	8.4	10.8	8.3	2.6
412	Lambton	Data not available						
413	Loyalist	142	3.0	16.5	9.4	9.6	9.4	2.4
414	Mohawk	407	0.6	18.1	8.4	6.6	8.5	2.6
415	Niagara	240	1.2	19.8	8.6	10.8	8.8	2.8
416	Northern	131	0.0	17.6	10.8	11.8	10.3	2.9
417	St. Clair	280	0.0	16.8	9.6	10.8	9.9	2.5
418	St. Lawrence	271	1.8	19.6	9.7	10.8	9.7	2.5
419	Sault	197	1.8	27.5	9.5	12.0	9.5	3.2
420	Seneca	446	1.6	35.0	8.8	7.6	8.9	2.8
421	Sheridan	369	2.9	17.9	8.9	9.6	8.9	2.2
422	Sir Sandford Fleming	249	0.0	21.1	7.8	10.8	8.0	3.6
423	La Cité collégiale	147	1.1	18.3	9.6	9.6	9.3	3.3
Total		6,334	0.0	35.0	9.2	10.8	9.1	2.8

Table B.1C Detailed Statistical Analysis of Evaluation/Feedback Hours - Oct 28 to Nov 1/91

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	530	0.5	21.3	7.0	6.0	7.7	3.5
402 Cambrian	305	0.5	18.7	7.7	5.0	7.6	3.4
403 Canadore	229	0.0	18.8	6.5	4.2	6.9	3.4
404 Centennial	436	0.7	16.7	8.6	8.2	8.6	3.5
405 Conestoga	60	0.0	9.7	4.2	4.4	4.1	1.6
406 Confederation	Data not available						
407 Durham	163	0.0	16.8	8.8	7.4	8.9	3.6
408 Fanshawe	512	0.0	16.5	7.4	3.8	7.5	3.4
409 George Brown	502	0.5	48.2	7.6	9.2	7.7	3.6
410 Georgian	275	0.6	16.7	6.9	5.8	7.3	3.4
411 Humber	515	0.0	17.3	8.5	5.7	8.6	3.5
412 Lambton	Data not available						
413 Loyalist	165	1.7	14.8	8.8	12.0	8.7	3.5
414 Mohawk	423	0.6	19.4	9.1	5.2	9.0	3.9
415 Niagara	238	1.1	25.1	9.7	4.9	9.1	3.8
416 Northern	148	1.5	17.3	6.0	3.7	6.8	3.1
417 St. Clair	294	1.1	20.0	8.9	4.9	9.2	4.0
418 St. Lawrence	295	0.3	16.6	7.0	5.4	7.3	3.1
419 Sault	198	0.2	16.1	6.1	4.0	6.7	3.3
420 Seneca	533	0.3	18.9	9.8	10.8	9.3	3.8
421 Sheridan	398	0.9	17.2	8.6	5.0	8.7	3.6
422 Sir Sandford Fleming	248	0.0	22.0	8.1	0.0	7.9	3.5
423 La Cité collégiale	157	0.5	15.6	6.5	7.8	6.9	3.3
Total	6,624	0.0	48.2	7.9	6.0	8.1	3.6

Table B.2C Detailed Statistical Analysis of Evaluation/Feedback Hours - Feb 24 to 28/92

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	515	0.2	19.2	6.4	6.0	7.2	3.5
402 Cambrian	308	0.0	21.7	6.7	5.9	7.2	3.1
403 Canadore	220	0.0	15.2	6.7	7.3	6.6	3.1
404 Centennial	412	0.8	15.2	7.8	13.0	8.1	3.4
405 Conestoga	60	0.0	9.7	4.2	4.2	3.8	1.9
406 Confederation	Data not available						
407 Durham	164	0.8	16.4	9.4	7.9	9.5	43.2
408 Fanshawe	514	0.0	15.1	7.0	4.4	7.2	3.2
409 George Brown	486	1.0	57.8	7.1	4.5	7.5	3.9
410 Georgian	259	0.0	16.4	6.9	8.2	7.3	3.5
411 Humber	517	0.0	17.5	8.5	6.0	8.4	3.4
412 Lambton	Data not available						
413 Loyalist	142	1.9	17.4	9.3	9.6	9.0	3.3
414 Mohawk	407	0.6	21.4	7.9	5.2	8.3	3.6
415 Niagara	240	0.9	22.6	8.3	4.9	8.5	3.7
416 Northern	131	0.0	15.1	5.5	3.4	6.0	3.0
417 St. Clair	280	0.0	25.8	8.2	4.9	8.4	3.9
418 St. Lawrence	271	0.0	16.8	6.9	4.0	7.1	2.9
419 Sault	197	0.2	15.5	6.4	2.8	6.5	3.1
420 Seneca	446	0.0	17.6	8.4	3.2	8.3	3.6
421 Sheridan	369	0.9	18.2	8.5	5.3	8.4	3.3
422 Sir Sandford Fleming	249	0.0	16.4	7.4	0.0	7.7	3.4
423 La Cité collégiale	147	0.3	15.2	5.9	4.4	6.3	3.2
Total	6,334	0.0	57.8	7.4	6.0	7.7	3.5

