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STUDY OF TEACHER LOAD PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES.

EL CAMINO COLL., CALIF.

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RESULTS OF A 93-PERCENT RESPONSE TO QUESTIONNAIRES MAILED TO 68 COLLEGE PRESIDENTS ARE TABULATED AND COMPARED WITH COMMENTS AND SUGGESTIONS RECEIVED FROM THE EL CAMINO FACULTY. LITTLE STATEWIDE UNIFORMITY IN PRACTICES IS REPORTED, EXCEPT FOR A 71-PERCENT AGREEMENT ON THE USE OF 15 LECTURE HOURS AS A BASIC LOAD. COLLEGE SIZE AND AGE ARE NOT RELATED TO ANY SPECIFIC LOAD PATTERN. EVIDENCE OF OVERLOAD POLICY AND OVERLOAD PAY IS PRESENT. WHILE 200 COLLEGES REQUIRED FACULTY TO REMAIN ON CAMPUS A MINIMUM OF 30 HOURS WEEKLY, 21 MADE NO SUCH REQUIREMENT. THE COMMITTEE RECOMMENDS ADOPTION OF A 15-HOUR TEACHING LOAD OR ITS EQUIVALENT AT EL CAMINO COLLEGE AND SUGGESTS FURTHER STUDY IN THE AREAS OF LECTURE-LABORATORY-ACTIVITY EQUIVALENTS, RECLASSIFICATION OF COURSES, EXTRA COMPENSATION AND RELEASED TIME, READER AND CLERICAL ASSISTANCE, AND THE RELEVANCE OF CLASS SIZE TO THE QUALITY OF INSTRUCTION. (AL)

EL CAMINO COLLEGE
OFFICE OF INSTITUTIONAL RESEARCH

INSTITUTIONAL RESEARCH REPORT NUMBER:

63-15

TITLE:

Study of Teacher Load Practices in California Public Junior Colleges

AUTHOR:

Teacher Load Study Committee

DATE OF COMPLETION:

June 1963

PURPOSE OF THE STUDY:

To examine the various factors which make up the teacher load in California Public Junior Colleges, correlate findings to the El Camino College situation, and formulate a report with recommendations to the President and the Board of Directors.

METHODOLOGY:

An instructor-administrator committee was appointed. A questionnaire entitled "Inquiry About Teacher Load Practices in California Public Junior Colleges" was sent to the Presidents of the 68 California Public Junior Colleges. A follow-up was sent a month later with a total of 63 responding, or 93%. An inquiry asking for comments and suggestions on teaching load problems was sent to 263 El Camino College faculty members with 102 responses or 39%. The committee was divided into five working subcommittees plus a writing committee.

SELECTED CONCLUSIONS:

1. Recommendations were submitted to the Board for a 15⁺ 1 hour lecture, 17⁺ 1 hour activity, and 20⁺ 1 hour laboratory.
2. The committee will continue its study through the succeeding year in the areas of classification of courses, release time, extra compensation, class size, and basic work week.

UNIVERSITY OF CALIF.
LOS ANGELES

NOV 14 1966

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JUNIOR COLLEGE
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ED012593

**STUDY OF
TEACHER LOAD PRACTICES IN
CALIFORNIA PUBLIC JUNIOR COLLEGES**

Teacher Load Study Committee

El Camino College

June, 1963

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STUDY OF TEACHER LOAD PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

I. PURPOSE OF THE STUDY:

As El Camino College expands in size and function, it is important that basic practices and policies be reviewed. The need for self-study becomes increasingly important in California junior colleges as they implement the recommendations contained in the study, A Master Plan for Higher Education in California, to better prepare themselves to fit into the state's tripartite system of higher education. Policies and practices in all junior colleges have been and are being constantly studied and revised, and it is important that El Camino College be aware of, and keep abreast of, changes that improve the instructional program.

Of those areas of the instructional program that need periodic re-evaluation, one of the most vital is teaching load. In an effort to appraise this important phase of the educational program in depth, the President of El Camino College appointed a committee composed of representatives of the administrative staff and one teaching staff member from each of the eight divisions in the College.

The study undertaken by this committee involved an examination of the various factors which make up teacher load in California public junior colleges, a correlation of these findings to the El Camino College situation, and a formulation of a report with recommendations to the President and Board.

II PROCEDURE:

- A. A questionnaire entitled "Inquiry About Teacher Load Practices in California Public Junior Colleges" (see Appendix A) was developed by the committee and was sent to the presidents of the 68 public junior colleges in the state to determine teacher load practices. The study was concerned with teacher load per se rather than with professional load; therefore questions regarding such subjects as clerical duties, number of preparations, etc., were omitted from the questionnaire. (A number of schools included these subjects in their remarks.)

A follow-up was sent a month later to those colleges which had not yet responded. A total of 63 colleges (93%) responded (see Tables 1 and 2). The data were tabulated and analyzed.

- B. A brief inquiry asking for comments and suggestions on teaching load problems was sent to the 263 El Camino College faculty members. The 102 responses were tabulated, and a copy of this tabulation was sent to faculty members.
- C. The committee as a whole was divided into working subcommittees to study the data from these two inquiries. These subcommittees made reports

and/or recommendations to the committee as a whole regarding the following five areas:

1. Basic teacher load (hours, class size, etc.).
 2. Lecture-laboratory-activity hour equivalents.
 3. Released time and extra duty.
 4. Factors, other than units, which affect teacher load (student contact hours, preparations, special assignments, class size, etc.).
 5. Administrative problems (cost, policy, etc.).
- D. A writing committee was appointed to prepare the summary report for submission to the entire committee for revision and approval.
- E. All members of the certificated staff were polled regarding their approval or disapproval of the recommendation to be made to the Board of Trustees (see Appendix B). Of the total number of 258 faculty members, 203 responded (78.7%). Of this number, 183 approved (90.1%), 30 of whom made some qualifying statement; 19 disapproved (9.4%); and 1 abstained.
- F. Several meetings were held with various administrators in the development of an implementation statement (detailed methods of putting the recommended policy into effect). Solutions to some of the problems were agreed upon; solutions to other problems are being sought.
- G. A written report (including the recommended new policy and supporting materials) was sent to the Board of Trustees two weeks prior to a verbal presentation by a member of the committee. The Board took the recommendation under advisement.
- H. Because of the need for study at greater depth in areas other than the basic load, the committee decided to postpone further recommendations and continue their study during the 1963-64 school year. (See Recommendations for Further Study.)

III. ANALYSIS OF FINDINGS:

A. Introduction.

These findings are a report of the responses to the questionnaire, "Inquiry About Teacher Load Practices in California Public Junior Colleges." Information tabulated from these responses may be found in the tables in Appendix C, and will be referred to in this analysis. Each table indicates the number of the item on the questionnaire to which it refers; the arrow on each table indicates the position of El Camino College.

For purposes of comparison, the responding junior colleges were arbitrarily divided into four categories by ADA for 1961-62 (see Table 1). Detailed information concerning responses from the largest colleges (over 4000 ADA, including El Camino College) is found in Table 2.

B. Instructor Class-hour Load (Tables 3 and 4).

45 of the 63 colleges (71%) responding to the questionnaire have a 15 lecture-hour base, although the number of laboratory hours varies from 18 to 30. The most frequent ratios of laboratory to lecture hours are 4/3 (17) and 3/2 (13).

8 colleges (6 over 2000 ADA) reported a 16-hour base; and 7 reported 18 or above. Size of college seemed to have no relationship to this pattern, with almost even distribution in all categories. Laboratory hours for all lecture bases other than 15 remained within the 18-to-30 range.

44 colleges reported a single class-hour base for the college as a whole, while 19 reported varying bases for different departments (see Table 4). Only 4 colleges (Mt. San Antonio, Southwestern, Taft, Yuba) indicated a flexible base of 2 or 3 hours rather than a fixed base.

The small variation between departments shown in Table 4 results from the fact that the majority of the schools reporting in each ADA category had a uniform lecture and laboratory base for all subjects, usually 15 for the lecture.

El Camino College was the only one to report the use of an "activity" category as an intermediate classification between lecture and laboratory. (Consideration is being given to the elimination of this category because of the difficulty in definition.)

Only one or two colleges reported the use of units in determining load.

C. Overload (Table 5).

46 colleges (73%) have policies limiting maximum number of overload hours; 29 of these are the larger schools with ADA over 2000. The maximum hours per week allowed range from 2 to 7, with most schools (28) allowing 6. The instructor is compensated for the overload with overtime pay in 45 of the colleges; in 12 colleges the instructor is given a lighter load in a later semester.

D. Underload (Table 6).

54 colleges (85%) reported that they have a policy of assigning an instructor other duties when he has an underload. The most frequently used methods are assignment of night classes (43 colleges) and the assignment of institutional research projects (28). Balancing underload with a subsequent overload is used by 20 schools, 15 of which have over 2000 ADA; maximum hours allowed ranges from 3 to 7. 10 schools listed "other assignments" in the areas of curriculum development, scholarship programs, mathematics or English clinics, catalog revision, Faculty Association president, and substitute teaching.

E. Campus Hours Required (Tables 7 and 8).

42 colleges (67%) have a policy of requiring instructors to remain on campus a specified number of hours per week. A wide variety in requirements was reported. The most frequent number of hours was 30 per week (20 colleges, 16 of these from schools with over 2000 ADA), 21 schools (33%) indicated no required number of hours.

A wide variety of assignments can be used to fill the required number of hours on campus. The most frequent assignments are office hours (16), club advising (14), and committee assignments (12).

F. Minimum Class Size (Table 9).

26 of the colleges (41%) reported minimum lecture class size. The minimums ranged from 5 to 30 with the most frequent size being 15 (11 schools). 24 (38%) reported minimum laboratory size ranging from 5 to 20.

G. Maximum Class Size (Tables 10 and 11).

23 colleges (37%) reported a maximum class size for lectures, ranging from 40 to 378, and a maximum class size for laboratory classes, ranging from 16 to 45. 12 of these schools (10 with less than 2000 ADA) reported maximums between 45 and 60. 7 schools (of all sizes) had a laboratory maximum of 30; 5 of the small schools had a laboratory maximum of 24.

There were only 19 colleges which reported varying class sizes between departments. However, this information was tabulated in Table 11 to illustrate the patterns in the various departments. The majority of colleges reporting varying class sizes are the larger colleges; only 1 college with ADA under 1000 reported in this category.

Varying minimums in class size seemed to be used so infrequently that they were not reported.

The figures in items F and G include the special large and small classes discussed in item J. The range of the sizes, therefore, should not be taken as representative of the typical range of class sizes in ordinary classes in most schools. (see tables 9 through 14).

H. Cancellation of Classes.

25 colleges (40%) said that if the enrollment is below the minimum or above the maximum, a class is automatically canceled or added. 33 (52%) indicated that such action is not automatic (see section on Special Classes). 32 mentioned that canceling classes depends upon the nature of the class or whether the instructor can be used more profitably elsewhere; 1 mentioned that classes might be added if staff is available.

I. Student Contact Hours (Figure 1).

The 40 schools reporting range of student contact hours show a wide variation, 70 student contact hours per week to 1500 per week.

Figure 1 shows the range of contact hours and the average for each school. The average has been taken at the center of the range in each case. The smaller schools, as would be expected, show a smaller number of contact hours. The average for the group under 1000 ADA is about 450; for the group between 1001-2000 ADA, 480; over 2000 ADA, about 530.

J. Special Classes (Tables 12, 13 and 14).

Various types of special small and large classes were reported, such as classes for superior students, speech clinics, new and unique courses, and specialized subject classes, by 50 colleges (79%).

18 (mostly larger schools) have large classes (Table 12), and 48 have small classes (Table 13 and 14). 12 have no large or small classes; 16 have both.

Of those reporting on large classes, 14 reported having only one or two types although 23 different types of large classes were reported by the whole group. Classes ranged in size up to 378 students (see Table 11). 5 schools have large psychology classes; 3, history; 3, humanities.

Of the 48 schools having small classes, 16 reported only 1 type; 13, 2; 14, 3; and 1, 5. 39 types were reported, with language and mathematics being the most predominant. Several reasons were given for maintaining small classes, such as classes that are prerequisite for transfer, major classes in sequence, specialized or advanced classes. Several mentioned that size of class was limited by the facilities available (organ, key punch operation, etc.). Two schools stated that small schools must maintain small classes in order to enlarge their offerings.

K. Assistance for Instructors (Table 15).

56 (90%) of the colleges reported that they provide assistance for instructors; 35 (56%) provide laboratory assistance; 27 (43%) provide readers and/or clerical assistance; 11 (18%) have stock clerks and equipment managers; 14 did not identify the type of assistance. The criterion upon which assistance is based is "need." Some schools seem to define this concept in relation to "best use of the instructor's time"; however, most of the schools use large classes or a large number of student class hours as their criterion for assistance. Assistance for every instructor is provided by 3 of the colleges.

L. Released Time (Tables 16 and 17).

The information reported on this topic was very sketchy and revealed little or no pattern. However, 55 (87%) of the colleges reported that they provide extra compensation and/or released time for instructional areas listed on the questionnaire in Item 8. 6 colleges checked "no"; 2 did not report on this item.

In 8 out of 10 activities listed in Item 8, released time was used more frequently than extra compensation. Men's major and minor sports were the exceptions. Percentage of released time varied in range among the

different activities from 7% to 50%. Several schools indicated that such arrangements were made on an individual bargaining basis.

