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ABSTRACT

With the new development in instructional techniques and styles, the quantification and description of faculty workload becomes increasingly more difficult. At the Hawaiian community colleges, certain changes were made in the methodology of computing FTE for students and faculty, and average class size. They divided the total student credit hours by 15, counted division chairmen as two-thirds FTE, and excluded certain classes such as directed study in the computation of class size. This resulted in a lower FTE for students and faculty and an increase in average class size. By comparing course registration reports, schedules of classes, and faculty-staff reports, it was determined that faculty workload has stabilized at about 16.4 class contact hours or 13.3 credit hours taught. Generally, a lighter teaching load was noted for instructors in terms of hours and faculty-student ratio. But statewide community college figures show considerable increases in all areas: number of students, faculty, courses, classes, etc. Tabular data are presented, showing general FTE information as well as more detailed breakdown for each campus in terms of subject areas taught. (MJK)

FACULTY WORKLOAD
COMMUNITY COLLEGES
FALL 1974

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Introduction

Much interest and concern are being expressed in regard to the use of faculty resources, the largest investment in education. The quantification and description of workload become increasingly difficult with the many and various ways by which "instruction" is being planned and designed. This report is an attempt to describe as accurately as possible some of the ways in which faculty are interacting with students.

Sources of Data

SIS Computer Report 3010 and 3011 series (Course Registration Reports), which provide raw and summary data on faculty-student workload based on student credit hours were used as the primary documents for this report. (Data for these reports were abstracted from students' class registration data.) Computer reports 3030 (Schedule of Classes list) and Faculty-Staff Information System (FSIS) reports were used as reference points. Standard form 5Bs (personnel transaction forms) in the Vice President's office were used to obtain a count on full-time equivalent faculty for staff on overload and for lecturers. The deans of instruction and/or the registrars of the colleges were also consulted for certain information.

Population Included

The information for this report is based on registration data including the following groups of students registered in the regular credit programs: classified and unclassified students, early admittees, concurrent registrants, and other special students whose registration records are processed through the SIS. All computer reports are as of early October. The data have been "updated" since and where possible, certain changes have been made.

Adjustments

Equivalent credits were established for classes with variable credits based on averages; contact hours for learning laboratory type of classes were computed on the minimum hours of class attendance required as stated in the catalog or by the deans of instruction. (In this sense, the contact hours for lab classes may be "overstated" since students may exit from the class when they have completed the course requirements.) Contact hours for classes meeting on "hours arranged" basis could not be computed.

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The computation of classes on modular schedules was treated in the same manner as in previous years. (See Appendix A, Definitions. The various terms used in this report are explained in Appendix A.)

Changes

Certain changes were made in the methodology of computing FTE (Full-time Equivalent) students, instructors and average class size this fall to effectuate consistency within the University of Hawaii system in obtaining workload information. In a sense therefore, the data for 1974 are not comparable to those of the previous years.

The specific changes are:

FTE students: divide total SCH taken by 15 credits.
This change results in a lower FTE student count for all colleges.

FTE instructors: (1) count division chairmen as 2/3 FTE;
(2) include the FTE count of non-instructors (such as counselors) teaching courses. In certain colleges with many division chairmen, this means a lower FTE count of instructors resulting in higher workload figures.

Average class size: exclude certain classes such as directed studies, etc. in calculating average class size. Larger average class sizes are therefore shown for most of the colleges.

HIGHLIGHTS

Table I. Courses, Classes, Semester and Student Credit and Contact Hours

A. Aggregate community college figures show considerable increases in all areas: courses, number of classes, etc. Total student credit hours and student contact hours increased by approximately 10,000 each, reflecting to a large extent the general increase in enrollment.

B. However, a decline in SCH (Student Credit Hours) is shown for Kapiolani, Kauai, and Maui Community Colleges this fall in spite of enrollment increases. This can probably be attributed to the following:
(1) there are proportionately more part-time students at these colleges;
(2) a generally lighter credit load taken by all students, e.g. average SCH taken declined from 12.5 to 11.5 (Kapiolani) from 10.5 to 10.0 (Kauai) and from 12.1 to 11.4 (Maui); (3) smaller average class sizes (Kapiolani and Maui).

C. Total SCH taken by students increased by 5,275, 4,232 and 2,465 at Honolulu, Leeward and Windward Community Colleges. The average credit load taken by students at these colleges indicates that they are taking a higher or the same average credit load. There are also substantial increases in enrollment at these colleges this fall.

