Alamo Colleges

Executive Faculty Council

Name of Project: Faculty Lab Loading

Date: September 12, 2017

WORK PLAN		
Ad Hoc Team Members	**Department**	**College or DSO office**
1. Marsha Adrian	Faculty, Chemistry	NLC
2. Brian Stout	Faculty, Biology	NVC
3. Lisa Wilson	Faculty, Cosmetology	PAC
4. David Weaver	Faculty, Aircraft Construction & Manufacturing Technologies	SPC-SWC
5. Luis Rodriguez	Faculty, Biology	SAC
6. Thomas McCrary	Chair, Faculty, Science and Kinesiology	NLC
7. Vicente Guillot	Chair, Faculty, English	PAC
8. John Grillo	Chair, Faculty, Workforce Technical Programs	NVC
9. Chris Beardsall	Dean, Applied Science and Technology	SPC
10. Russell Frohardt	Dean, Arts and Sciences	NVC
11. Rafael Brisita	Vice President	SPC-SWC
12. Andrea Arenas	Human Resources	DSO
13. Matilda Staudt*, **, Team Co-Chair	Faculty, English	PAC
14. Cynthia Katz*, **, Team Co-Chair	Faculty, Mathematics	SPC

* Trained in Prosci Change Management
** Trained in Project Management

1. Final Design Principles

Create a work plan with timeline for conducting the research, and identifying the appropriate ratio for lab loading and funding options to accommodate a change in lab loading.

Conduct research to identify the history of lab loading at each of the five colleges.

Conduct research to identify how the current ratio for lab loading impacts student instruction and student success.

Conduct research to identify other college or university models for lab loading.

Recommend an appropriate ratio of converting lab hours to work load units and provide a rationale for which lab offerings would be impacted

Recommend funding options to accommodate a change in the current ratio for lab loading

Provide a report outlining the budget and staffing impact at each of the five colleges to accommodate a change in the current ratio for lab loading

2. Teamwork and Interpersonal Communication Principles

Meetings will be held at the DSO when possible. Team members will communicate by email and through a Canvas web page.

3. Evaluation Plan

Develop a plan for evaluating the sufficiency of data collected.

Develop a plan for communication with implementation and evaluation team(s) following completion of research in the event that follow-up communication is needed.

4. Communication Plan between Ad Hoc Committee and Faculty Fellow

At the first team meeting, please identify a minute taker who will submit them following each meeting to the Faculty Fellow.

5. Scheduled Meetings for Team

May only include first meeting for debriefing by EFC sponsor or membership.

Date	*Time*	*Location*
September 21, 2017	11am – 12pm	Killen Center, Rm 104
September 26, 2017	1:30pm – 2:30pm	Killen Center, Rm 104

October 16, 2017	4pm – 5pm	HR Conference Room
October 30, 2017	4pm – 5pm	Killen Center, Rm 108/109
November 6, 2017	4pm – 5pm	HR Conference Room
November 20, 2017	4pm – 5pm	HR Conference Room
December 4, 2017	4pm – 5pm	HR Conference Room

6. Timeline with Deliverables and Persons Responsible (see attached worksheet)

   Target date for completion of research and recommendation: December 8, 2017

7. Contact information for the Sponsor:

Dr. Mike Flores
rflores@alamo.edu
210-486-3960

Dr. Veronica Garcia
Vgarcia2@alamo.edu
210-486-5230

PROJECT TIMELINE

Use to plan and track project, lead person(s), and due dates.

Step, Task, or Deliverable	Lead Person(s)	Due Date
History of lab loading at each of the five colleges ○ how have labs been loaded at each of the colleges over the past 10 years?	Cynthia Katz, Matilda Stuadt, Luis Rodriguez, Russ Frohardt, Neil McCrary	October 16, 2017
Lab definitions/types ○ identify what types of labs are offered at each of the colleges ○ identify if lab techs are available for these labs (if so, identify the skills/tasks handled by the lab tech) ○ identify number of contact hours for academic courses/academic courses with labs/workforce courses	David Weaver	October 30, 2017
Identify other college or university models for lab loading ○ identify what lab loading ratio is used at the seven similar community colleges used in the compensation comparisons. Identify if a TA or lab tech is used in these labs. *(Austin Community College, Dallas County Community College, El Paso Community College, Houston Community College System, Lone Star College System, San Jacinto College, Tarrant County College District)* ○ identify what lab loading ratio is used at other (aspirational) community colleges and universities in the (area? State?). Identify if a TA or lab tech is used in these labs.	Brain Stout, Russ Frohardt	November 6, 2017
Identify how the current ratio for lab loading impacts student instruction and student success ○ determine productive grade rates and course completion rates for these courses	Cynthia Katz	November 20, 2017

○ survey faculty affected by the current lab loading ratio to determine the impact on their workload, promotion seeking ability		
Provide a report outlining the budget and staffing impact at each of the five colleges to accommodate a change in the current ratio for lab loading ○ review past legal issues related to lab loading ○ budget presentation from Shayne West (Fiscal Services) to help determine possible funding option in the current budget structure	Andrea Arenas, Shayne West	December 4, 2017
Recommend funding options to accommodate a change in the current ratio for lab loading ○ identify state reimbursement for these labs and how those funds are used ○ identify other possible funding options		Spring 2018
Based off of information gathered, determine a recommendation for lab loading ratio ○ identify the cost and staffing impact for this models ○ identify what this will look like at each college for various lab loading models	Brian Stout	Spring 2018