Fixed sums varied considerably in amount with no uniformity being evident; i.e., the range for drama was \$200 to \$608; for major sports, \$200 to \$1,077; minor sports, \$200 to \$522. 10 of the schools reported fixed sums between \$200 and \$400 for minor sports.

Only 3 schools reported using the contract rate for payment; 3 others reported used of an hourly rate. The hourly rate reported for sports was \$5.53; one school reported \$6.25 for drama.

M. Night Teaching (Tables 18 and 19).

60 colleges (95%) reported that they have a policy regarding night teaching assignments. Small schools qualified this by saying night assignments depended upon the experience of the instructor and sometimes upon the type of class. 57 (90%) of the schools said that night assignments are voluntary overtime with extra pay at an hourly rate. *These rates vary from \$4.50 to \$8.00 per hour; 20 schools use more than one step in their rates. Several indicated they pay by the hour, but did not give rate.

48 (76%) schools use part-time instructors for night classes; 36 assign such classes to compensate for underload; 25 make it a part of the regular assignment. Only 5 schools pay at the contract rate for night teaching as voluntary overtime.

N. Policies Regarding Teacher Load (Table 20).

39 colleges (62%) said they have a formula or system for determining full-time teacher assignment; however, only 11 submitted copies of such a formula. 32 (51%) reported having a written policy and/or regulation statement concerning teacher load, class size, etc.; 26 attached copies. Of the 25 schools reporting number of years their policy has been in effect, 7 said 6 years. Number of years varied from 1 to 20. Only 11 schools indicated that they were planning to make changes in their policy, and 7 reported they were making teacher load studies currently.

O. Summary of Remarks.

8 colleges made special mention of preparations as an important teacher load factor, with 3 different preparations mentioned most frequently. 6 schools indicated the importance of maintaining flexibility in the teacher load structure. One school reported that each staff member had a sponsorship or committee work assignment. 2 reported class sizes are controlled by the facilities available.

*Some of these schools also require teachers under regular contract to teach at night.

IV. SUMMARY AND CONCLUSIONS:

- A. There is comparatively little uniformity in teacher load practices throughout the state. However, a large majority of schools (71%) use 15 lecture hours as the base. Three colleges reported using units as a criterion for establishing teacher load while four others use the term "teacher unit", and three use "formula hours" in their formula for determining teacher load. All others seem to use "class hour" as the basis.
- B. Only one college reports the use of "activity" as an intermediate category, although a number use combinations of laboratory and lecture in varying degrees.
- C. Very few colleges reported the use of a flexible base, although the load study committee believes that this plan has some justification in more efficient scheduling and the elimination of "teaching debt."
- D. College size (based upon full-time equivalent ADA figures for 1961-62) and age (date of establishment) seem to contribute little or nothing as to patterns of teacher load.
- E. Most schools permit some overload for which most give overtime pay.
- F. Although several colleges reported having special small and/or large classes the data were inconclusive regarding any special classes that should be maintained. Small classes, perhaps, should be continued when in advanced sequences, required for majors or for transfer, or are limited by the available facilities.
- G. Many colleges required their faculty to remain on campus a minimum number of hours per week; 20 required 30 hours. However, a significantly large number (21) made no such requirement.

V. RECOMMENDATIONS FOR FURTHER STUDY:

- A. It is the opinion of the El Camino College Teacher Load Study Committee that the following areas be studied at greater depth during the school year 1963-64.
 1. Lecture-laboratory-activity equivalents and reclassification of courses.
 2. Extra compensation and released time.
 3. Reader and clerical assistants for instructors.
 4. Class size and other related factors. (Class size is an important part of teacher load. However, there were no data found in the literature or in the results of this inquiry to prove whether large classes or small classes add to or detract from excellence in instruction.)
- B. It is recommended that action be initiated to study the feasibility of developing mechanics for various functions in junior college institutional research, including the following:

1. Coordination (clearing house) to approve standards of inquiries and avoid duplication of research.
2. Institutional cooperation for joint planning and conducting of studies. (Many studies lend themselves to cooperative efforts among colleges.)
3. Dissemination of information for more efficient use of findings. These functions could be accomplished through central agencies at local, state, and national levels, such as State Department of Education, professional association headquarters, district bureaus of research, Junior College Leadership Programs at the universities, etc.

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INQUIRY ABOUT TEACHER LOAD PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

Stuart E. Marsee, President
El Camino College

- INSTRUCTIONS:**
- a. **CLASS HOURS:** number of hours a class meets per week.
 - b. **OPENING CLASS SIZE:** policy of minimums and maximums in regard to starting a class.
 - c. **STUDENT CONTACT HOURS:** the sum of the products of the number of students in each class multiplied by the number of hours for each class.

ITEM 1. HOURS AND CLASS SIZE: If you have the same base for all departments in your college in regard to several aspects of teacher load, please indicate your practice by filling in PART 1A. If your policy varies, please fill in PART 1B.

A. SAME BASE FOR WHOLE COLLEGE:

1. Number of lecture hours per week: 14____, 15____, 16____, 17____, 18____, other____.
2. No. of lab hours per week: 18____, 19____, 20____, 21____, 22____, 23____, other____.
3. Other type(s), (activity, etc.) _____; Hours per week _____.
Define type: _____.
4. Ratio of laboratory hours to lecture hours _____.
5. Minimum class size: lecture: _____ lab: _____ other: _____.
6. Maximum class size: lecture: _____ lab: _____ other: _____.
7. Range for weekly student contact hours per instructor _____.

B. VARYING BASES BETWEEN DEPARTMENTS:

| SUBJECT AREAS | BASIS FOR ESTABLISHING INSTRUCTOR LOAD | | | | | | OPENING CLASS SIZE | | | | RANGE FOR WEEKLY STUDENT CONTACT HOURS per INSTRUCTOR |
|------------------|--|-----|--------------------|-------------------|-----|--------|--------------------|-----|------------|-----|---|
| | If Class Hours Used | | | If Units Are Used | | | Lecture | | Laboratory | | |
| | Lect | Lab | Other? Activity | Lect | Lab | Other? | Min | Max | Min | Max | |
| ART | 16 | 21 | 18 | | | | 20 | 40 | 20 | 30 | |
| BUSINESS | 16 | 21 | 18 | | | | 20 | 40 | 20 | 36 | |
| ENGINEERING | 16 | 21 | | | | | 20 | 30 | 20 | 30 | |
| ENGLISH | | | | | | | | | | | |
| Composition | 15 | | | | | | 20 | 35 | | | |
| Journalism | 16 | 21 | | | | | 20 | 35 | | | |
| Literature | 15 | | | | | | 20 | 35 | | | |
| Speech | 16 | | | | | | 20 | 33 | | | |
| Other: | | | | | | | | | | | |
| FOREIGN LANGUAGE | 16 | | | | | | 20 | 35 | | | |
| HEALTH EDUCATION | 16 | | | | | | 20 | 40 | | | |
| HOME ECONOMICS | 16 | 21 | 18 | | | | 20 | 40 | 20 | 26 | |
| LAW | 16 | | | | | | 20 | 40 | | | |
| LIFE SCIENCE | | | | | | | | | | | |
| Anat & Physio. | 16 | 21 | | | | | 20 | 28 | 20 | 28 | |
| Biology | 16 | 21 | | | | | 20 | 36 | 20 | 36 | |
| Nursing, R.N. | 16 | 21 | | | | | - | 10 | - | 10 | |
| Zoology | 16 | 21 | | | | | 20 | 36 | 20 | 36 | |
| Other: | | | | | | | | | | | |

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| SUBJECT AREAS | BASIS FOR ESTABLISHING INSTRUCTOR LOAD | | | | | | OPENING CLASS SIZE | | | | RANGE FOR WEEKLY STUDENT CONTACT HRS. per INST. |
|--|--|-----|-----------------|-------------------|-----|--------|--------------------|-----|------------|-----|---|
| | If Class Hours Used | | | If Units Are Used | | | Lecture | | Laboratory | | |
| | Lect | Lab | Other? Activity | Lect | Lab | Other? | Min | Max | Min | Max | |
| MATHEMATICS | 16 | 21 | | | | | 20 | 35 | | | |
| MUSIC | | | | | | | | | | | |
| Hist & Appre. | 16 | | | | | | 20 | 40 | | | |
| Large Perf.Grp. (Band, choir, etc.) | 16 | 21 | 18 | | | | 20 | 100 | | | |
| Piano & Voice | 16 | 21 | 18 | | | | 20 | 22 | | | |
| Small Perf.Grps. | 16 | 21 | 18 | | | | 10 | 22 | | | |
| Theory | 16 | | | | | | 20 | 22 | | | |
| Other: | | | | | | | | | | | |
| PHILOSOPHY | | | | | | | 20 | 35 | | | |
| PHOTOGRAPHY | 16 | 21 | | | | | 20 | 36 | | 72 | |
| PHYSICAL EDUC. | 16 | 21 | 18 | | | | 20 | 40 | 20 | 40 | |
| PHYSICAL SCIENCE | | | | | | | | | | | |
| Chemistry | 16 | 21 | | | | | 20 | 28 | 20 | 28 | |
| Geography | 16 | | | | | | 20 | 35 | | | |
| Geology | 16 | 21 | | | | | 20 | 36 | 20 | 36 | |
| Phys.Sci. Survey | 16 | 21 | | | | | 20 | 30 | 20 | 30 | |
| Physics | 16 | 21 | | | | | 20 | 30 | 20 | 30 | |
| Other: | | | | | | | | | | | |
| SOCIAL SCIENCE | | | | | | | | | | | |
| Anthro & Soc. | 16 | | | | | | 20 | 40 | | | |
| Economics | 16 | | | | | | 20 | 35 | | | |
| Hist. & Poli.Sci. | 16 | | | | | | 20 | 40 | | | |
| Psychology | 16 | | | | | | 20 | 35 | | | |
| THEATRE ARTS | 16 | 21 | 18 | | | | 20 | 33 | 20 | 33 | |
| VOCATIONAL EDUCATION | 16 | 21 | | | | | | | | | |
| Auto Body & Fend. | 16 | 21 | | | | | 20 | 24 | 20 | 24 | |
| Auto Mechanics | 16 | 21 | | | | | 20 | 24 | 20 | 24 | |
| Bldg. Constr. | 16 | 21 | | | | | 20 | 30 | 20 | 24 | |
| Cosmetology | 16 | 21 | | | | | 20 | 30 | 20 | 30 | |
| Drafting | 16 | 21 | | | | | 20 | 35 | 20 | 35 | |
| Industrial Arts | 16 | 21 | | | | | 20 | 35 | 20 | 35 | |
| Nursing, L.V.N. | 16 | 21 | | | | | | | | | |
| Refrig. & Air C | 16 | 21 | | | | | 20 | 24 | 20 | 24 | |
| Radio-Elect | 16 | 21 | | | | | 20 | 30 | 20 | 24 | |
| Welding | 16 | 21 | | | | | 20 | 24 | 20 | 24 | |
| Other: Med. Ass't. | 16 | 21 | | | | | 20 | 35 | | | |

YES NO

- ITEM 2. **OVERLOAD:** Do you have a policy setting a maximum number of over-load hours (day or night) an instructor may teach at your college? If yes,
- a. How many hours per week are permitted? 6 lecture hrs.. (practice)
- b. How is instructor compensated for overload hours?
- (1) Overtime pay.
- (2) Compensating time (Leave).
- (3) Compensating time (Lighter load in a later semester).
- (4) Other:

Teacher Load Inquiry--p. 3

YES NO

- ITEM 3.** **UNDERLOAD:** If an instructor has an underload because of low enrollment (less than the minimum weekly student contact hours or too few class hours) do you have a policy of assigning:
- x a. Overload next semester? (Do you have a max. hr. overload? What? 3 lecture hrs.)
- x b. Night classes?
- x c. More class hours if student contact hours are below your minimum?
- x d. Counseling?
- x e. Institutional research projects?
- x f. Sponsorship of student activities?
- x g. Committee work? What? _____
- h. Other: _____
- x **ITEM 4.** **CLASS SIZE:** If enrollment is below class size minimum or above the maximum indicated in Item 1, is a section automatically cancelled or added? If no, what action is taken? If the class is the 2nd, 3rd, or 4th course in a sequence, it may be permitted to run even if enrollment is below minimum.
- x **ITEM 5.** **SPECIAL CLASSES:** Do you have any special small or large classes? If yes, please explain: No special large classes. Instruction is given on an individual basis to advanced students in piano accompanying, science apparatus, and orientation to research. NORSING, R.N. - specially selected - limit 10.
- x **ITEM 6.** **ASSISTANCE:** Do you provide assistance for instructors? (Reader time, teacher aids, shop or lab attendants, or other). If yes, how much of what types, and what are your criteria for allotting such help? Clerical assistance - based on number of preparations and total enrollment in instructor's classes. Shop and Lab attendants are also provided by formula. (See attached)
- x **ITEM 7.** **CAMPUS HOURS:** Do you require instructors to remain on campus a minimum number of hours per week? If yes,
- a. Number of hours 20 hours - not less than 2 hours on campus per day.
- b. Assignments besides teaching Office hours - not less than 3 hours per week to be scheduled on not less than 3 days per week. Plus other professional assignments--faculty meetings, committee work, etc.