Table II. Classes with Ten or Fewer Students

A. Classes with ten or fewer students increased from 123 (5.9 percent) last fall to 161 (7.0 percent) this fall.

B. Numerical and/or proportionate decline in small classes are noted for Honolulu, Leeward and Windward Community Colleges while the reverse is noted for the remaining three colleges.

C. Among the reasons given for the existence of these low-enrollment classes are: (1) incomplete registration data for classes scheduled for the second 8 weeks; (2) limited facilities in certain courses; (3) enrollment ceilings set by program demands especially in the health programs; (4) obligation to meet graduation requirements for certain majors, etc.

Table III. Average Class Size

A larger average class size is shown for all except Kapiolani and Kauai Community Colleges where average class size dropped by approximately 6 and 5 students, respectively.

Table IV. Average Credit Hours Taught, Average Class Contact Hours and Faculty-Student Ratios

Generally a lighter teaching load is noted for the community college instructors. This fall:

1. Average credit hours taught range from 12.5 (Maui) to 15.7 (Honolulu) compared to 12.4 (Kapiolani) to 14.2 (Windward) last fall.
2. Average class contact hours this fall range from 13.8 (Windward) to 18.5 (Honolulu) compared to 14.5 (Windward) to 18.0 (Honolulu) last fall.
3. Faculty-student ratios this year range from 1:17 (Maui) to 1:27 (Leeward). Last fall: 1:19, Maui, to 1:31, Leeward.
4. Many of the colleges are giving more released time to instructors to do instruction-related work such as curriculum development, MDP, etc. The released time for curriculum development in the community colleges is supported through federal funds.

Table V. FTE and Headcount of Instructors

The FTE count of instructors this fall is 492.7 compared to 449.4 last fall (CC-IRF 60, Table IV, page 8). Further comparison of this fall's data with last fall's shows that the FTE count of lecturers increased from 69.6 to 89.8.

Summary

It appears that there has been a stabilization of faculty workload, with the peak around 1972.

TABLE I
COURSES, CLASSES, SEMESTER & STUDENT CREDIT & CONTACT HOURS
COMMUNITY COLLEGES
FALL 1971 - 1974

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College and Year	Courses	Classes	Credit Hours	Student Registrations	Student Credit Hours	Contact Hours*	
						Class	Student
TOTAL							
1971	867	1,731	5,101	44,112	133,513	6,543	162,822
1972	1,030	1,959	5,810	53,573	156,784	7,119	186,441
1973	1,083	2,074	6,032	57,582	166,763	7,530**	198,096**
1974	1,275	2,276	6,550	61,868	176,510	8,084	208,552
HONOLULU							
1971	232	376	1,119	8,861	27,584	1,755	39,798
1972	242	395	1,259	10,164	31,320	1,694	39,822
1973	283	458	1,429	10,782	33,676	1,932	41,923
1974	319	484	1,553	12,322	38,951	2,121	51,598
KAPIOLANI							
1971	160	343	1,073	10,669	33,156	1,531	40,808
1972	201	401	1,267	13,271	40,412	1,742	51,878
1973	199	435	1,270	15,072	44,034	1,775**	53,324**
1974	270	544	1,471	15,754	42,303	1,946	52,976
KAUAI							
1971	89	116	393	2,623	8,669	517	11,057
1972	111	136	439	3,290	10,242	561	12,913
1973	101	133	441	3,344	10,165	581	12,637
1974	136	157	493	3,486	9,950	663	12,713
LIIWARD							
1971	223	640	1,875	17,006	50,963	2,080	56,199
1972	262	654	1,912	18,376	53,933	2,056	58,340
1973	260	665	1,886	19,176	55,393	2,083	60,199
1974	279	690	1,970	20,744	59,625	2,157	62,060
MAUI							
1971	163	247	641	4,953	13,141	660	14,960
1972	191	295	698	6,097	15,512	831	18,123
1973	159	267	669	6,363	15,136	815	13,558
1974***	159	264	656	6,001***	14,857***	780	18,035***
WINGARD							
1972	23	78	235	1,775	5,365	235	5,365
1973	71	116	337	2,845	8,559	345	8,155
1974	82	137	402	3,561	10,824	417	11,112

* Contact hours for classes and student number listed. Data not available on some classes because of incomplete reporting.