Table B.1D Detailed Statistical Analysis of Complementary Function Hours -Oct 28 to Nov 1/91

College		Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401	Algonquin	530	3.0	40.3	7.5	5.0	9.3	6.0
402	Cambrian	305	5.0	39.0	6.0	5.0	8.4	6.5
403	Canadore	229	5.0	44.0	7.8	5.0	9.4	5.9
404	Centennial	436	5.0	32.7	7.9	5.3	9.3	4.6
405	Conestoga	60	5.0	44.0	9.0	9.0	11.3	8.4
406	Confederation	Data not available						
407	Durham	163	2.0	44.0	6.0	5.0	8.6	6.4
408	Fanshawe	512	5.0	37.3	7.3	5.3	9.3	5.2
409	George Brown	502	5.0	44.0	5.0	5.0	7.4	4.6
410	Georgian	275	5.0	37.0	7.0	5.0	10.2	6.8
411	Humber	515	5.0	44.0	7.0	5.0	10.5	7.4
412	Lambton	Data not available						
413	Loyalist	165	5.0	29.0	8.5	5.5	9.5	4.6
414	Mohawk	423	5.0	50.0	8.0	5.0	10.2	6.4
415	Niagara	238	5.0	35.0	7.3	5.0	9.3	5.3
416	Northern	148	5.0	34.0	7.0	6.0	8.7	4.8
417	St. Clair	294	5.0	21.0	5.0	5.0	6.4	3.0
418	St. Lawrence	295	1.3	40.0	7.0	5.0	8.6	5.1
419	Sault	198		19.0	6.0	6.0	6.6	2.1
420	Seneca	533	5.0	35.5	6.0	5.0	9.3	6.1
421	Sheridan	398	5.0	32.0	7.0	5.0	9.0	5.1
422	Sir Sandford Fleming	248	2.5	44.0	10.3	6.0	12.8	8.0
423	La Cité collégiale	157	0.0	41.0	10.0	5.0	12.3	8.1
Total		6,624	0.0	50.0	7.0	5.0	9.2	6.0

Table B.2D Detailed Statistical Analysis of Complementary Function Hours - Feb 24 to 28/92

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	515	5.0	37.0	7.5	5.0	9.6	6.3
402 Cambrian	308	5.0	43.0	6.0	5.0	9.2	7.2
403 Canadore	220	5.0	44.0	9.0	5.0	10.4	6.5
404 Centennial	412	5.0	36.5	8.0	5.5	10.0	5.2
405 Conestoga	60	0.0	44.0	9.0	9.0	13.3	11.7
406 Confederation	Data not available						
407 Durham	164	4.5	37.0	5.8	5.0	8.2	4.8
408 Fanshawe	514	4.8	38.3	7.3	5.3	9.8	5.9
409 George Brown	486	5.0	32.4	5.0	5.0	7.5	4.7
410 Georgian	259	5.0	43.7	7.4	5.0	10.8	8.1
411 Humber	517	5.0	44.0	8.0	6.0	10.9	7.7
412 Lambton	Data not available						
413 Loyalist	142	0.0	28.0	8.0	8.0	9.4	4.6
414 Mohawk	407	5.0	50.0	9.0	5.0	10.2	5.8
415 Niagara	240	5.0	35.0	8.0	5.0	10.3	6.6
416 Northern	131	5.0	41.5	8.5	5.5	10.5	6.6
417 St. Clair	280	5.0	18.0	5.0	5.0	6.1	2.6
418 St. Lawrence	271	1.1	37.0	7.5	5.0	8.9	4.8
419 Sault	197	5.0	28.0	6.0	6.0	6.8	2.8
420 Seneca	446	5.0	35.5	8.0	5.0	10.6	6.7
421 Sheridan	369	5.0	42.0	7.0	5.0	9.5	5.5
422 Sir Sandford Fleming	249	3.5	44.0	10.3	6.0	13.3	8.8
423 La Cité collégiale	147	5.0	42.5	11.0	5.0	13.0	8.2
Total	6,334	0.0	50.0	7.0	5.0	9.7	6.4