Teacher Load Inquiry--p. 4

YES NO

x ITEM 8. EXTRA COMPENSATION--RELEASED TIME: Do you provide extra compensation--released time for those instructional areas as listed below requiring additional time beyond the normal assignment? If yes, please indicate your practice on the chart below:

| | | A. Released time per semester--instructor receives lighter teaching assignment--no extra pay. Give released time percentage. | | | | B. Voluntary Overtime--extra pay at contract rate. Give hours allowed. | |
|---------------------|----------------|--|---|---|---|--|--|
| | | C. Voluntary Overtime--extra pay at fixed sum per activity. Give amount & hrs. allowed. | | D. Voluntary Overtime--extra pay at hourly rate. Give rate and hours allowed. | | | |
| | | E. Other. Explain. | | | | | |
| A. COACHING | | A | B | C | D | E. Other. Explain. | |
| 1. Men's sports | | | | | * | #Football coaches, 50 hrs. @ \$6.50 | |
| a. Major sports | 38.10% | per activity | | | | prior to start of semester | |
| b. Minor sports | 19.05% | | | | | | |
| c. Intramurals | 28.57% | | | | | | |
| 2. Women's Sports | 19.05% | | | | * | 40 hrs. @ \$6.50 prior to start of semester | |
| B. DRAMA | 33.33% | | | | | | |
| C. FORENSICS | 33.33 (spring) | 16.67 (fall) | | | | | |
| D. MUSIC | | | | | | | |
| 1. Band | 16.67 fall | | | | * | 40 hrs. @ \$6.50 prior to start of semester | |
| 2. Choir | 16.67% | | | | | | |
| 3. Mus. Productions | 33.33 spring | | | | | 16.67% for Choreography if needed | |
| E. OTHER: | | | | | | | |
| Photography | 24.10% | | | | | More if needed | |

YES NO

x ITEM 9. NIGHT TEACHING: Do you have a policy about night teaching assignments? If yes, please indicate the type(s) below:

- x a. Regular assignments--part of contract.
- x b. Voluntary overtime--extra pay at contract rate.
- x c. Voluntary overtime--extra pay at hourly rate. Give rate _____
- x d. Assigned because of underload.
- x e. Part-time instructors outside of regular staff.
- f. Other: _____

x ITEM 10. FORMULA: Do you have a formula or system for determining a full-time teacher assignment? If yes, please attach a copy.

x ITEM 11. WRITTEN POLICY: Do you have written policy and/or regulation statements concerning teacher load, class size, released time for instructors, etc? If yes, please attach copies. 5/11/56 w/

- a. How long has the present policy been in effect? amendments
- b. Do you anticipate an early change in this policy? If yes, what? Depends on results of this study.

APPENDIX B

TEACHER LOAD STUDY COMMITTEE RECOMMENDATION FOR IMMEDIATE ACTION:

This committee recommends that the teaching load at El Camino College be 15 lecture hours or equivalent, 17 activity hours or equivalent, 20 laboratory hours or equivalent, plus or minus one lecture hour or equivalent.

Further, it is the intent and recommendation of the committee that the load be 15 lecture hours or equivalent; however, because of difficulties in scheduling in various departments, the committee recommends that a load within the range of 14-16 lecture hours or the equivalent be accepted as a full load for any given semester.

When a teaching assignment exceeds 16 lecture hours or the equivalent, the hours above 15 will be paid for at the prevailing long-term substitute hourly rate, or may be balanced within the following semester or as soon as possible.

When a teaching assignment totals fewer than 14 lecture hours or the equivalent, the hours below 15 should be balanced the following semester or as soon as possible, or may be equated by special assignment.

TABLE 1

**JUNIOR COLLEGES THAT RESPONDED TO QUESTIONNAIRE
(ADA for 1961-62 and Date of Establishment)**

| College | ADA 1961- 1962 | Date of Estab- lishment | College | ADA 1961- 1962 | Date of Estab- lishment |
|-------------------------|----------------------|-------------------------------|--------------------------|----------------------|-------------------------------|
| American River Junior | 2665 | 1955 | Reedley | 1254 | 1926 |
| Antelope Valley | 1153 | 1929 | Riverside City | 2919 | 1916 |
| Bakersfield | 3687 | 1913 | Sacramento City | 4369 | 1916 |
| Barstow Junior | 354 | 1960 | San Benito | 211 | 1919 |
| Cabrillo | 966 | 1959 | San Bernardino Valley | 4217 | 1926 |
| Cerritos | 4200 | 1956 | San Diego City* | 5469 | 1914 |
| Chabot | 1693 | 1961 | San Francisco, City | | |
| Chaffey | 2802 | 1916 | College of | 6731 | 1935 |
| Citrus | 2035 | 1915 | San Jose City | 4976 | 1921 |
| Coalinga | 596 | 1932 | San Mateo, College of | 5339 | 1922 |
| Compton | 2542 | 1927 | Santa Ana | 2551 | 1915 |
| Contra Costa | 2160 (est) | 1950 | Santa Barbara City | 1881 | 1946 |
| Diablo Valley | 3189 (est) | 1950 | Santa Monica City | 6673 | 1929 |
| Desert, College of the* | 204 | 1962 | Santa Rosa Junior | 2568 | 1918 |
| El Camino | 5166 | 1947 | Sequoias, College of the | 2191 | 1926 |
| Foothill | 2813 | 1958 | Shasta | 1524 | 1950 |
| Fresno City | 3600 | 1910 | Sierra | 1181 | 1936 |
| Fullerton Junior* | 5880 | 1913 | Siskiyou, | | |
| Glendale | 4182 | 1927 | College of the | 401 | 1959 |
| Grossmont | 1250 | 1961 | Southwestern | 1037 | 1961 |
| Hancock | 980 | 1920 | Stockton | 3650 | 1935 |
| Hartnell | 1426 | 1920 | Taft | 525 | 1922 |
| Imperial Valley | 638 | 1922 | Vallejo Junior | 1571 | 1945 |
| Lassen* | 249 | 1925 | Ventura | 2683 | 1925 |
| Long Beach City | 8633 | 1927 | Victor Valley | 274 | 1961 |
| East Los Angeles | 4396 | 1945 | Yuba | 1670 | 1927 |
| Los Angeles City | 8885 | 1929 | | | |
| Los Angeles Harbor | 2182 | 1949 | | | |
| Los Angeles Met. | | | | | |
| Coll. of Business | 1407 | 1950 | | | |
| Los Angeles Pierce | 3606 | 1947 | | | |
| Los Angeles Trade-Tech. | 6271 | 1949 | | | |
| Los Angeles Valley | 5156 | 1949 | | | |
| Marin, College of | 1750 | 1926 | | | |
| Modesto Junior | 3943 | 1921 | | | |
| Monterey Peninsula | 1818 | 1947 | | | |
| Mt. San Antonio | 4454 | 1946 | | | |
| Napa Junior | 981 | 1942 | | | |
| Oakland City* | 5839 | 1953 | | | |
| Oceanside-Carlsbad | 722 | 1934 | | | |
| Orange Coast | 4523 | 1948 | | | |
| Palomar | 1374 | 1946 | | | |
| Palo Verde | 225 | 1947 | | | |
| Pasadena City | 9841 | 1924 | | | |
| Porterville | 549 | 1927 | | | |

*No return.

| SUMMARY | | |
|----------------|----------------------------------|---|
| ADA 1961-62 | Number of JC's that Responded | Number of JC's that Did Not Respond |
| Less than 1000 | 13 | 2 |
| 1001-2000 | 15 | 0 |
| 2001-4000 | 18 | 0 |
| Over 4000 | 17 | 3 |
| Total | 63 | 5 |

Table 2 - EL CAMINO COLLEGE - TEACHER LOAD STUDY COMMITTEE
Information Sheet on Junior Colleges of Over 4000 ADA 61-62

| COLLEGE | 61-62 ADA | DATE ESTAB. | 60-61 FTE PERS. | | 61-62 ASSES. VAL. | | HOUR LOAD BASE | | CLASS SIZE | | STUD. CONTACT Hour | O-LD HRS. | SP. CLASS | |
|-------------------------|-----------|-------------|-----------------|--------|-------------------|---------|-----------------|-------|------------|--------|--------------------|-----------|-----------|-------|
| | | | Inst. | Admin. | Total | Per ADA | Lect. | Lab. | Ratio | Max. | | | Min. | Range |
| Cerritos | 4200 | 1956 | 103 | 20 | 241,976,572 | 150,670 | (15-.75/1 unit) | 16 | 21 | varies | varies | 6 | yes | yes |
| El Camino | 6166 | 1947 | 244 | 14 | 851,318,075 | 170,776 | - - | 16 | 21 | 35-40 | 20 | 6 | no | yes |
| Fullerton | 5880 | 1913 | 149 | 11 | 237,845,190 | 119,520 | | | | N O | R E T U R N | | | |
| Glendale | 4182 | 1927 | 111 | 8 | 258,087,295 | 122,258 | 3/2 | 15 | 20-22 | 40 | 15 | 6 | yes | yes |
| Long Beach | 8633 | 1927 | 296 | 43 | 748,404,190 | 151,714 | 5/3 | 15 | 25 | 30 | 20 | 6 | yes | -- |
| East Los Angeles | 4396 | 1945 | 174 | 9 | | | | | | | | | | |
| Los Angeles City | 8885 | 1929 | 393 | 14 | DISTRICT | | | | | | | | | |
| L.A. Trade Tech | 6271 | 1949 | 243 | 7 | 6,624,543,035 | 234,672 | 1/1 1/3 | 15 | 20 | 45 | 20 | 7 | -- | yes |
| L.A. Valley | 5156 | 1949 | 144 | 11 | | | | | | | | | | |
| Mt. San Antonio | 4454 | 1946 | 160 | 31 | 463,766,650 | 170,315 | 3/2 | 15-16 | 23 | 50 | -- | 6 | no | no |
| Oakland | 5839 | 1953 | 223 | 43 | 645,482,310 | 185,164 | | | | N O | R E T U R N | | | |
| Orange Coast (weighted) | 4523 | 1946 | 118 | 14 | 382,706,590 | 177,508 | 1 1/2/1 | 15 | 20-25 | 30-40 | 8-30 | no | yes | yes |
| Pasadena (formula hr.) | 9841 | 1924 | 217 | 43 | 438,458,202 | 90,741 | - - | 15f | 20f | -- | -- | 3-6 | yes | yes |
| Sacramento | 4369 | 1916 | 138 | 10 | 385,485,140 | 130,629 | 3/2 | 15 | 24 | -- | -- | 6 | no | no |
| San Bernardino V. | 4217 | 1926 | 117 | 8 | 296,183,520 | 119,093 | - - | 12-18 | 22 1/2 | varies | 15 | 6 | yes | yes |
| San Diego | 5469 | 1914 | 225 | 17 | 902,867,630 | 238,538 | | | | N O | R E T U R N | | | |
| San Francisco | 6731 | 1935 | 242 | 13 | 1,482,218,908 | 240,698 | 3/2 | 18 | 27 | 300 | 15 | no | -- | yes |
| San Jose | 4976 | 1921 | 201 | 10 | 293,534,320 | 205,125 | 3/2 | 16 | 24 | 70 | 20 | 6 | yes | yes |

Table 2 - EL CAMINO COLLEGE - TEACHER LOAD STUDY COMMITTEE
Information Sheet on Junior Colleges of Over 4000 ADA 61-62

| TAB. | 60-61 FTE PERS. | | 61-62 ASSES. VAL. | | HOUR LOAD BASE | | CLASS SIZE | | STUD. CONTACT | | O-LD HRS. | SP. CLASS | | ASS'T TYPE | CAMPUS HOURS | EXTRA WORK | NIGHT WORK-F |
|------|-----------------|--------|-------------------|---------|----------------|-------|------------|---------|---------------|-------------|-----------|-----------|-----|------------|--------------|-------------|--------------|
| | Inst. | Admin. | Total | Per ADA | Lect | Lab. | Ratio | Max. | Min. | Hour | | Range | Lge | | | | |
| 956 | 103 | 20 | 241,976,572 | 150,670 | (15-75/1 unit) | 16 | 21 | - - | varies | varies | 6 | yes | yes | yes | no | 11-cont. | |
| 947 | 244 | 14 | 851,318,075 | 170,776 | | 16 | 21 | - - | 35-40 | 20 | 6 | no | yes | lab | 20 | R.T.% | 5.75 8.00 |
| 913 | 149 | 11 | 237,845,190 | 119,520 | | | | | N O | R E T U R N | | | | | | | |
| 927 | 111 | 8 | 258,087,295 | 122,258 | | 15 | 20-22 | 3/2 | 40 | 15 | 6 | yes | yes | lab | 30 | R.T.% | 6.00 |
| 927 | 296 | 43 | 748,404,190 | 151,714 | | 15 | 25 | 5/3 | 30 | 20 | 6 | yes | -- | lab | no | flat | 6.65 7.48 |
| 945 | 174 | 9 | | | | | | | | | | | | | | | |
| 929 | 393 | 14 | | | | | | | | | | | | | | | |
| 949 | 243 | 7 | 6,624,543,035 | 234,672 | | 15 | 20 | 1/1 1/3 | 45 | 20 | 7 | -- | yes | lab | 30 | Hr. Rate | 6.79 7.48 |
| 949 | 144 | 11 | | | | | | | | | | | | | | | |
| 946 | 160 | 31 | 463,766,650 | 170,315 | | 15-16 | 23 | 3/2 | 50 | -- | 6 | no | no | clerk | no | flat | 6.25 |
| 953 | 223 | 43 | 645,482,340 | 185,164 | | | | | N O | R E T U R N | | | | lab rdr | | sports only | 6.75 |
| 946 | 118 | 14 | 382,706,590 | 177,508 | | 15 | 20-25 | 1 1/2/1 | 30-40 | 8-30 | no | yes | yes | teach. | 25 | R.T. | -- |
| 924 | 217 | 43 | 438,458,202 | 90,741 | | 15f | 20f | - - | -- | -- | 3-6 | yes | yes | clerk | -- | R.T.-O.T. | 6.30 |
| 916 | 138 | 10 | 385,485,140 | 130,629 | | 15 | 24 | 3/2 | -- | -- | 6 | no | no | no | 30 | R.T. | 5.50 |
| 926 | 117 | 8 | 296,183,520 | 119,093 | | 12-18 | 22 1/2 | - - | varies | 15 | 6 | yes | yes | clerk | no | R.T. | yes |
| 914 | 225 | 17 | 902,867,630 | 238,538 | | | | | N O | R E T U R N | | | | | | | |
| 935 | 242 | 13 | 1,482,218,908 | 240,698 | | 18 | 27 | 3/2 | 300 | 15 | no | -- | yes | rdrs. | -- | R.T.& | yes |
| 921 | 201 | 10 | 293,534,320 | 205,125 | | 16 | 24 | 3/2 | 70 | 20 | 6 | yes | yes | clerk | no | R.T. | 6.00 |