** Contact hours for classes and student number listed in 1976 to reflect contact hours for certain classes.

*** An additional 11 registrations for this fall were not reported in the fall report. The total number of registrations for the fall semester is 6,112.

TABLE II
 CLASSES WITH TEN OR FEWER STUDENTS
 COMMUNITY COLLEGES
 FALL 1971 - 1974

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College & Year	No. of Classes	Classes with Ten or Fewer Students	
		No.	%
TOTAL			
1971	1,731	130	7.5
1972	1,959	96	4.9
1973	2,074	123	5.9
1974	2,276	161	7.0
HONOLULU			
1971	376	18	4.8
1972	395	14	3.5
1973	458	40	8.7
1974	484	37	7.6
KAPIOLANI			
1971	343	15	4.4
1972	401	12	2.9
1973	435	14	3.2
1974	544	37	6.8
KAUAI			
1971	116	16	13.8
1972	136	7	5.1
1973	133	13	9.8
1974	157	27	17.1
LEEWARD			
1971	649	52	8.0
1972	654	39	5.9
1973	665	29	4.4
1974	690	25	3.6
MAUI			
1971	217	29	11.7
1972	255	20	6.7
1973	267	25	9.3
1974	274	33	12.5
WINDWARD			
1972	78	4	5.1
1973	116	2	1.7
1974	137	2	1.4

TABLE III
 AVERAGE CLASS SIZE, BY PROGRAM
 COMMUNITY COLLEGES
 FALL 1971 - 1974

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Note: The computation of average class size for 1974 excludes certain classes.

College and Year	TOTAL	General & Pre-Prof Courses	Vocational-Tech Courses
	Average Class Size	Average Class Size	Average Class Size
TOTAL			
1971	25	28	22
1972	27	29	25
1973	28	29	25
1974	28	29	25
HONOLULU			
1971	24	27	20
1972	26	29	22
1973	24	26	21
1974	26	27	24
KAPIOLANI			
1971	31	35	28
1972	33	36	31
1973	35	37	32
1974	29	31	27
KAUAI			
1971	23	25	19
1972	24	26	22
1973	25	26	24
1974	22	23	21
LEEWARD			
1971	26	28	21
1972	28	30	23
1973	29	30	25
1974	31	33	27
MADI			
1971	20	20	19
1972	25	24	21
1973	24	26	20
1974	24	25	23
WINDWARD			
1971	23	24	15
1972	25	24	26
1973	25	26	25

TABLE IV
 AVERAGE CREDIT HOURS TAUGHT,
 AVERAGE CLASS CONTACT HOURS AND FACULTY STUDENT RATIOS
 FALL 1971-1974

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College Year	FTE Instructors	Credit Hours Taught		Class Contact Hours		Ratio: FTE Instructor :FTE Students*	
		TOTAL	Average	TOTAL	Average	Students	Ratio
TOTAL							
1971	386.2	5,101	13.2	6,543	16.9	9,721	1:25
1972	427.7	5,810	13.6	7,119	16.6	11,030	1:26
1973	449.4	6,052	13.4	7,530**	16.8**	11,918	1:27
1974	492.7	6,550	13.3	8,084	16.4	11,600	1:24
REMOVALS							
1971	88.6	1,119	12.6	1,755	19.8	1,907	1:22
1972	91.8	1,259	13.7	1,694	18.5	2,145	1:23
1973	103.8	1,429	13.8	1,932	18.6	2,346	1:23
1974	113.0	1,553	13.7	2,121	18.8	2,575	1:23
ADULT LEARN							
1971	83.8	1,073	12.8	1,531	18.3	2,384	1:28
1972	96.4	1,267	13.1	1,742	18.1	2,693	1:28
1973	101.3	1,270	12.4	1,775**	17.4**	3,066	1:30
1974	110.9	1,471	13.3	1,946	17.5	2,769	1:25
ADJUV							
1971	28.6	393	13.7	517	17.9	617	1:22
1972	33.2	439	13.2	561	16.9	695	1:21
1973	34.9	441	13.8	581	18.2	702	1:22
1974	37.5	493	13.1	663	17.7	642	1:17
ADJUV							
1971	134.7	1,875	13.9	2,080	15.4	3,903	1:29
1972	133.1	1,912	13.8	2,056	14.9	4,046	1:29
1973	133.1	1,889	14.9	2,083	15.4	4,167	1:31
1974	135.7	1,977	13.5	2,157	14.5	3,932	1:27
ADJUV							
1971	11.7	641	12.7	660	13.1	910	1:18
1972	11.3	708	13.3	831	13.9	1,038	1:20
1973	12.2	769	12.8	815	13.4	1,012	1:19
1974	12.5	777	12.7	783	13.9	971	1:19
ADJUV							
1971	11.9	171	14.7	235	14.8	413	1:26
1972	12.2	177	14.1	215	14.7	625	1:26
1973	12.5	177	13.3	197	13.8	37	1:27