Table B.1E Detailed Statistical Analysis of Total Workload Hours - Oct 28 to Nov 1/91

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	530	15.0	58.3	42.8	43.0	41.8	3.9
402 Cambrian	305	9.6	56.8	42.8	43.9	41.9	4.8
403 Canadore	229	7.3	50.8	43.1	37.1	41.1	6.5
404 Centennial	436	23.2	46.5	43.1	43.4	42.6	2.2
405 Conestoga	60	33.2	47.3	39.0	39.0	39.6	3.3
406 Confederation	Data not available						
407 Durham	163	21.0	50.2	42.8	44.0	41.8	3.6
408 Fanshawe	512	20.9	47.0	42.6	43.5	41.7	3.3
409 George Brown	502	12.1	83.6	42.3	44.0	41.5	5.0
410 Georgian	275	13.5	48.4	42.4	43.8	40.9	4.6
411 Humber	515	18.7	54.7	42.6	43.5	42.0	2.7
412 Lambton	Data not available						
413 Loyalist	165	20.1	56.7	43.6	44.0	42.9	3.6
414 Mohawk	423	18.7	58.0	43.1	43.3	42.2	4.7
415 Niagara	238	13.8	50.1	42.9	41.7	42.3	3.6
416 Northern	148	18.7	47.6	43.1	37.9	42.4	3.8
417 St. Clair	294	24.5	64.7	42.7	42.7	42.7	4.9
418 St. Lawrence	295	10.5	48.2	42.4	43.2	41.1	5.2
419 Sault	198	12.5	63.2	39.8	38.6	38.8	5.7
420 Seneca	533	23.7	55.2	43.0	43.4	42.6	2.8
421 Sheridan	398	21.6	58.5	43.1	43.8	42.0	4.0
422 Sir Sandford Fleming	248	13.0	67.5	42.5	44.0	41.5	6.5
423 La Cité collégiale	157	28.5	47.7	42.8	44.0	42.1	3.0
Total	6,624	7.3	83.6	42.7	44.0	41.8	4.3

Table B.2E Detailed Statistical Analysis of Total Workload Hours - Feb 24 to 28/92

College	Usable Records SWF Data	Minimum	Maximum	Median	Mode	Mean	Standard Deviation
401 Algonquin	515	10.1	56.4	42.4	43.8	40.7	5.6
402 Cambrian	308	12.2	51.7	42.0	43.3	41.3	4.0
403 Canadore	220	7.0	50.5	42.8	44.0	40.9	6.8
404 Centennial	412	27.2	47.4	43.1	42.1	42.6	1.9
405 Conestoga	60	35.3	47.9	40.8	44.6	41.4	3.0
406 Confederation	Data not available						
407 Durham	164	19.0	48.3	42.5	44.0	41.7	3.6
408 Fanshawe	514	22.3	47.0	42.5	43.4	41.7	3.1
409 George Brown	486	18.5	89.3	42.1	40.4	41.4	4.5
410 Georgian	259	25.5	48.2	42.7	39.8	41.7	3.2
411 Humber	517	14.6	49.8	42.5	42.8	41.9	3.2
412 Lambton	Data not available						
413 Loyalist	142	10.8	51.4	43.5	44.0	43.1	4.2
414 Mohawk	407	13.7	65.3	42.6	49.5	41.8	5.5
415 Niagara	240	24.3	61.1	42.5	42.7	42.1	3.6
416 Northern	131	26.0	47.1	43.0	43.8	42.2	3.4
417 St. Clair	280	7.1	63.8	41.9	40.2	41.7	5.1
418 St. Lawrence	271	10.8	49.8	42.2	39.8	41.1	4.6
419 Sault	197	17.5	63.2	38.5	32.9	38.4	5.8
420 Seneca	446	14.3	51.3	42.5	42.3	41.9	3.0
421 Sheridan	369	19.7	54.6	43.0	42.0	41.9	3.8
422 Sir Sandford Fleming	249	13.9	69.9	43.0	44.0	42.3	5.8
423 La Cité collégiale	147	22.4	47.0	43.0	43.7	42.0	3.8
Total	6,334	7.0	89.3	42.6	44.0	41.6	4.4

Appendix C: Data Checkpoint List

Checkpoint 1: ASTCHC{I} = 0 (zero)

Checkpoint 2: ASTCHC{I} = . (blank)

For each course, **Assigned Teaching Contact Hours** is reported as (zero) or . (blank) where one or more of the following is greater than 0:

- a) Prep factor
- b) Class size
- c) Eval/feedback factor

Message: 'No assigned TCH reported'

Checkpoint 3: ASTCHC{I} <1 or >21

For each course, **Assigned Teaching Contact Hours** is outside of set range of 1 - 21.