El Camino College - Teacher Load Study Committee, continued
 Information Sheet on Junior College of Over 4000 ADA 61-62

| COLLEGE | 61-62 ADA | DATE ESTAB. | 60-61 FTE PERS. | | 61-62 ASSES. VAL. | | HOUR LOAD BASE | | | CLASS SIZE | | STUD. CONTACT | | O-LD HRS. | SP. CLASS | |
|--------------|-----------|-------------|-----------------|--------|-------------------|---------|----------------|------|-------|------------|------|---------------|--------|-----------|-----------|-----|
| | | | Inst. | Admin. | Total | Per ADA | Lect. | Lab. | Ratio | Max. | Min. | Hour | Range | | Lge | Sm |
| San Mateo | 5339 | 1922 | 188 | 13 | 793,544,736 | 206,062 | 15 | 22 | 3/2+ | 80 | 15 | 100 | -- 650 | -- | -- | yes |
| Santa Monica | 6673 | 1929 | 196 | 10 | 243,027,515 | 120,849 | 15 | 18 | 6/5 | 120 | 15 | 450 | -- 850 | 6 | yes | yes |

OIR-3/28/63

cl

| B. | 60-61 FTE PERS. | | 61-62 ASSES. VAL. | | HOUR LOAD BASE | | CLASS SIZE | | STUD. CONTACT | | O-LD HRS. | SP. CLASS | | ASS'T TYPE | CAMPUS HOURS | EXTRA WORK | NIGHT WORK RA |
|----|-----------------|--------|-------------------|---------|----------------|------|------------|------|---------------|------------|-----------|-----------|-----|------------|--------------|------------|---------------|
| | Inst. | Admin. | Total | Per ADA | Lect | Lab. | Ratio | Max. | Min. | Hour | | Range | Lge | | | | |
| 2 | 188 | 13 | 793,544,736 | 206,062 | 15 | 22 | 3/2+ | 80 | 15 | 100 -- 650 | -- | -- | yes | lab | 25 | R.T. units | yes |
| 9 | 196 | 10 | 243,027,515 | 120,849 | 15 | 18 | 6/5 | 120 | 15 | 450 -- 850 | 6 | yes | yes | clerk | 30 | R.T. flat | yes |

TABLE 3

NUMBER OF LECTURE HOURS ASSIGNED TO INSTRUCTORS AND
RATIO OF LABORATORY HOURS TO LECTURE HOURS IN
SIXTY-THREE CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Number of Lecture Hours per Week** | Number of Laboratory Hours per Week** | Ratio of Laboratory Hours to Lecture Hours | College Size (1961-62 ADA) | | | | |
|---|--|---|----------------------------|---------------|---------------|--------------|-------|
| | | | Under 1000 | 1001- 2000 | 2001- 4000 | Ove. 4000 | Total |
| 15 | 18 | 6/5 | 1 | 0 | 0 | 1 | 2 |
| | 20 | 4/3 | 4 | 4 | 5 | 4 | 17 |
| | 22.5 | 3/2 | 2 | 6 | 2 | 3 | 13 |
| | 25 | 5/3 | 1 | 0 | 3 | 3 | 7 |
| | 30 | 2/1 | 2 | 1 | 3 | 0 | 6 |
| Total | | | 10 | 11 | 13 | 11 | 45 |
| 16 | 19.2 | 6/5 | 1 | 0 | 0 | 0 | 1 |
| | 21.3 | 4/3 | 0 | 0 | 0 | 1 | 1 |
| | 24 | 3/2 | 1 | 0 | 2 | 1 | 4 |
| | 26.7 | 5/3 | 0 | 0 | 1 | 1 | 2 |
| | 32 | 2/1 | 0 | 0 | 0 | 0 | 0 |
| Total | | | 2 | 0 | 3 | 3 | 8 |
| 17 | 22.7 | 4/3 | 0 | 1 | 0 | 0 | 1 |
| | 25.5 | 3/2 | 0 | 0 | 1 | 0 | 1 |
| Total | | | 0 | 1 | 1 | 0 | 2 |
| 18 | 21.6 | 6/5 | 0 | 1 | 0 | 0 | 1 |
| | 27 | 3/2 | 0 | 0 | 0 | 1 | 1 |
| | 30 | 5/3 | 1 | 1 | 0 | 1 | 3 |
| Total | | | 1 | 2 | 0 | 2 | 5 |
| 19 | 22.8 | 6/5 | 0 | 0 | 2 | 0 | 2 |
| No report | | | 0 | 1 | 0 | 0 | 1 |
| TOTALS | | | 13 | 15 | 19 | 16 | 63 |

*Item 1-A1, 2, 4 of questionnaire.

**In this table, 19 of the 63 schools reporting had varying numbers of hours assigned for lecture in various subjects. (See Item 1-8). These variations were averaged to allow them to be tabulated under 15, 16, 17, etc. The same procedure was followed for laboratory hours in the 19 schools with non-uniform laboratory bases.