TABLE V
FTE AND HEAD COUNT OF INSTRUCTORS
COMMUNITY COLLEGES
FALL 1974

College	FTE Count	Head Count
TOTAL	492.7	787*
HONOLULU	113.0	178
Instructors	87.8	91
Staff on Overload	3.4	16
Lecturers	20.1	65
Non-Instructional Account	1.7	6
KAPIOLANI	110.9	196
Instructors	80.1	85
Staff on Overload	5.4	32
Lecturers	23.8	75
Non-Instructional Account	1.6	4
KAUAI	37.5	57
Instructors	30.2	31
Lecturers	7.1	25
Non-Instructional Account	0.2	1
LEEWARD	148.6	241
Instructors	112.2	115
Staff on Overload	8.4	41
Lecturers	24.8	77
Non-Instructional Account	3.2	8
MAUI	52.4	70
Instructors	46.9	51
Staff on Overload	2.4	2
Lecturers	3.1	17
WINDWARD	30.3	45
Instructors	21.0	22
Staff on Overload	0.4	2
Lecturers	8.9	21

*Duplicate headcount. Lecturers teaching at more than one campus are counted two or more times.

TABLE 1a
COURSES, CLASSES, SEMESTER & STUDENT CREDIT, & CONTACT HOURS, BY SUBJECT AREA
HONOLULU COMMUNITY COLLEGE
FALL 1974

BEST COPY AVAILABLE

Subject Area	Courses	Classes		Credit Hours	Student Regis.	Student Cr. Hrs.	Contact Hours**	
		No.	Ave. Size ^a				Class	Student
TOTAL	319	484	26^a	1,553	12,322	38,951	2,121	51,598
GENERAL & PRE-PROF EDUCATION COURSES	125	266	27	775	7,180	21,030	829	22,683
Humanities	52	124	26	371	3,210	9,625	373	9,852
Art	4	9	30	27	271	813	28 ^{AA}	891 ^{AA}
Asian/Pacific Languages	5	6	26	21	158	547	26	686
Hawaiian	1	1	32	3	33	99	5	165
Japanese	3	4	25	15	99	370	18	448
Japanese Literature	1	1	26	3	26	78	3	78
Drama	1	1	20	3	20	60	3	60
English	17	53	39	159	1,225	3,675	153	3,601
English	16	52	23	156	1,209	3,627	150	3,553
Linguistics	1	1	16	3	16	48	3	48
History	8	17	34	51	605	1,815	51	1,815
Humanities	4	6	25	18	149	447	20	487
Journalism	1	1	8	3	8	24	2	16
Music	4	4	21	8	83	171	12	238
Philosophy	2	7	31	21	219	657	21	657
Religion	2	8	24	24	190	570	21 ^{AA}	555 ^{AA}
Speech	4	12	24	36	282	846	36	846
Natural Sciences	39	80	28	231	2,201	6,315	280	7,759
Botany	1	1	35	4	35	140	6	210
Chemistry	7	13	23	32	303	757	48	1,125
Geoscience	1	1	14	4	14	56	3	42
Mathematics	15	45	30	122	1,336	3,583	124	3,772
Microbiology	2	2	23	7	46	138	9	225
Oceanography	1	2	26	6	51	153	6	153
Physical Science	1	2	20	8	39	156	12	234
Physics	8	10	26	32	257	852	48	1,278
Science	1	1	34	4	34	136	6	204
Zoology	2	3	29	12	86	344	18	516
Social Sciences	23	55	29	160	1,602	4,748	161	4,817
American Studies	1	1	28	3	28	84	4	112
Anthropology	3	7	25	21	178	534	18 ^{AA}	519 ^{AA}
Economics	4	6	31	18	183	549	18	549
Ethnic Studies	4	4	29	12	114	342	12	342
Geography	3	6	26	18	158	474	20	530
Human Development	3	6	24	14	143	381	15	381
Human Resource Development	2	2	12	5	23	59	5	59
Political Science	2	4	23	12	90	270	12	270
Psychology	3	12	34	36	406	1,218	36	1,218
Social Science	1	1	58	3	58	174	3	174
Sociology	3	6	37	18	221	663	18	663
Other	5	7	17	13	167	342	15	255
Cooperative Arts & Science Education				4	51	180	Hours Arranged	
Health & Physical Education	5	7	17	9	116	162	15	255

^aAverage class size excludes certain classes.

^{AA}Contact hours (class and student) understated. Data not available on some classes because they meet on "hours arranged" basis.

HONOLULU COMMUNITY COLLEGE (CONTINUED)

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Subject Area	Courses	Classes		Credit Hours	Student Regis.	Student Cr. Hrs.	Contact Hours**	
		No.	Ave. Size*				Class	Student
VOCATIONAL COURSES	194	218	24*	778	5,142	17,921	1,292	28,915
Business Education	4	3	19	9	57	171	10	163
Computer Science	2	1	20	3	20	60	2	36
Sales & Management: Business	1	1	29	3	29	87	3	87
Secretarial & Related: Typing	1	1	8	3	8	24	5	40
Food Service: Commercial Baking	5	2	21	18	41	352	40	740
Education: Industrial Education	6	6	22	18	134	402	27	602
Health Service: Health Foundations	1	1	14	1	14	14	1	14
Public Service	28	37	31	108	1,164	3,554	96	2,873
Education	5	8	18	16	143	331	13**	303**
Fire Science	7	13	28	39	361	1,083	39	1,063
Paraprofessional Human Service	10	5	49	20	243	889	11**	236**
Police Science	6	11	38	33	417	1,251	33	1,251
Technology	150	169	22*	620	3,680	13,228	1,118	24,523
Aeronautics	7	7	18*	22	61	192	5	81
Applied Arts	9	13	18	51	236	930	72**	1,350**
Architectural Drafting Technology	5	8	30	30	136	886	70	2,070
Auto Body Repair & Painting	7	9	27	33	244	812	60	1,600
Auto Mechanic Technology	13	18	23	72	415	1,684	134	3,147
Aviation Maintenance Technology	14	14	15	68	212	1,091	110	1,717
Aviation Technology	2	1	35	3	70	175	9	630
Blueprint Reading	4	7	26	19	184	500	22	585
Carpentry	7	7	23	24	162	544	44	990
Cosmetology	13	8	32	32	283	1,111	110	3,057
Electronic Technology	14	17	21	56	357	1,190	90	1,854
Engineering Technology	7	5	12	25	63	234	77	776
Fashion Arts	10	10	24	22	243	527	33	757
Heavy Equipment Maintenance & Repair	2	2	17	20	33	330	40**	660
Industrial Electricity	7	7	17	24	117	395	46	845
Machine Shop Technology	6	8	14	30	109	424	38	477
Refrigeration & Air Conditioning	5	5	32	24	162	780	44	1,440
Safety	1	1	23	2	23	46	2	46
Sheet Metal & Plastics	7	7	25	24	175	527	38	988
Welding	10	15	20	39	295	930	72	1,453
Cooperative Vocational Education				4	52		Classes Arranged	

*Average class size excludes certain classes.

**Contact hours (class and student) understated. Data not available on some classes because of "hours arranged" basis.

TABLE IIa
 CLASSES WITH TEN OR FEWER STUDENTS
 HONOLULU COMMUNITY COLLEGE
 FALL 1974

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Subject Area	No. of Classes
TOTAL	37
GENERAL & PRE-PROF EDUCATION	15

Humanities	
English	3
Journalism	1
Music	1
Religion	2
Natural Sciences	
Chemistry	2
Mathematics	2
Social Sciences	
Anthropology	1
Human Development	1
Human Resources Development	1
Other: Health & Physical Education	1

VOCATIONAL EDUCATION	22

Business: Typing	1
Public Service: PPHS	4
Other	
Aeronautics	5
Aviation Maintenance	6
Engineering Technology	2
Industrial Electricity	2
Machine Shop Technology	1
Welding	1

Ten of these courses are federally funded and are held for students in the PPHS, COP, