

## ADMINISTRATIVE MEMORANDUM

VPAA 19-03

February 3, 2020

**SUBJECT:** Excess Enrollment Support Policy

**DISTRIBUTION:** HSU College Deans

Effective Spring 2020, HSU enacts the following Excess Enrollment Support Policy:

1. For courses without concurrently enrolled laboratory sections with census date enrollment of 75 or more, Assigned Time WTU(s), an assistant (i.e., Graduate Assistant, Teaching Associate, or Instructional Student Assistant), or a combination of both shall be allocated. Whichever option is utilized is the decision of the Appropriate Administrator in consultation with the course instructor and/or Department Chair.
2. For courses with concurrently enrolled laboratory sections and a census date enrollment of 72 or more, Assigned Time WTU(s), an assistant (i.e., Graduate Assistant, Teaching Associate, or Instructional Student Assistant), or a combination of both shall be allocated. Whichever option is utilized is the decision of the Appropriate Administrator in consultation with the course instructor and/or Department Chair.
3. If an assistant is not utilized, HSU shall provide the instructor with assigned time for excess enrollments, as follows:
  - If a course without concurrently enrolled laboratory sections has census date enrollment between 75 and 95 (inclusive)--- 1 WTU shall be assigned;
  - If a course with concurrently enrolled laboratory sections has census date enrollment between 72 and 95 (inclusive)---1 WTU shall be assigned;
  - If a course has census date enrollment between 96 and 120 (inclusive)---2 WTU shall be assigned;
  - If a course has census date enrollment over 120 ---3 WTU shall be assigned
4. If an assistant is utilized without additional WTU allocation, the hours of the assistant shall be as follows:
  - If a course without concurrently enrolled laboratory sections has enrollment between 75 and 95 (inclusive) - a minimum of 4 hours/week;
  - If a course with concurrently enrolled laboratory sections has a census date enrollment between 72 and 95 (inclusive) --- - a minimum of 4 hours/week;

- If a course has enrollment between 96 and 120 (inclusive) - a minimum of 8 hours/week;
  - If a course has enrollment over 120 - a minimum 12 hours/week shall be provided.
5. When departments use a combination of WTUs and assistants, the number of WTUs assigned and the minimum hours/week assigned to the assistant shall be determined by the Appropriate Administrator in consultation with the course instructor and/or Department Chair. For purposes of this Agreement only, 1 WTU is the equivalent of 4 assistant hours. This formula is not precedent setting at any other CSU campus and only applies at HSU in relation to this Agreement.
  6. Nothing in this agreement shall limit the right of the President to grant assigned time for excess enrollment beyond the requirements in provision 2.
  7. Factors to be used in determining whether or not to use assistants shall include, but not be limited to:
    - The presence of a graduate program in the department.
    - The availability of qualified students to work.
    - The class structure, content, and assignments are such that there is sufficient work to be assigned to the assistant without resulting in an excessive or unreasonable workload for the faculty member.
    - Other discipline specific factors.
    - Operational considerations of the University.
  8. In the event that no assistant is assigned, the faculty member shall be assigned WTUs as provided in Sections 2 and 3 above.