TABLE 4

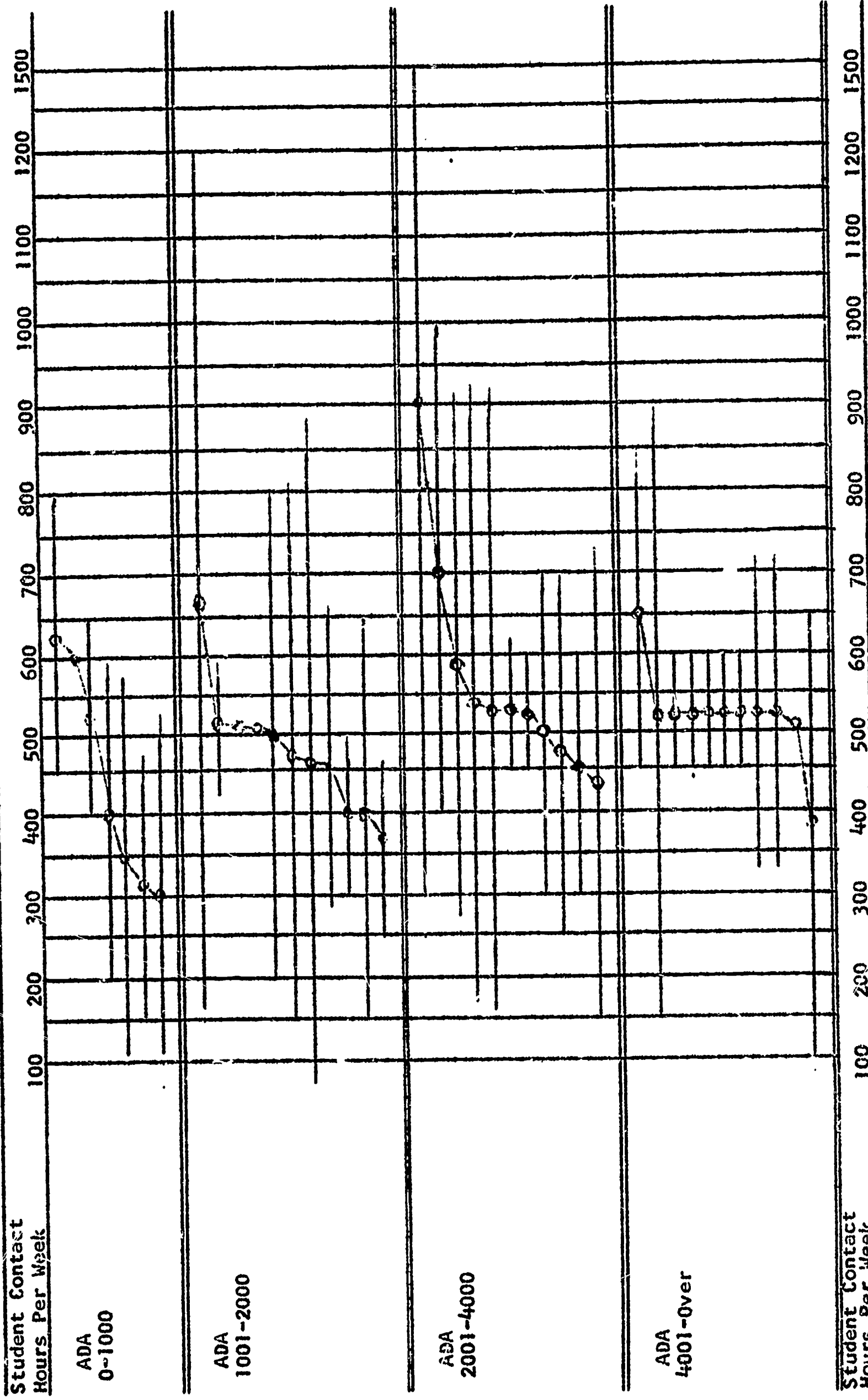
AVERAGE NUMBER AND RANGE OF LECTURE AND LABORATORY HOURS, BY SUBJECT*

| Subject | ADA 1961-62 1001-2000** | | | | | | ADA 1961-62 2001-4000 | | | | | | ADA 1961-62 Over 4000 | | | | | |
|-------------------|-------------------------------------|----------------|------------------|-------------------------------------|----------------|------------------|-------------------------------------|----------------|------------------|-------------------------------------|----------------|------------------|-----------------------|----------------|------------------|-------|------|-------|
| | (Ave. No. of Schools Reporting: 13) | | | (Ave. No. of Schools Reporting: 18) | | | (Ave. No. of Schools Reporting: 18) | | | (Ave. No. of Schools Reporting: 15) | | | | | | | | |
| | Lect. Hour Ave. | Lab. Hour Ave. | Com- bined Ave.# | Lect. Hour Ave. | Lab. Hour Ave. | Com- bined Ave.# | Lect. Hour Ave. | Lab. Hour Ave. | Com- bined Ave.# | Lect. Hour Ave. | Lab. Hour Ave. | Com- bined Ave.# | Lect. Hour Ave. | Lab. Hour Ave. | Com- bined Ave.# | | | |
| Art | 15.4 | 14-18 | 22.8 | 20-30 | 19.5 | 18-21 | 15.4 | 15-17 | 24.5 | 18-30 | 19.3 | 18-20 | 15.4 | 15-18 | 22.4 | 20-27 | 19.5 | 17-22 |
| Business | 15.4 | 14-18 | 22.5 | 20-30 | | | 15.6 | 15-18 | 23.8 | 18-30 | 19.0 | 18-20 | 15.3 | 15-18 | 22.4 | 20-27 | 19.5 | 17-25 |
| Engineering | 15.6 | 14-18 | 22.7 | 20-30 | | | 15.6 | 15-18 | 24.5 | 18-30 | 19.3 | 18-20 | 15.4 | 15-18 | 22.4 | 20-27 | 23.5 | 20-27 |
| English Comp. | 15.3 | 14-18 | | | | | 15.5 | 15-17 | | | | | 15.3 | 15-18 | | | | |
| English Lit. | 15.3 | 14-18 | | | | | 15.7 | 15-18 | | | | | 15.5 | 15-18 | | | | |
| Eng., Journ. | 15.3 | 14-18 | | | | | 15.6 | 15-18 | 30.0 | | | | 15.4 | 15-18 | 22.4 | 20-27 | 18.0 | |
| Eng., Speech | 15.6 | 14-18 | | | | | 15.5 | 15-18 | | | 18.0 | | 15.4 | 15-18 | | | 20.0 | |
| Foreign Lang. | 16.0 | 14-18 | | | | | 15.8 | 15-20 | | | 20.0 | | 15.6 | 15-18 | | | 17.5 | 15-20 |
| Health Ed. | 15.1 | 14-18 | | | | | 15.7 | 15-18 | | | | | 15.4 | 15-18 | | | | |
| Home Ec. | 15.6 | 14-18 | | | | | 15.6 | 15-18 | | | | | 15.4 | 15-18 | | | | |
| Life Science | 15.4 | 14-18 | 22.8 | 20-30 | 19.5 | 18-21 | 15.6 | 15-18 | 24.4 | 18-38 | 18.0 | | 15.4 | 15-18 | 22.4 | 20-27 | 19.0 | 18-20 |
| Math | 15.4 | 14-18 | | | | | 15.8 | 15-18 | | | | | 15.4 | 15-18 | | | | |
| Mus. Theory, etc. | 15.5 | 14-18 | | | | | 15.6 | 15-18 | 23.6 | 18-30 | 19.0 | 18-20 | 15.4 | 15-18 | | | 13.0 | |
| Music, other | 16.0 | 14-18 | | | | | 15.5 | 15-17 | 24.4 | 18-30 | 19.0 | 18-20 | 15.5 | 15-18 | | | 21.0 | |
| Nursing | | | | | | | 15.4 | 15-17 | 25.0 | 18-30 | | | 15.5 | 15-17 | 22.3 | 20-30 | 28.5 | 26-31 |
| Philosophy | 15.3 | 14-18 | | | | | 15.5 | 15-18 | | | | | 15.3 | 15-18 | | | | |
| Photography | 15.4 | 14-18 | | | | | 15.4 | 15-17 | 24.5 | 18-30 | 18.0 | | 15.5 | 15-17 | 22.3 | 20-27 | 19.5 | 17-22 |
| Phys. Ed. | 15.4 | 14-18 | 22.5 | 20-30 | | | 15.4 | 15-17 | 22.7 | 18-30 | | | 15.4 | 15-17 | 22.4 | 20-27 | 22.5 | 20-25 |
| Phys. Science | 15.5 | 14-18 | 22.8 | 20-30 | 21.0 | | 15.6 | 15-18 | 23.3 | 18-30 | 18.0 | | 15.4 | 15-17 | 22.4 | 20-27 | 19.5 | 18-21 |
| Soc. Sciences | 15.4 | 14-18 | | | | | 15.5 | 15-18 | | | | | 15.3 | 15-17 | | | | |
| Theater Arts | 15.5 | 14-18 | 20.0 | | | | 15.4 | 15-17 | 23.4 | 18-30 | | | 15.4 | 15-17 | 22.5 | 20-27 | 19.7 | 18-23 |
| Vocational: | | | | | | | | | | | | | | | | | | |
| Auto | 15.4 | 14-18 | 22.9 | 20-30 | | | 15.5 | 15-17 | 25.2 | 18-40 | 27.5 | 25-30 | 15.4 | 15-17 | 22.9 | 20-30 | | |
| Cosmetology | 15.4 | 14-18 | | | | | 15.5 | 15-17 | 23.9 | 18-30 | | | 15.4 | 15-17 | 22.9 | 20-30 | 21.5 | 20-23 |
| Drafting | 15.4 | 14-18 | 22.2 | 20-30 | | | 15.5 | 15-17 | 24.1 | 18-30 | 27.5 | 25-30 | 15.4 | 15-17 | 23.1 | 20-30 | 22.0 | 20-24 |
| Electronics | 15.4 | 14-18 | 22.8 | | 21.0 | | 15.4 | 15-17 | 25.3 | 18-40 | 27.5 | 25-30 | 15.4 | 15-17 | 22.9 | 20-30 | 21.5 | 20-23 |
| Welding | 15.4 | 14-18 | | | | | 15.5 | 15-17 | 23.9 | 18-30 | | | 15.4 | 15-17 | 22.9 | 20-30 | | |

*Items 1-A1, 1-A2, and 18 of Questionnaire.

**ADA Group Under 1000 (12 schools reporting) comprised only schools having uniform lecture and laboratory bases throughout the school. The lecture-hour ave. for this group was 15.3, range 15-18; lab. hour ave. 24.7, range 20-30.
#Schools that reported only total no. of hours for a course, rather than separate lecture and laboratory hour bases, are listed under "combined."

Figure 1 RANGE AND AVERAGE OF STUDENT CONTACT HOURS PER WEEK*



*Schools reporting the average, but no range, are represented, at the average coordinate, by o.
 Items 1A7 and 1B of Questionnaire.

TABLE 5

PRACTICES IN CALIFORNIA JUNIOR COLLEGES
REGARDING OVERLOAD*

| Overload Practice | College Size (1961-62 ADA) | | | | Total |
|---|----------------------------|-----------|-----------|-----------|-----------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| Have policy setting maximum number of over-load hours | 8 | 9 | 15 | 14✓ | 46 |
| Maximum hours per week: | | | | | |
| 2 | | 1 | 1 | | 2 |
| 3 | | 3 | 2 | 1 | 6 |
| 4 | | | 2 | | 2 |
| 6 | 8 | 5 | 6 | 9✓ | 28 |
| 7 | | 1 | 1 | 4 | 6 |
| Total | 8 | 10 | 12 | 14 | 44 |
| Compensation for overload: | | | | | |
| Overtime pay | 7 | 12 | 11 | 15✓ | 45 |
| Leave | | | 2 | | 2 |
| Lighter load in later semester | | 1 | 4 | 7✓ | 12 |

*Item 2 of questionnaire.

TABLE 6

PRACTICES IN CALIFORNIA JUNIOR COLLEGES
REGARDING UNDERLOAD*

| Assignments to Balance Underload | College Size (1961-62 ADA) | | | | Total |
|---|----------------------------|-----------|-----------|-------------------|-------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| Policy of assigning instructor other duties when he has an underload | 9 | 14 | 16 | 15 | 54 |
| Overload next semester | 3 | 2 | 8 | 7 ^{1/2} | 20 |
| Maximum hours per week: 3 | | | | 3 ^{1/2} | 3 |
| 6 | 1 | | | 1 | 2 |
| 7 | | 1 | 2 | 4 | 7 |
| Night classes | 6 | 13 | 13 | 11 | 43 |
| More classes - if student contact hours are low | 2 | 2 | 6 | 6 | 16 |
| Counseling | 5 | 4 | 3 | 9 | 21 |
| Institutional research projects | 4 | 6 | 6 | 12 ^{1/2} | 28 |
| Sponsorships | 6 | 5 | 3 | 7 | 21 |
| Committee work | 4 | 2 | 2 | 8 | 16 |

*Item 3 of questionnaire.

TABLE 7

PRACTICES REGARDING REQUIRED INSTRUCTOR HOURS ON
CAMPUS AT CALIFORNIA PUBLIC JUNIOR COLLEGES**

| Practice Regarding Required Instructor Hours on Campus | College Size (1961-62 ADA) | | | | Total |
|---|----------------------------|-----------|-----------|-----------|-------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| Policy requires instructors to stay on campus minimum No. of hrs. per week** | 6 | 8 | 15 | 13 ✓ | 42 |
| Assignments in addi- tion to teaching: # | | | | | |
| Office hours (student conf.) | 5 | 6 | 2 | 3 ✓ | 16 |
| Club advising | 1 | 5 | 4 | 4 | 14 |
| Committee assignments | | 4 | 5 | 3 ✓ | 12 |
| Extracurricular | 1 | 2 | 2 | 3 | 8 |
| Activity Sponsorship | 1 | 1 | 1 | 3 | 6 |
| Social events | | 2 | 3 | 1 | 6 |
| Athletics | | 1 | 2 | 2 | 5 |
| Counseling | 2 | | | | 2 |
| Faculty Association | | 1 | | | 1 |
| Faculty meetings | | | | 1 ✓ | 1 |

*Item 7 of questionnaire.

**Breakdown of required number of hours is shown on Table 8.

#Many respondents indicated extra assignments were on a voluntary basis.

TABLE 8

NUMBER OF HOURS INSTRUCTORS ARE REQUIRED TO SPEND ON CAMPUS
AT CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Number of Hours Required on Campus** | California Size (1961-62 ADA) | | | | Total |
|---|-------------------------------|-----------|-----------|-----------|-----------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| 2 office hrs. per week | | | | 1 | 1 |
| 3-5 office hrs. per week | | | 1 | | 1 |
| 1 office hr. per day | 1 | | | | 1 |
| 1 office hr. per day, 25 hrs. per week | | | 1 | | 1 |
| 2 hours per day | | | | 1 | 1 |
| 2 hours per day, 20 per week, 3 off. hrs. | | | | 1 | 1 |
| 5 hrs. per week above teaching | 1 | | | 1 | 2 |
| 25 hrs. per week | | | 1 | 2 | 3 |
| 5 hrs. per day, 30 hrs. per week | | | | 1 | 1 |
| 30 hrs. per week | | 4 | 10 | 6 | 20 |
| 6 hrs. per day | 1 | 1 | | | 2 |
| 5 office hrs. on at least 3 days, 30 hrs. wk. | | 1 | | | 1 |
| 34 hrs. per week | | 1 | | | 1 |
| 35 hrs. per week | 2 | | 1 | | 3 |
| 7 hrs. per day | 1 | | | | 1 |
| 37 hrs. per week | | 1 | | | 1 |
| No day longer than 9 hrs. | | | 1 | | 1 |
| Total having requirement | 6 | 8 | 15 | 13 | 42 |
| Colleges having no re- quired number of hrs. | 7 | 7 | 3 | 4 | 21 |

*Item 7 of questionnaire; breakdown continued from Table 7.

**Several colleges indicated "no clock punching."

TABLE 9

NUMBER OF CALIFORNIA JUNIOR COLLEGES REPORTING
MINIMUM CLASS SIZES IN LECTURE AND LABORATORY*

| Minimum Number of Students | College Size (1961-62 ADA) | | | | | | | | | |
|-------------------------------|----------------------------|------|-----------|------|-----------|------|-----------|------|-------|------|
| | Under 1000 | | 1001-2000 | | 2001-4000 | | Over 4000 | | Total | |
| | Lect. | Lab. | Lect. | Lab. | Lect. | Lab. | Lect. | Lab. | Lect. | Lab. |
| 5 | 1 | 1 | 1 | 1 | | | | 1 | 2 | 3 |
| 6 | | 1 | | | | | | | | 1 |
| 8 | | | | 1 | | | | | | 1 |
| 10 | 2 | 2 | 3 | 2 | | 1 | | | 5 | 5 |
| 12 | | | | 1 | | | | | | 1 |
| 15 | 2 | 1 | 2 | 1 | 3 | 1 | 4 | 2 | 11 | 5 |
| 20 | | | 1 | 1 | 1 | 1 | 5 | 6 | 7 | 8 |
| 30 | | | | | | | 1 | | 1 | |
| Total | 5 | 5 | 7 | 7 | 4 | 3 | 10 | 9 | 26 | 24 |

*Item 1-A5 of questionnaire.

TABLE 10

NUMBER OF CALIFORNIA JUNIOR COLLEGES REPORTING
MAXIMUM CLASS SIZES IN LECTURE AND LABORATORY*

| Maximum Number of Students | College Size (1961-62 ADA) | | | | | | | | | |
|----------------------------------|----------------------------|---------------|---------------|--------------|-------|---------------|---------------|---------------|--------------|-------|
| | Lecture | | | | | Laboratory | | | | |
| | Under 1000 | 1001- 2000 | 2001- 4000 | Over 4000 | Total | Under 1000 | 1001- 2000 | 2001- 4000 | Over 4000 | Total |
| 378 | | 1 | | | 1 | | | | | |
| 300 | | | | 1 | 1 | | | | | |
| 175 | | | 1 | | 1 | | | | | |
| 150 | | 1 | | | 1 | | | | | |
| 120 | | | 1 | | 1 | | | | | |
| 100 | 1 | | | | 1 | | | | | |
| 80 | 1 | | | 1 | 2 | | | | | |
| 70 | | | | 1 | 1 | | | | | |
| 65 | | 1 | | | 1 | | | | | |
| 60 | | 2 | | | 2 | | | | | |
| 50 | 2 | | 1 | | 3 | | | | | |
| 45 | 5 | 1 | 1 | | 7 | 1 | | | | 1 |
| 40 | | | 1 | | 1 | | 1 | | | 1 |
| 36 | | | | | | | | 1 | | 1 |
| 35 | | | | | | | | | 1 | 1 |
| 32 | | | | | | | 1 | | | 1 |
| 30 | | | | | | 1 | 2 | 2 | 2 | 7 |
| 28 | | | | | | | | | 1 | 1 |
| 26 | | | | | | 1 | | | | 1 |
| 25 | | | | | | | | 1 | | 1 |
| 24 | | | | | | 2 | 3 | | | 5 |
| 22 | | | | | | 2 | | | | 2 |
| 16 | | | | | | 1 | | | | 1 |
| Total | 8 | 6 | 5 | 3 | 23 | 8 | 7 | 4 | 4 | 23 |

*Item 1-A6 of questionnaire (same base for whole college); Item 1-B shown on Table 11. Not all above colleges reported for both lecture and lab.