Message: 'Assigned TCH exceeds range'

Checkpoint 4: PFC{I} = 0 (zero)

Checkpoint 5: PFC{I} = . (blank)

For each course, **Preparation Factor** is reported as 0 (zero) or . (blank) where one or more of the following is greater than 0:

- a) Assigned Teaching Contact Hour
- b) Class Size
- c) Evaluation/Feedback Factor

Message: 'No prep factor reported'

Checkpoint 6: PFC{I} > 1.1

Checkpoint 7: PFC{I} < 0.35

For each course, **Preparation Factor** is outside of set range of 0.35 - 1.1.

Message: 'Prep factor exceeds range'

Checkpoint 8: CLASSC{I} = 0 (zero)

Checkpoint 9: CLASSC{I} = . (blank)

For each course, **Class Size** is reported as 0 (zero) or . (blank) where one or more of the following is greater than 0:

- a) Assigned Teaching Contact Hour
- b) Preparation Factor
- c) Evaluation/Feedback Factor

Message: 'No class size reported'

Checkpoint 10: CLASSC{I} > 150

For each course, class size is greater than 150 students.

Message: 'Large class size'

Checkpoint 11: EFFC{I} = 0 (zero)

Checkpoint 12: EFFC{I} = . (blank)

For each course, **Evaluation/Feedback Factor** is reported as 0 (zero) or . (blank) where one or more of the following is greater than 0:

- a) Assigned Teaching Contact Hour
- b) Class Size
- c) Preparation Factor

Message: 'No eval/fback factor reported'

Checkpoint 13: EFFC{I} > .03

Checkpoint 14: EFFC{I} < .0092

For each course, **Evaluation/Feedback Factor** exceeds set range of .0092 and .03.

Message: 'Eval/Fback factor exceeds range'

Checkpoint 15: WTASSTCH > 30

For each employee record, **Weekly Total Assigned Teaching Contact Hours** exceeds 30.

Message: 'Wkly tot assgn TCH exceed range'

Checkpoint 16: WATRIBPH > 23.1

For each employee record, **Weekly Total Attributed Hours for Preparation** exceeds 23.1.

Message: 'Wkly prep hrs exceed range'

Checkpoint 17: EFATRIBH > 25

For each employee record, **Weekly Total Attributed Hours for Evaluation/Feedback** exceeds 25.

Message: 'Wkly E/F hrs exceed range';

Checkpoint 18: CHALL = 0 (zero) or . (blank)

For each employee record, **Weekly Total Complementary Hours Allowance** not reported where **Weekly Total Assigned Teaching Contact Hours** are greater than 0.

Message: 'No allowed hrs/Comp Fncts reported'

Checkpoint 19: CHALL < 5

For each employee record, **Weekly Total Complementary Hours Allowance** less than 5 where **Weekly Total Assigned Teaching Contact Hours** are greater than 0.

Message: 'Allowed hrs/Comp Fncts exceed range';

Checkpoint 20: SECTIONS = 0 (zero) or . (blank)

For each employee record, **Number of Different Sections** not reported where **Weekly Total Assigned Teaching Contact Hours** are greater than 0.

Message: 'No sections reported'

Checkpoint 21: SECTIONS > 10

For each employee record, **Number of Different Sections** exceeds 10.

Message: 'Num sections exceed range'

Checkpoint 22: CPREPS = 0 (zero) or . (blank)

For each employee record, **Number of Different Course Preparations** not reported where **Weekly Total Assigned Teaching Contact Hours** are greater than 0.

Message: 'No course preps reported'

Checkpoint 23: TWHCF > 44

For each employee record, **Total Weekly Hours for Complementary Functions** exceeds 44.

Message: 'Tot hrs/Comp Fncts exceed range'

Checkpoint 24: TOTHR > 47

For each employee record, **Total Weekly Workload Hours** exceeds 47.

Message: 'Tot hrs/week exceed range'

Checkpoint 25: WTASSTCH ne ASTCHTOT

For each employee record, **Weekly Total Assigned Teaching Contact Hours** does not equal the **sum of ASSTCHC{I}'s**, allowing for rounding error of .2.

Message: 'Total TCH & sum TCH/course vary'

Checkpoint 26: WATRIBPH ne PHTOT

For each employee, **Attributable Preparation Hours** are calculated according to the formula in the collective agreement. This number is compared with the reported hours.

Message: 'Derived/Attrib prep hrs vary'

Checkpoint 27: EFATRIBH ne EFHTOT

For each employee record, the program calculates the attributable eval/feedback hours, based on the formula in the current collective agreement. The program then checks if the derived hours do not match the reported hours.

Message: 'Derived/Attrib ev/fback hrs vary'

Checkpoint 28: CHALLW ne CHALL

For each employee records, the program checks if the complementary hours allowance reported, and the complementary hours allowed per week do not match. If the condition exists, a message is printed.

Message: 'Comp hrs (allow) vary'

Checkpoint 29: CHASSW ne CHASS

For each employee record, the program checks if the complementary hours assigned reported, and the complementary hours assigned per week do not match.

Message: 'Comp hrs (Assigned) vary'

Checkpoint 30: ASSTCHW ne ASTCHTOT

For each employee record, the program checks if the weekly assigned TCH does not match the assigned TCH/week.

Message: 'Total TCH vary'

Checkpoint 31: WATRIBPH ne PHW

For each employee record, the program checks if the prep hours per week do not match the sum of the attributed prep hours and the additional attributed prep hours.

Message: 'Prep hours vary'

Checkpoint 32: EFATRIBH ne EFWH

For each employee record, the program checks if the eval/feedback hours per week does not match the attributed eval/feedback hours. If the condition exists, a message is printed.

Message: 'Eval/Fback hrs vary'

Checkpoint 33: TWHCF ne sum(CHALLW,CHASSW)

For each employee record, the program checks if the total weekly hours for complementary functions does not match the sum of the allowed and assigned complementary hours.

Message: 'Tot complementary hrs vary'

Checkpoint 34: TOTHR = 0 (zero) or . (blank)

For each employee record, the program checks if the total hours per week have been reported as 0 (zero) or . (blank).

Message: 'No total workload hours reported'

Checkpoint 35: TOTHR ne sum(ASSTCHW, PHW, EFHW, TWCHF)

For each employee record, the program checks if the total hours reported do not match the sum of the TCH, prep hours, eval/feedback hours, and hours for complementary functions.

Message: 'Total workload hours vary'

Checkpoint 36: NO SWF > 0 AND TOTHR > 0

For each employee record, the program checks if there is a code for 'NO SWF' and reported hours on teaching or complementary functions.

Message: 'Data with 'NO SWF code'

Appendix D: Data Elements: CRC 1991-92 Workload Dataset

Identifiers

1	COLLEGE	College Number
2	TERM	School Term: Fall/Winter
3	NUMBER	Employee Number
4	PROB	Probationary Status
5	COORD	Coordinator Status
6	NO_SWF	No SWF data

Course/Subject Details

7 - 21	ASTCHC1 - ASTCHC15	Assigned Teaching Contact Hours: Class 1 - 15
22 - 36	PFC1 - PFC15	Prep Factor: Class 1 - 15
37 - 51	CLASSC1 - CLASSC15	Class size: Class 1 - 15
52 - 66	EFFC1 - EFFC15	Evaluation Feedback Factor: Class 1 - 15
67	WAATTRIBH	Weekly Additional Attributed Hours
68	WATTRIBPH	Weekly Attributed Preparation Hours
69	WTASSTCH	Weekly Tot. Assigned Teaching Contact Hours
70	EFATTRIBH	Weekly Evaluation/Feedback Attributed Hours
71	CHALL	Weekly Complementary Hours Allowance
72	CHASS	Weekly Complementary Hours Assigned
73	CPREPS	Number of Different Course Preparations
74	SECTIONS	Number of Different Sections
75	NLANG	Number of Languages of Instruction

Summary of Weekly Totals

76	ASSTCHW	Assigned Teaching Contact Hours/Week
77	PHW	Preparation Hours/Week
78	EFHW	Evaluation Feedback Hours/Week
79	CHALLW	Complementary Hours (Allowance)/Week
80	CHASSW	Complementary Hours (Assigned)/Week
81	TOTHR	Total hours worked per week
82	TWHCF	Total Weekly Hours for Complementary Functions

Accumulated Totals, Last SWF

83	TOTHR	Accumulated Total Teaching Contact Weeks
84	TOTDAYS	Accumulated Total Teaching Days
85	TOTWEEKS	Accumulated Total Teaching Weeks

Appendix E: CRC Request for 1991-92 Workload Data



Ontario

College Relations Commission
La commission des relations de travail
dans les collèges

111 Avenue Road
Suite 400
Toronto, Ontario
M5R 3J8
(416) 922-7679
FAX (416) 963-3957

111, chemin Avenue
Bureau 400
Toronto (Ontario)
M5R 3J8
(416) 922-7679
FAX (416) 963-3957

New Fax: (416) 325-4134

May 7, 1993

4~ 5~ 6~
7~
2~
3~

11~ 12~ 13~
14~
10~

Dear 4~ 6~ / 11~ 13~:

Re: Workload Data Request for "Quality Education" Task Force

Bill Marcotte, Chair of the Quality Education in a Fiscally Responsible Manner Task Force, has asked the College Relations Commission to collect 1991-92 academic workload data on their behalf. I have attached a copy of his letter, in which he asks that any problems or concerns regarding this request be directed to him.

The Task Force recognizes that the request must be a "best efforts" exercise on your part, considering the current arrangements the colleges have in place to capture and verify workload data.

The following information is required:

1. For each full-time faculty member:
 - a) Snapshot data from Standard Workload Form (SWF) as itemized on attached sheet for weeks of:
 - October 28-November 1, 1991
 - February 24-February 28, 1992
 - b) The following data from the final SWF of the Academic Year 1991-92:
 - Total Teaching Contact Hours
 - Total Contact Days
 - Total Teaching Weeks

2. For each sessional, partial-load or part-time faculty member, and only if readily available:
 - a) Assigned Teaching Contact Hours for each of weeks:
 - October 28-November 1, 1991
 - February 24-February 28, 1992

We are asking that the data be provided to us on a 3.5" or 5.25" diskette. You may choose to provide the data either in ascii format or in a Lotus spreadsheet.

We have provided a suggested individual record format (attached) which indicates how we will be compiling the records for processing. You may choose a different record layout if you wish. Just provide us with sufficient directions as to how we should read in your data along with the diskette. Please contact us if you would like to be provided with a diskette containing formatted Lotus spreadsheets.

Please provide a separate file or spreadsheet for each set of records, eg full-time February snapshot, less-than-full-time Oct/Nov snapshot, etc.

We would like to receive your data no later than June 11, 1993. If you anticipate difficulties meeting these conditions please let me know.

Thank you for your co-operation and assistance.

Yours sincerely,

Sharon McElroy
Director, Information Services

1~

attach.

cc. 18~ 19~ 20~
25~ 26~ 27~

CRC Workload (SWF) Data Request for "Quality Education" Task Force

SUGGESTED RECORD LAYOUT:

- **Fixed Record Length/Field Widths**

DATA ELEMENT

FIELD WIDTH/FORMAT

A) All Academic Employee Records:

- | | | |
|----|-----------------|----|
| 1. | Employee Number | 10 |
|----|-----------------|----|

Chosen by College. CRCIS use only to communicate with college regarding faulty data, and to enable linkages from snapshot to snapshot, etc.

- | | | |
|----|---------------------|---|
| 2. | Probationary Status | 1 |
|----|---------------------|---|

1 = "Yes"
else blank

- | | | |
|----|---------------------|---|
| 3. | Co-ordinator Status | 1 |
|----|---------------------|---|

1 = "Step I"
2 = "Step II"
else blank

- | | | |
|----|---------------------------------|---|
| 4. | Reason for No SWF Data Provided | 1 |
|----|---------------------------------|---|

1 = "Vacation"
2 = "Leave of Absence"
3 = "Professional Development"
4 = "Project Assignment"
5 = "Other"
6 = "No SWF Available"

B) Full-Time SWF Snapshots (2):

[Items 4-7 for each of 6 courses allowed]

4.	Assigned Teaching Contact Hours	4.1
5.	Preparation Factor	4.2
6.	Class Size	2.
7.	Evaluation/Feedback Factor	6.4
8.	Weekly Total Assigned Teaching Contact Hours	4.1
9.	Weekly Attributed Preparation Hours	5.2
10.	Weekly Additional Attributed Hours	4.1
11.	Evaluation/Feedback Attributed Hours	5.2
12.	Complementary Hours Allowance	4.1
13.	Complementary Hours Assigned	4.1
14.	Number of Different Course Preparations	1
15.	Number of Different Sections	1
16.	Number of Languages of Instruction	1
17.	Assigned Teaching Contact Hours/Week	5.2
18.	Preparation Hours/Week	5.2
19.	Evaluation Feedback Hours/Week	5.2
20.	Complementary Hours (allowance)/Week	5.2
21.	Complementary Hours (assigned)/Week	5.2
22.	Total Weekly Hours for Complementary Functions	5.2

C) Full-Time 1991-92 Academic Year End SWF

4.	Total Teaching Contact Hours	5.1
5.	Total Contact Days	3
6.	Total Teaching Weeks	2

D) Less-Than Full-Time SWF Snapshots (2)

4.	Assigned Teaching Contact Hours	4.1
----	---------------------------------	-----

Appendix F: Request from "Quality Education" Task Force

Marcotte Settlement Services, Inc.

February 8, 1993

Sharon McElroy
Director, Information Services
Colleges Relations Commission
111 Avenue Road
Suite 400
Toronto, Ontario
M5R 3J8

Dear Sharon:

Re: Quality Education in a Fiscally Responsible Manner Task Force

As you are aware, the 1991-93 collective agreement between the Colleges of Applied Arts and Technology and OPSIU (academic unit) contains a Letter of Understanding that calls for a Task Force on Quality Education in a Fiscally Responsible Manner. The Task Force mandate is set out in the Letter of Understanding.

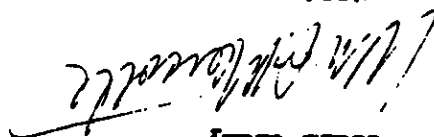
As part of our deliberations, the Task Force members have decided that a review of Colleges' faculty workload, for the academic year 1991-92, is an essential activity for discharging our mandated responsibilities. To that end, I am formally requesting that the Colleges Relation Commission Information Services (CRCIS) undertake the gathering of this information for the Task Force, and that this data be available to us as soon as possible.

In making this request, I understand that we are placing the CRCIS in a difficult position, in that, pursuant to a direction from the CRCIS Advisory Committee, the CRCIS has recently announced to the Colleges that it will not be seeking the very sort of historical data which our request represents. Unfortunately, since the composition of the Task Force was not formally established until October, 1992 (with my acceptance to act as the independent chair of the Task Force), it could not be anticipated that historical workload data would have to be gathered until after the CRCIS had acted upon the direction from the CRCIS Advisory Committee.

Therefore, in making your request of the individual colleges, I suggest that you include a copy of this letter and if problems or concerns are expressed to you, please direct them to me for response.

I look forward to working with you and your staff.

Yours truly



William A. Maricotte

Chair

Task Force on Quality Education in a
Fiscally Responsible Manner

cc: CRCIS Advisory Committee
R. Saunders, Chief Executive
Officer, CRC

Appendix G: Extracts from 1991-94 Academic Agreement

"Article 11: WORKLOAD

11.01 A Each teacher shall have a workload that adheres to the provisions of this Article.

11.01 B 1 Total workload assigned and attributed by the College to a teacher shall not exceed 44 hours in any week for up to 36 weeks in which there are teaching contact hours for teachers in post-secondary programs and for up to 38 weeks in which there are teaching contact hours in the case of teachers not in post-secondary programs.

The balance of the academic year shall be reserved for complementary functions and professional development.

Workload factors to be considered are:

- (i) teaching contact hours
- (ii) attributed hours for preparation
- (iii) attributed hours for evaluation and feedback
- (iv) attributed hours for complementary functions

11.01 B 2 A "teaching contact hour" is a College scheduled teaching hour assigned to the teacher by the College.

11.01 C Each teaching contact hour shall be assigned as a 50 minute block plus a break of up to ten minutes.

The voluntary extension of the teaching contact hour beyond 50 minutes by the teacher and any student(s) by not taking breaks or by pre-arranging breaks or by the teacher staying after the period to consult with any student(s) shall not constitute an additional teaching contact hour.

11.01 D 1 Weekly hours for preparation shall be attributed to the teacher in accordance with the following formula:

TYPE OF COURSE	RATIO OF ASSIGNED TEACHING CONTACT HOURS TO ATTRIBUTED HOURS FOR PREPARATION
New	1:1.10
Established A	1:0.85
Established B	1:0.60
Repeat A	1:0.45
Repeat B	1:0.35
Special A	as indicated below
Special B	as indicated below

11.01 D 2 No more than four different course preparations or six different sections shall be assigned to a teacher in a given week except by voluntary agreement which shall not be unreasonably withheld.

11.01 D 3 For the purposes of the formula:

- (i) "New" refers to the first section of a course which the teacher is
 - teaching for the first time. (This definition does not apply to a new full-time teacher who has previously taught the course as a Partial-Load, Sessional or Part-time employee, nor to courses designated as "Special" as defined below); or
 - teaching for the first time since a major revision of the course or curriculum has been approved by the College.
- (ii) "Established A" refers to the first section of a course which the teacher has previously taught but not within the previous three academic years.
- (iii) "Established B" refers to the first section of a course which the teacher has taught within the previous three academic years.
- (iv) Where a non-language course is to be taught in more than one language the first section taught in a second language shall be regarded as "New" or "Established".
- (v) "Repeat A" refers to another section which the teacher is teaching concurrently with the same course for which hours of preparation have been attributed under "New" or "Established", but to students in a different program or year of study.
- (vi) "Repeat B" refers to another section which the teacher is teaching concurrently with the same course for which hours of preparation have been attributed under "New" or "Established" or "Repeat A" to students in the same program and year of study.
- (vii) "Special A" refers to sections of courses in which students may enter on a continuous intake basis or courses which have been organized into individualized self-learning packages.

The first section of a "Special A" course which the teacher has not taught before or which the teacher has not taught within the previous three academic years attracts the numerical value in "Established A" (1:0.85).

The first section of a "Special A" course which the teacher has taught within the previous three academic years, attracts the numerical value in "Established B" (1:0.60).

Repeat sections of a "Special A" course attract the numerical value in "Repeat A" (1:0.45).

- (viii) "Special B" refers to preparation for sections of a course in which the objectives describe the students' application of knowledge in actual work settings.

The first section of a "Special B" course which the teacher has not taught before or which the teacher has not taught within the previous three academic years attracts the numerical value in "Established A" (1:0.85).

The first section of a "Special B" course which the teacher has taught within the previous three academic years, attracts the numerical value in "Established B" (1:0.60).

Repeat sections of a "Special B" course attract the numerical value in "Repeat B" (1:0.35).

Additional time necessary to arrange and prepare for student placement in such learning situations shall be attributed on an hour for hour basis and recorded on the Standard Workload Form (SWF), as referred to in 11.02.

- (ix) Hours for curriculum review or course development assigned to a teacher on an ongoing basis, in lieu of teaching or in a non-teaching period, shall be attributed on an hour for hour basis and recorded on the SWF.

11.01 E 1 Weekly hours for evaluation and feedback in a course shall be attributed to a teacher in accordance with the following formula:

Essay or Project	Routine or Assisted	In-Process
1:0.030	1:0.015	1:0.0092

11.01 E 2 For purposes of the formula:

- (i) "Essay or project evaluation and feedback" is grading :
- essays
 - essay type assignments or tests
 - projects; or
 - student performance based on behavioral assessments compiled by the teachers outside teaching contact hours.
- (ii) "Routine or assisted evaluation and feedback" is grading by the teacher outside teaching contact hours of short answer tests or other evaluative tools where mechanical marking assistance or marking assistants are provided.
- (iii) "In-process evaluation and feedback" is evaluation performed within the teaching contact hour.
- (iv) Where a course requires more than one type of evaluation and feedback, the teacher and the supervisor shall agree upon a proportionate attribution of hours. If such agreement cannot be reached the College shall apply evaluation factors in the same proportion as the weight attached to each type of evaluation in the final grade for the course.

11.01 E 3 The number of students in a course or section shall be determined initially by the College's planning estimates and recorded on the SWF as provided for in 11.02.

The number of students in a course or section shall be reviewed after the enrolment audit dates and not later than the completion of the course or section, or at the request of the teacher, following the last day for withdrawal of registration by the student(s), and revised where appropriate.

The number of students in a continuous intake program, course or section shall be reviewed every three months at the request of either the College or the teacher and determined as the weighted average of the number of students formally registered over the duration of the program, course or section. The weighted average shall be calculated by summing the number of or formally registered students each week of the program, course or section and then dividing the sum by the number of weeks in the duration of the program, course or section.

11.01 F Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College. Hours for such functions shall be attributed on an hour for hour basis.

An allowance of a minimum of five hours of the 44 hour maximum weekly total workload shall be attributed as follows:

three hours for routine out-of-class assistance to individual students

two hours for normal administrative tasks.

...

11.01 I Teaching contact hours for a teacher in post-secondary programs shall not exceed 18 hours in any week. Teaching contact hours for a teacher not in post-secondary programs shall not exceed 20 in any week.

...

11.01 K 1 Contact days (being days in which one or more teaching contact hours are assigned) shall not exceed 180 contact days per academic year for a teacher in post-secondary programs or 190 contact days per academic year for a teacher not in post-secondary programs.

...

11.01 K 3 Teaching contact hours shall not exceed 648 teaching contact hours per academic year for a teacher in post-secondary programs or 760 teaching contact hours per academic year for a teacher not in post-secondary programs.

APPENDIX I

STANDARD WORKLOAD FORM

[illegible]

Number of Different course preparations	
Number of different sections	
Number of languages of instruction	

Assigned Teaching Contact Hours / week	
Preparation Hours / week	
Evaluation Feedback hours / week	
Complementary Hours (allowance) / week (Minimum 5)	
Complementary Hours (assigned) / week	
	Total this period SWF

	Teaching Contact Hours	Contact Days	Teaching Weeks
Balance from previous SWF			
Total this period SWF			
Total to end date			

Description	Weekly Attributed Hours
Total:	