

3/12/04

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Dear colleagues,

I want to let you know of a relaxation of the schedule for completion of the two tasks that Bill Webster communicated at the last COD meeting.

You will recall that, at that meeting, we discussed with you two requests related to faculty workload issues:

- (1) A request to estimate the number of ladder rank faculty available to teach for the current academic year (2003-04) and a prognosis of the same data for 2004-05; and a list of the primary undergraduate courses offered in the college, division or school by each department in the fall and spring semesters.
- (2) A request by the Office of the President to classify all courses offered in the UC System into one of 18 new instructional activity types.

Because of workload considerations for you and your chairs, we will defer the data request in item 1 until after the course classification project is completed. In the interim, we will prepare a clear set of instructions and requested deliverables to send to you later in the spring semester.

Because of the urgent deadline set by the Office of the President, we have assigned the highest priority to taking action on item 2. As a result, we will email soon a request directly to your chairs asking them to classify the courses offered in their departments according to the proposed 18 new classifications of faculty activity types. (A sample copy of my request is appended to this message.) This request has been configured as a simplified data entry process that chairs or their assistants should be able to complete without too great a time investment.

Thank you for your assistance.

Regards,

Paul

-----Begin Request to Chairs-----

Addressee: Individual Department Chairs
Subject: UC Course Classification Project: Due April 6

As part of an initiative to improve the way in which the University reports faculty instructional activities to the State Legislature and to provide a better means for understanding faculty instructional activities Systemwide, the Office of the President has proposed a new system of reporting these activities. We are seeking your assistance in the first step of the new process, which involves the classification of all undergraduate, graduate, and professional courses offered by your instructional unit into one of 18 classifications or Faculty Instructional Types.

Attached you will find a spreadsheet listing all the courses offered by your department that appear in the *General Catalog*. Both the guidelines for classifying your courses according to the University's 18 new instructional types and the instructions you should follow when recording those classifications on your departmental spreadsheet are available on the Web at <http://evcp.chance.berkeley.edu/TIECourseClassificationProject.htm>.

In order to meet the Office of the President's deadline of April 20, 2004, please email your completed spreadsheet by **Tuesday, April 6, 2004** to Dennis Hengstler, Executive Director of the Office of Planning and Analysis at hengstr@berkeley.edu. Any questions you might have should be sent to Dennis Hengstler.

Thank you for your help in responding to this important request.

Paul Gray