TABLE II

NUMBER OF CALIFORNIA JUNIOR COLLEGES REPORTING
 MAXIMUM CLASS SIZES IN LECTURE AND LABORATORY
 (Varying Bases Between Departments)*

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | | |
|-------------|-----------------|----------------------------|-----------|-----------|-----------|-------|------------|-----------|-----------|-----------|-------|
| | | Lecture | | | | | Laboratory | | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total |
| ART | 80 | | | 1 | | 1 | | | | | |
| | 75 | | | | 1 | 1 | | | | | |
| | ECC | 60 | | | 1 | 1 | | | | | |
| | Lect: 40 | 55 | | | 1 | 1 | | | | | |
| | Lab: 30 | 50 | 2 | | | 2 | | | | | |
| | | 40 | | | 2 | 1 | 3 | | | 1 | 1 |
| | | 35 | | | | | | | 1 | | 1 |
| | | 34 | | | | 1 | 1 | | 1 | 1 | 2 |
| | 30 | | | | | 1 | | 1 | | 1 | |
| | 25 | | | 1 | | 1 | | | | 1 | |
| | 24 | | | 1 | | 1 | | 1 | 2 | 3 | |
| | 16 | | | | | | | 1 | | 1 | |
| BUSINESS | 90 | | | 1 | 1 | 2 | | | | | |
| | 60 | | | 1 | | 1 | | 1 | | 1 | |
| | 50 | | | 1 | | 1 | | | 1 | 1 | |
| | ECC | 48 | 1 | | | 1 | | | | | |
| | Lect: 40 | 45 | | | 1 | 1 | | | | | |
| | Lab: 36 | 40 | 2 | | 1 | 1 | 4 | | 2 | 2 | |
| | | 35 | 1 | | 1 | 1 | 3 | | 3 | 1 | |
| | | 30 | | | 1 | | 1 | | 1 | 1 | |
| | 25 | | | | | | | 1 | 1 | | |
| | 15 | | | | | | | 1 | 1 | | |
| ENGINEERING | 90 | | | | 1 | 1 | | | | | |
| | 60 | | | 1 | | 1 | | | | | |
| | 45 | | | 1 | | 1 | | | | | |
| | 44 | | 1 | | | 1 | | | | | |
| | ECC | 40 | 1 | | | 1 | | | 1 | 1 | |
| | Lect: 30 | 36 | | | 1 | 1 | | | | | |
| | Lab: 30 | 35 | | | 1 | 1 | | | | | |
| | | 28 | | | | | | | 2 | 2 | |
| | | 25 | | | | | | | 1 | 1 | |
| | 24 | | | 3 | | 3 | | 2 | 2 | | |
| | 20 | | | | | | | 2 | 2 | | |
| | 18 | | | | | | | 1 | 1 | | |
| ENGLISH | 40 | | | 1 | | 1 | | | | | |
| | 30 | | | 2 | | 2 | | | 1 | 1 | |
| | 27 | | 1 | | | 1 | | | | | |
| | 26 | | | | | | | | 1 | 1 | |

*Item 1B of Questionnaire.

TABLE II (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | |
|-----------------------|-----------------|----------------------------|-----------|-----------|-----------|-------|------------|-----------|-----------|-----------|
| | | Lecture | | | | | Laboratory | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 |
| ENGLISH (Composition) | 35 | | | 1 | | 1 | | | | |
| | 32 | | 1 | 2 | | 3 | | | | |
| | 30 | | 1 | 2 | 3 | 6 | | | | |
| ECC | 27 | | ? | | | 1 | | | | |
| Lect: 35 | 26 | | | 1 | | 1 | | | | |
| | 25 | | 2 | 1 | | 3 | | | | |
| | 20 | 1 | | | | 1 | | | | |
| ENGLISH (Journalism) | 40 | | | | 2 | 2 | | | | |
| | 35 | | | 1 | | 1 | | | | |
| | 30 | | 1 | 4 | 1 | 6 | | | | |
| ECC | 25 | | 1 | | | 1 | | 1 | 1 | 2 |
| Lect: 35 | 24 | | 1 | | | 1 | | | | 1 |
| | 18 | | | | | | | 1 | | 1 |
| ENGLISH (Literature) | 75 | | | | 1 | 1 | | | | |
| | 60 | | | 1 | | 1 | | | | |
| | 50 | | | 1 | | 1 | | | | |
| ECC | 45 | | 1 | 1 | | 2 | | | | |
| Lect: 35 | 40 | | 1 | 1 | 1 | 3 | | | | |
| | 35 | | | 1 | | 1 | | | | |
| | 30 | | | 1 | 1 | 2 | | | | |
| | 27 | | 1 | | | 1 | | | | |
| | 25 | | 1 | | | 1 | | | | |
| ENGLISH (Speech) | 35 | | | | 1 | 1 | | | | |
| | 33 | | 1 | | | 1 | | | | |
| | 32 | | 1 | | | 1 | | | | |
| ECC | 30 | | | 2 | 1 | 3 | | | | |
| Lect: 33 | 28 | | | 2 | | 2 | | | | |
| | 27 | | 1 | | | 1 | | | | |
| | 25 | | 1 | 3 | 1 | 5 | | | | |
| ENGLISH (Other) | 50 | | 1 | | | 1 | | | | |
| | 30 | | | 1 | | 1 | | | | |
| | 24 | | | | | | | 1 | | 1 |
| | 15 | | 1 | | | 1 | | | | |
| FOREIGN LANGUAGE | 45 | | | 2 | | 2 | | | | |
| | 36 | | 1 | | | 1 | | | | |
| | 35 | | 1 | 2 | 1 | 4 | | | | |
| ECC | 32 | | | | 1 | 1 | | | | |
| Lect: 35 | 30 | | | 2 | 1 | 3 | | 1 | | 1 |
| | 25 | | | 1 | | 1 | | | | |
| HEALTH EDUCATION | 330 | | | | 1 | 1 | | | | |
| | 115 | | 1 | | | 1 | | | | |
| | 90 | | | | 1 | 1 | | | | |
| | 70 | | | 1 | | 1 | | | | |
| ECC | 55 | | | 1 | | 1 | | | | |
| Lect: 40 | 50 | | 1 | | | 1 | | 1 | | 1 |
| | 45 | | | 1 | | 1 | | | | |
| | 40 | | 1 | | 1 | 2 | | | | |
| | 35 | | | 4 | | 4 | | | | |

TABLE II (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | | |
|----------------------|----------------------|----------------------------|-----------|-----------|-----------|-------------|------------|-----------|-----------|-----------|-------|
| | | Lecture | | | | | Laboratory | | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total |
| HOME ECONOMICS | 55 40 36 35 | | | 1 2 | | 1 2 1 | | | | | |
| ECC | 30 | | | 2 | 1 | 3 | | | | | |
| Lect: 40 | 28 | | | | | | | | 1 | 1 | |
| Lab: 26 | 24 | | | 1 | | 1 | | 1 | 2 | 3 | |
| | 20 | | | | | | | 1 | 1 | 2 | |
| | 12 | | | | | | | 1 | | 1 | |
| LAW | 90 | | | | 1 | 1 | | | | | |
| ECC | 40 | | | | 1 | 1 | | | | | |
| Lect: 40 | 36 | | 1 | | | 1 | | | | | |
| LIFE SCIENCE | 330 | | | | 1 | 1 | | | | | |
| | 150 | | | 1 | | 1 | | | | | |
| | 115 | | 1 | | | 1 | | | | | |
| | 48 | | | 1 | | 1 | | | | | |
| | 35 | | | | | | | 1 | | 1 | |
| | 32 | | | 1 | | 1 | | 1 | | 1 | |
| | 24 | | | | | | | 1 | 1 | 2 | |
| ANATOMY & PHYSIOLOGY | 330 | | | | 1 | 1 | | | | | |
| | 100 | | | | 1 | 1 | | | | | |
| | 64 | | | | 1 | 1 | | | | | |
| ECC | 50 | | | 2 | | 2 | | | | | |
| Lect: 28 | 32 | | | | | | | | 2 | 2 | |
| Lab: 28 | 30 | | | 1 | | 1 | | 1 | 1 | 2 | |
| | 28 | | | | | | | 2 | | 2 | |
| | 26 | | | 2 | | 2 | | 1 | | 1 | |
| | 24 | | 2 | | | 2 | | 3 | | 3 | |
| BIOLOGY | 450 | | | | 1 | 1 | | | | | |
| | 100 | | | 1 | 1 | 2 | | | | | |
| ECC | 60 | | | 1 | | 1 | | | | | |
| Lect: ? | 48 | | 1 | | | 1 | | | | 1 | |
| Lab: 30 | 35 | | | | | | | | 1 | 1 | |
| | 32 | | | | | | | 1 | | 1 | |
| | 30 | | | | | | | 1 | | 1 | |
| | 28 | | | | | | | 1 | | 1 | |
| | 26 | | | 2 | | 2 | | 1 | | 1 | |
| | 24 | | 1 | | | 1 | | 3 | | 3 | |
| NURSING | 60 | | | | 1 | 1 | | | | | |
| R.N. | 40 | | | 2 | 1 | 3 | | | | | |
| | 30 | | | 1 | | 1 | | | | | |
| ECC | 22 | | | 1 | | 1 | | | | | |
| Lect: 10 | 20 | | 1 | | | 1 | | 1 | | 1 | |
| Lab: 10 | 15 | | | | | | | 1 | | 1 | |
| | 10 | | | | | | | 2 | 1 | 3 | |
| | 8 | | | | | | | | 1 | 1 | |

TABLE II (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | | | | | |
|----------------------------------|-----------------|----------------------------|-----------|-----------|-----------|-------|------------|-----------|-----------|-----------|-------|--|---|--|
| | | Lecture | | | | | Laboratory | | | | | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | | | |
| ZOOLOGY | 330 | | | | 1 | 1 | | | | | | | | |
| | 100 | | | 1 | 1 | 2 | | | | | | | | |
| ECC | 96 | | | | 1 | 1 | | | | | | | | |
| Lect: 36 | 50 | | | 1 | | 1 | | | | | | | | |
| Lab: 36 | 35 | | | | | | | | 1 | | | | 1 | |
| | 32 | | | | | | | 1 | | | | | 1 | |
| | 30 | | | 1 | | 1 | | | 1 | | | | 2 | |
| | 28 | | | | | | | | 1 | | | | 1 | |
| | 26 | | | 2 | | 2 | | | 1 | | | | 2 | |
| | 24 | | 2 | | | 2 | | | 3 | | | | 3 | |
| MATHEMATICS | 90 | | | | 1 | 1 | | | | | | | | |
| | 60 | | | 1 | | 1 | | | | | | | | |
| ECC | 40 | | | | 1 | 1 | | | | | | | | |
| Lect: 35 | 35 | | 1 | 5 | | 6 | | | 2 | | | | 2 | |
| | 30 | | 1 | 2 | 1 | 4 | | | | | | | | |
| MUSIC | 35 | | | 1 | | 1 | | | 1 | | | | 1 | |
| | 30 | | | | 1 | 1 | | | | | | | | |
| MUSIC (History & Appreciation) | 300 | | | 1 | | 1 | | | | | | | | |
| | 80 | | | 1 | | 1 | | | | | | | | |
| | 75 | | | | 1 | 1 | | | | | | | | |
| | 60 | | | 1 | | 1 | | | | | | | | |
| ECC | 50 | | 1 | 1 | | 2 | | | | | | | | |
| Lect: 40 | 45 | | 1 | 1 | | 2 | | | | | | | | |
| | 40 | | | 1 | 1 | 2 | | | | | | | | |
| | 35 | | | 2 | 1 | 3 | | | | | | | | |
| | 34 | | 1 | | | 1 | | | | | | | | |
| MUSIC (Large Performance Groups) | 100 | | | | 1 | 1 | | | | | | | | |
| | 90 | | | | 1 | 1 | | | | | | | | |
| | 85 | | | | | | | | 1 | | | | 1 | |
| | 70 | | | 1 | | 1 | | | | | | | | |
| | 60 | | | 1 | | 1 | | | | | | | | |
| ECC | 50 | | 1 | | | 1 | | | 2 | | 1 | | 3 | |
| Lect: 100 | 35 | | | 1 | | 1 | | | | | | | | |
| | 25 | | | | | | | | | | 1 | | 1 | |
| MUSIC (Piano & Voice) | 35 | | | 1 | | 1 | | | | | | | | |
| | 30 | | | | 2 | 2 | | | | | | | | |
| | 24 | | | | | | | | | | 1 | | 1 | |
| | 22 | | | | 1 | 1 | | | | | | | | |
| ECC | 20 | | | | | | | | 1 | | 1 | | 2 | |
| Lect: 22 | 16 | | | 2 | 1 | 3 | | | | | | | | |
| | 15 | | | | | | | | 1 | | 1 | | 2 | |
| | 12 | | | | | | | | 1 | | 1 | | 2 | |
| | 10 | | | | 1 | 1 | | | | | | | | |

TABLE II (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | |
|-------------------------------------|-------------------------------------|----------------------------|-----------|-----------|-------------|------------------|------------|-----------|-----------|------------------|
| | | Lecture | | | | | Laboratory | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 |
| MUSIC (Small Performance Groups) | 35 30 27 25 20 | | 1 | 1 | 1 2 1 | 1 2 1 | | | 1 1 | 2 |
| ECC Lect: 22 | 16 15 10 | | | | | | | 1 1 | | 1 1 |
| MUSIC (Theory) | 40 36 35 | | 1 | 1 2 | 1 | 2 2 | | | | |
| ECC Lect: 22 | 30 25 20 6 | | 1 | 1 1 | 2 | 3 2 1 | | 1 | | 1 |
| PHILOSOPHY | 70 50 | | | 1 1 | | 1 1 | | | | |
| ECC Lect: 35 | 45 44 40 35 | | 1 1 | 1 3 | 3 | 1 5 4 | | | | |
| PHOTOGRAPHY | 33 30 | | | 1 | 1 | 1 2 | | | | |
| ECC Lect: 36 Lab: 72 | 20 18 16 15 12 | | | | | | | 1 1 | 1 | 1 1 2 1 |
| PHYSICAL EDUCATION | 60 50 40 | | | 1 | 2 | 1 2 | | 1 1 | 1 | 1 3 3 |
| ECC Lect: 40 Lab: 40 | 35 24 | | 1 | 1 | | 2 | | 1 | | 1 |
| PHYSICAL SCIENCE | 330 48 34 32 24 | | | 1 1 | 1 | 1 1 | | | 1 | 1 1 1 |
| CHEMISTRY | 330 150 | | | 1 1 | 1 | 1 1 | | | | |
| ECC Lect: 28 Lab: 28 | 120 115 100 96 90 75 | | 1 | | 1 | 1 1 1 1 | | | | |

TABLE II (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | | |
|---|---|----------------------------|-----------|-----------|-----------|----------------------------|------------|-----------|-------------|-----------|-----------------------|
| | | Lecture | | | | | Laboratory | | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total |
| CHEMISTRY (cont'd) | 56 55 48 34 32 28 26 25 24 | | 2 | 1 1 | | 1 1 2 1 | | 1 2 | 1 1 1 | 1 2 | 1 2 1 1 2 |
| GEOGRAPHY ECC Lect: 35 | 330 50 48 45 40 34 32 25 24 | | 1 | 1 3 | 1 2 | 1 3 3 | | | 1 1 | 1 1 | 1 1 1 1 |
| GEOLOGY ECC Lect: 36 Lab: 36 | 330 64 60 50 48 45 40 35 34 32 25 24 20 | | 1 | 1 1 | 1 | 1 2 1 1 2 1 | | | 1 1 | 1 1 | 1 2 1 1 2 |
| PHYSICAL SCIENCE SURVEY ECC Lect: 30 Lab: 30 | 330 150 115 100 50 48 35 34 32 30 26 24 | | 1 | 1 1 | 1 | 1 2 1 1 1 1 | | | 1 1 | 1 1 | 1 1 1 1 1 |

TABLE 11 (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | |
|--------------------------|-----------------|----------------------------|-----------|-----------|-----------|-------|------------|-----------|-----------|-----------|
| | | Lecture | | | | | Laboratory | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 |
| PHYSICS | 330 | | | | 1 | 1 | | | | |
| | 75 | | | 1 | 1 | 2 | | | | |
| ECC | 60 | | 1 | 1 | | 2 | | | | |
| Lect: 30 | 50 | | | 1 | | 1 | | | | |
| Lab: 30 | 40 | | | | 1 | 1 | | | | |
| | 34 | | | | | | | | 1 | 1 |
| | 32 | | | 1 | | 1 | | 1 | | 1 |
| | 30 | | | 2 | | 2 | | | | |
| | 25 | | | | | | | 1 | 1 | 2 |
| | 24 | | 2 | | | 2 | | 2 | 1 | 4 |
| | 20 | | | | | | | 1 | | 1 |
| | 16 | | | | | | | 1 | | 1 |
| | 15 | | | | | | | 1 | | 1 |
| SOCIAL SCIENCE | 45 | | | 1 | | 1 | | | | |
| | 40 | | | 1 | | 1 | | | | |
| ANTHROPOLOGY & SOCIOLOGY | 75 | | | | 1 | 1 | | | | |
| | 70 | | | 1 | | 1 | | | | |
| | 55 | | 1 | | | 1 | | | | |
| | 50 | | | 1 | | 1 | | | | |
| ECC | 45 | | | 3 | | 3 | | | | |
| Lect: 40 | 42 | | 1 | | | 1 | | | | |
| | 40 | | 1 | 1 | 1 | 3 | | | | |
| | 30 | | | | 1 | 1 | | | | |
| ECONOMICS | 75 | | | | 1 | 1 | | | | |
| | 60 | | | 1 | | 1 | | | | |
| ECC | 50 | | | 1 | | 1 | | | | |
| Lect: 35 | 48 | | 1 | | | 1 | | | | |
| | 45 | | | 3 | | 3 | | | | |
| | 40 | | 1 | | 1 | 2 | | | | |
| | 30 | | | | 1 | 1 | | | | |
| HISTORY & POL. SCIENCE | 330 | | | | 1 | 1 | | | | |
| | 150 | | | 1 | | 1 | | | | |
| | 75 | | | | 1 | 1 | | | | |
| | 60 | | | 1 | | 1 | | | | |
| ECC | 50 | | | | | 1 | | | | |
| Lect: 40 | 48 | | 1 | | | 1 | | | | |
| | 45 | | | 3 | | 3 | | | | |
| | 40 | | 1 | | 1 | 2 | | | | |
| PSYCHOLOGY | 330 | | | | 1 | 1 | | | | |
| | 300 | | | 1 | | 1 | | | | |
| ECC | 120 | | | 1 | | 1 | | | | |
| Lect: 35 | 100 | | | | 1 | 1 | | | | |
| | 60 | | | 1 | | 1 | | | | |
| | 48 | | 1 | | | 1 | | | | |
| | 45 | | | 3 | | 3 | | | | |
| | 40 | | 1 | 1 | | 2 | | | | |
| | 35 | | | 1 | | 1 | | | | |

TABLE II (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | | |
|---------------|-----------------|----------------------------|-----------|-----------|-----------|-------|------------|-----------|-----------|-----------|-------|
| | | Lecture | | | | | Laboratory | | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total |
| THEATRE | 40 | | 1 | | 1 | 2 | | | | | |
| ARTS | 35 | | | 1 | | 1 | | | 1 | | 1 |
| | 30 | | 1 | 2 | 2 | 5 | | | | 1 | 1 |
| ECC | 16 | | | | | | | 1 | | | 1 |
| Lect: 33 | 15 | | | | | | | | 1 | | 1 |
| Lab: 33 | | | | | | | | | | | |
| VOC. EDUC. | 30 | | | 1 | 1 | 2 | | | | | 2 |
| Auto Body | 25 | | | | 1 | 1 | | | 1 | 1 | 2 |
| ECC | 24 | | | 2 | | 2 | | | 2 | | 2 |
| Lect: 24 | 16 | | | | | | | 1 | | | 1 |
| Lab: 24 | | | | | | | | | | | |
| AUTO MECH. | 25 | | | 1 | 1 | 2 | | | 2 | 1 | 3 |
| | 24 | | | 2 | | 2 | | | 2 | | 2 |
| ECC: 24, 24 | 16 | | | | | | | 1 | | | 1 |
| BLDG. CONSTR. | 24 | | | 2 | | 2 | | | 1 | | 1 |
| | 22 | | | | 1 | 1 | | | | | 1 |
| ECC: 30, 24 | 16 | | | | | | | 1 | | | 1 |
| COSMETOLOGY | 40 | | | 1 | | 1 | | | | | 1 |
| | 24 | | | 1 | | 1 | | | 1 | | 1 |
| ECC: 30, 30 | 20 | | | | | | | | 1 | | 1 |
| DRAFTING | 40 | | | | 1 | 1 | | | | 1 | 1 |
| | 30 | | | 1 | | 1 | | 1 | | | 1 |
| ECC: 35, 35 | 28 | | | | | | | | 2 | | 2 |
| | 25 | | | | | | | 1 | 1 | | 1 |
| | 24 | | | | 1 | 1 | | 2 | 1 | | 3 |
| | 22 | | | | 1 | 1 | | | | | 1 |
| INDUSTRIAL | 25 | | | | 1 | 1 | | | | 1 | 1 |
| ARTS | 24 | | | 2 | | 2 | | | 2 | | 2 |
| | 22 | | | | 1 | 1 | | | | | 1 |
| ECC: 35, 35 | 16 | | | | | | | 1 | | | 1 |
| NURSING, | 40 | | | 1 | | 1 | | | | | 1 |
| L.V.N. | 30 | | | | 1 | 1 | | | | | 1 |
| | 24 | | | 1 | | 1 | | | 2 | | 2 |
| | 20 | | | | | | | 1 | 1 | | 1 |
| | 18 | | | | | | | | | | 1 |
| | 16 | | | 1 | | 1 | | | | | 1 |
| | 15 | | | 1 | 1 | 2 | | | | | 1 |
| | 10 | | | | | | | | | 1 | 1 |
| REFRIG. & | 30 | | | | 1 | 1 | | | | 1 | 1 |
| AIR COND. | 24 | | | 1 | | 1 | | | 1 | | 1 |
| ECC: 24, 24 | | | | | | | | | | | |

TABLE 11 (cont'd)

| Department | No. of Students | College Size (1961-62 ADA) | | | | | | | | | | | | |
|----------------|-----------------|----------------------------|-----------|-----------|-----------|-------|------------|-----------|-----------|-----------|-------|--|--|---|
| | | Lecture | | | | | Laboratory | | | | | | | |
| | | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | Total | | | |
| RADIO & ELECT. | 75 | | | | 1 | 1 | | | | | | | | |
| | 40 | | | 1 | | 1 | | | | | | | | |
| ECC: 30, 24 | 32 | | | | | | 1 | | | | | | | 1 |
| | 30 | | | 1 | | 1 | | | 1 | | | | | 2 |
| | 26 | | | 1 | | 1 | | | 1 | | | | | 1 |
| | 24 | | | 2 | | 2 | | | 1 | 2 | | | | 3 |
| | 22 | | | | 1 | 1 | | | | | | | | |
| | 20 | | | | | | | | 1 | 2 | | | | 3 |
| WELDING | 25 | | | | 1 | 1 | | | | 1 | 1 | | | 2 |
| | 24 | | | 2 | | 2 | | | | 2 | | | | 2 |
| ECC: 24, 24 | 22 | | | | 1 | 1 | | | | | | | | 1 |
| | 16 | | | | | | | | | 1 | | | | 1 |
| | 15 | | | | | | | | | 1 | | | | 1 |

TABLE 12

TYPES OF LARGE SPECIAL CLASSES REPORTED BY
CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Type of Class | College Size (1961-62 ADA) | | | | Total |
|------------------------------|----------------------------|--------------------|--------------------|--------------------|-------|
| | Under 1000 (1)** | 1001-2000 (2)** | 2001-4000 (7)** | Over 4000 (8)** | |
| Art 1A, 1B | | | 1 | | 1 |
| Art Appreciation | | 1 | | 1 | 2 |
| Biology 1A | | | | 1 | 1 |
| Business, Intro. to | | | 1 | | 1 |
| Chemistry | | | 1 | 1 | 2 |
| Cho'r | | | | 1 | 1 |
| Education, General | | 1 | | | 1 |
| English, Programmed Remedial | | | 1 | | 1 |
| Forum Classes | | | | 1 | 1 |
| Health, Hygiene | | | 1 | 1 | 2 |
| History | | | 3 | | 3 |
| Humanities | 1 | | 1 | 1 | 3 |
| Life Science | | | | 1 | 1 |
| Music Appreciation | | 1 | | | 1 |
| Orientation | | | | 1 | 1 |
| Philosophy | | 1 | | | 1 |
| Physical Science | | | | 1 | 1 |
| Pol. Science | | 1 | | | 1 |
| Psychology | | 1 | 2 | 2 | 5 |
| Science | | | 1 | | 1 |
| Social Science | | 1 | 1 | | 2 |
| Sociology | | | 1 | | 1 |
| Survey | | | 1 | | 1 |

*Item 5 of Questionnaire.

**Number of colleges reporting.

TABLE 13

TYPES OF SMALL SPECIAL CLASSES REPORTED BY
CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Type of Class | College Size (1961-62 ADA) | | | | Total |
|---|----------------------------|---------------------|---------------------|---------------------|-------|
| | Under 1000 (8)** | 1001-2000 (11)** | 2001-4000 (14)** | Over 4000 (15)** | |
| Advanced | 1 | 6 | 5 | 5 [←] | 17 |
| In a Sequence | | 1 | 2 | 5 | 8 |
| Need for Individual Attention | 1 | 1 | | | 2 |
| New | | 1 | 1 | | 2 |
| Prerequisite for Transfer | 1 | 1 | 1 | | 3 |
| Program Support (Journalism, Stagecraft) | | | | 1 | 1 |
| Required for Major | 2 | 2 | 2 | 1 | 7 |
| Specialized | | 1 | 1 | 2 [←] | 4 |
| Some Special Sophomore Classes | | 1 | | | 1 |
| Superior Students | 1 | | | 1 | 2 |

*Item 5 of Questionnaire. Specific small classes listed on Table 14.
**Number of colleges reporting.

TABLE 14

SPECIFIC SMALL SPECIAL CLASSES REPORTED BY
CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Class | | | | | Total |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-------|
| | Under 1000 (8)** | 1001-2000 (11)** | 2001-4000 (14)** | Over 4000 (15)** | |
| Adaptive Phys. Ed. | | | | 1 | 1 |
| Art | | 1 | 1 | | 2 |
| Adv. Piano Accomp. | | | | 1 | 1 |
| Bus. Data Processing | | | 1 | | 1 |
| Computer Coding | | | | 1 | 1 |
| Corrective Speech | | | 1 | | 1 |
| Costuming | | | 1 | | 1 |
| English | | 1 | | | 1 |
| English 56 AB | 1 | | | | 1 |
| English 100 | | 1 | | | 1 |
| English for For. Studs. | | | 1 | | 1 |
| Engr. Phys. | 1 | | | | 1 |
| Engr. Tech | | | 1 | | 1 |
| Engr. (Trans.) | 1 | | 1 | | 2 |
| Foreign Lang. | 2 | 3 | 4 | 6 | 15 |
| French 4 | | 1 | | | 1 |
| Graphic Arts | | | 1 | 1 | 2 |
| Harmony | | | 1 | | 1 |
| Ice Cream Making | | | 1 | | 1 |
| Journalism | | | 1 | 1 | 2 |
| Key Punch | | 1 | | 1 | 2 |
| Laboratory (Adv.) | | | 1 | | 1 |
| Law Enforcement Gunnery | | | | 1 | 1 |
| Link Trainer | | | | 1 | 1 |
| Mathematics | 2 | 2 | 3 | 4 | 11 |
| Music | | 1 | 3 | | 4 |
| Music Theory | 1 | | 1 | | 2 |
| Nursing | | | | 1 | 1 |
| Orientation to Research | | | | 1 | 1 |
| Organ | | | 2 | 1 | 3 |
| Physics 4 | 1 | | | | 1 |
| Piano | | 1 | | 2 | 3 |
| Pub. Address, Theory & Mech. | | | | 1 | 1 |
| Russian 4 | | | 1 | | 1 |
| Science | | 2 | | | 2 |
| Science Apparatus | | | | 1 | 1 |
| Speech Clinic | | | | 1 | 1 |
| Surveying Lab. | | | | 1 | 1 |
| Vocational (Adv.) | | | 1 | | 1 |

*Item 5 of Questionnaire. Types of small special classes listed on Table 13.

**Number of colleges reporting.

TABLE 15
ASSISTANCE FOR INSTRUCTORS*

| Provide Assistance for Instructors | College Size (1961-62 ADA) | | | | Total |
|------------------------------------|----------------------------|-----------|-----------|-----------|-------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| No | 3 | 1 | 2 | 1 | 7 |
| Yes | 10 | 14 | 16 | 16 | 56 |

Breakdown of "Yes" Answers

| | | | | | |
|----------------------------------|---|----|---|----|----|
| Kind of assistance not specified | 1 | 6 | 6 | 1 | 14 |
| Readers and/or clerical | 6 | 4 | 8 | 9 | 27 |
| Laboratory | 7 | 10 | 8 | 10 | 35 |
| Stock clerks, equipment managers | 2 | 1 | 3 | 5 | 11 |

Criteria Upon Which Assistance is Based**

| | | | | | |
|---|---|---|---|---|---|
| "Need" | | 2 | 2 | 3 | 7 |
| Instructor & administration justify | 1 | 1 | | | 2 |
| Most efficient use of instructor's time | | 1 | 1 | | 2 |
| Special cases | 2 | | 1 | 1 | 4 |
| Varies between departments | 2 | | 3 | 1 | 6 |
| Heavy student ratio, large classes | | 2 | 4 | 3 | 9 |
| Classes with more than 90 | | 1 | | | 1 |
| Above 125 students | | | 1 | | 1 |
| Over 450 student class hours | 1 | | | | 1 |
| Over 500 student class hours | | 1 | 1 | | 2 |
| Over 525 student class hours | | 1 | | | 1 |
| Over 600 student class hours | | 1 | | | 1 |
| Assistance for every instructor | 2 | | | 1 | 3 |

*Item 6 of questionnaire.

**Criteria were not listed in every case.

TABLE 16

PRACTICES REGARDING EXTRA COMPENSATION AND RELEASED TIME IN CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Method of Compensation | Band | Choir | Drama | Forensics | Intramurals | Journalism | Major Sports | Minor Sports | Musical Groups | W.A.A. |
|------------------------------|-------|-------|-------|-----------|-------------|------------|--------------|--------------|----------------|--------|
| Reported Released Time Only | 17 | 18 | 22 | 8 | 12 | 6 | 20 | 18 | 12 | 10 |
| Under 1000** | 0 | 0 | 2 | 0 | 0 | 1 | 2 | 2 | 1 | 1 |
| 1001-2000 | 4 | 4 | 4 | 1 | 2 | 1 | 6 | 5 | 3 | 1 |
| 2001-4000 | 5 | 5 | 7 | 1 | 3 | 0 | 7 | 5 | 2 | 4 |
| Over 4000 | 8 | 9 | 10 | 6 | 7 | 4 | 5 | 6 | 6 | 4 |
| Range of Released Time (%)# | x-20 | x-33 | 10-33 | 17-40 | 13-50 | 7-25 | 20-50 | 19-50 | x-33 | 10-40 |
| Under 1000 | - | - | 10-20 | - | - | 20 | 20-50 | 20-50 | 20 | 10 |
| 1001-2000 | x-20 | x-20 | 10-20 | 17 | 20-30 | 7 | 25-40 | 23-38 | x-17 | 10 |
| 2001-4000 | 8-20 | x-20 | 13-25 | 17 | 13-33 | - | 20-45 | 23-42 | 15-? | 13-? |
| Over 4000 | 17-20 | 17-33 | 20-33 | 17-40 | 13-50 | 20-25 | 23-50 | 19-50 | 17-33 | 14-40 |
| Extra Pay | 9 | 7 | 9 | 4 | 4 | 4 | 27 | 27 | 3 | 4 |
| Under 1000 | 3 | 3 | 3 | 1 | 0 | 1 | 9 | 9 | 1 | 1 |
| 1001-2000 | 1 | 0 | 2 | 0 | 0 | 0 | 6 | 7 | 0 | 1 |
| 2001-4000 | 4 | 3 | 3 | 3 | 3 | 1 | 4 | 3 | 1 | 1 |
| Over 4000 | 1 | 1 | 1 | 0 | 1 | 2 | 8 | 8 | 1 | 1 |
| Released Time Plus Extra Pay | 1 | 0 | 1 | 0 | 2 | 1 | 10 | 9 | 0 | 1 |
| Under 1000 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 1001-2000 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 |
| 2001-4000 | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 4 | 0 | 1 |
| Over 4000 | 0 | 0 | 0 | 0 | 2 | 0 | 5 | 3 | 0 | 0 |
| Did Not Report | 30 | 32 | 24 | 45 | 39 | 46 | 0 | 2 | 42 | 42 |
| Under 1000 | 7 | 8 | 6 | 10 | 11 | 8 | 0 | 0 | 7 | 9 |
| 1001-2000 | 8 | 10 | 8 | 13 | 12 | 13 | 0 | 0 | 12 | 12 |
| 2001-4000 | 6 | 7 | 4 | 11 | 9 | 14 | 0 | 2 | 12 | 9 |
| Over 4000 | 9 | 7 | 6 | 11 | 7 | 11 | 0 | 0 | 11 | 12 |

*Item 8 of questionnaire. 55 schools reported that they have extra compensation and/or released time for some or all of the activities listed in Item 8. No. of schools under 1000 ADA, 10; 1001-2000, 13; 2001-4000, 15; Over 4000, 17. 6 schools reported "no"; 2 schools did not respond to this item.

**Size of college.

#'x' means individual bargaining basis.

TABLE 17

PRACTICES REGARDING METHODS OF EXTRA COMPENSATION
FOR SELECTED ACTIVITIES IN CALIFORNIA PUBLIC JUNIOR COLLEGES*

| Activity | Contract Rate | Fixed Sum | Hourly Rate |
|----------------|---------------|-----------|-------------|
| Band | 3 | 5 | 1 |
| Choir | 2 | 4 | 0 |
| Drama | 3 | 4 | 2 |
| Forensics | 1 | 2 | 1 |
| Intramurals | 1 | 2 | 0 |
| Journalism | 0 | 4 | 0 |
| Major Sports | 3 | 16 | 8 |
| Minor Sports | 2 | 17 | 8 |
| Musical Groups | 1 | 1 | 0 |
| W.A.A. | 0 | 2 | 2 |

*Item 8 of questionnaire.

TABLE 18
PRACTICES IN CALIFORNIA
JUNIOR COLLEGES REGARDING NIGHT TEACHING*

| Policy on Night Teaching | College Size (1961-62 ADA) | | | | Total |
|---|----------------------------|-----------|-----------|-----------|-------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| Have policy on night teaching assignments | 12 | 15 | 17 | 16 | 60 |
| Regular assignment --part of contract | 5 | 6 | 8 | 6 | 25 |
| Voluntary overtime --extra pay at contract rate | 0 | 1 | 4 | 0 | 5 |
| Voluntary overtime --extra pay at hourly rate** | 11 | 14 | 16 | 16 | 57 |
| Assigned because of underload | 4 | 11 | 11 | 10 | 36 |
| Part-time instructors used for night classes | 8 | 13 | 12 | 15 | 48 |

*Item 9 of questionnaire.

**Hourly rates shown on Table 18.

Note: More than one practice may be used by a given college.

TABLE 19

HOURLY RATES FOR NIGHT TEACHING IN
CALIFORNIA JUNIOR COLLEGES*

| Hourly Rates | College Size (1961-62 ADA) | | | | Total |
|-------------------|----------------------------|-----------|-----------|-----------|-------|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | |
| \$4.50 | 2 | | | | 2 |
| 4.50-5.25 | 1 | | | | 1 |
| 4.97 | | 1 | | | 1 |
| 5.00 | 2 | 1 | 1 | | 4 |
| -5.00-6.00 | | 1 | 1 | | 2 |
| 5.00-6.76 | | 1 | | | 1 |
| 5.45-6.55 | 1 | | 1 | | 2 |
| 5.50 | 1 | 4 | 2 | 1 | 8 |
| 5.75-6.25 | | | 1 | | 1 |
| 6.00 | | 1 | 1 | 2 | 4 |
| 6.00-6.50-7.00 | | | 1 | | 1 |
| 6.00-7.00 | | | 1 | | 1 |
| 6.00-8.00 | | | 1 | | 1 |
| 6.25-6.50-6.75 | 1 | | | 1 | 2 |
| 6.30 | | | | 1 | 1 |
| 6.50 | | 1 | | | 1 |
| 6.69-7.05-7.48 | | | | 1 | 1 |
| 6.79-7.11-7.48 | | 1 | 2 | 4 | 7 |
| 7.50 | | | 1 | | 1 |
| 7.75 | 1 | | | 1 | 2 |
| 8.00 | | | 1 | | 1 |
| Separate Schedule | | | 1 | | 1 |

*Continuation of Item 9 of questionnaire.

TABLE 20

CALIFORNIA PUBLIC JUNIOR COLLEGES HAVING
TEACHER LOAD FORMULAS AND POLICY STATEMENTS

| Teacher load policy | College Size (1961-62 ADA) | | | | Total | |
|---|----------------------------|-----------|-----------|-----------|-----------|---|
| | Under 1000 | 1001-2000 | 2001-4000 | Over 4000 | | |
| Have formula or system for determining full-time instructor assignment* | 3 | 8 | 13 | 15 * | 39 | |
| Have written policy statements concerning teacher load, class size, released time, etc.** | 3 | 6 | 12 | 11 ↙ | 32 | |
| Years policy has been in effect** | 1 | | 1 | | 1 | |
| | 2 | 1 | 2 | | 3 | |
| | 3 | | | 1 | 1 | |
| | 4 | | 1 | | 1 | |
| | 5 | | 2 | | 2 | |
| | 6 | | 1 | 2 | 4 ↙ | 7 |
| | 7 | | | 2 | 1 | 3 |
| | 8 | | | | 1 | 1 |
| | 10 | | | 1 | | 1 |
| | 12 | | | 1 | | 1 |
| | 13 | | | 1 | 1 | 2 |
| | 18 | | | | 1 | 1 |
| 20 | | | | 1 | 1 | |
| Total | 1 | 4 | 10 | 10 | 25 | |
| Schools anticipating making changes in policy** | 1 | 1 | 6 | 3 * | 11 | |

*Item 10 of questionnaire.

**Item 11 of questionnaire.

TEACHER LOAD STUDY COMMITTEE

1962-63

| | |
|------------------------------------|---|
| Mr. Lehman W. Brock | Director of Business |
| Mr. Gerald W. Brown | Coordinator of Instruction |
| Mr. Joseph Dzida | Counselor/Coordinator of Instruction, MDTA |
| Dr. Robert Haag | Instructor of Music |
| Dr. William H. Harless | Director of instruction |
| Mr. Herbert Jones | Instructor of Mathematics & Engineering |
| Dr. Stuart E. Marsee | President of El Camino College |
| Mrs. Ruth Mazak | Counselor/Health Education Instructor |
| * Mrs. Fern McCoard | Instructor of Business |
| * Mr. Clyde E. Mitchell | Assistant Director of Instruction, Mathematics and Engineering |
| * Miss Virginia Pfiffner | Instructor of Psychology |
| Mr. Harry L. Ruby | Assistant Director of Instruction, Humanities |
| Mr. Merl F. Sloan | Director of Student Personnel |
| * Mr. H. Lee Swanson | Administrative Intern, Research |
| * Dr. Eugene Timpe | Instructor of English |
| * Mr. Thomas Wilson | Instructor of Physics |
| * Members of Writing Sub-committee | |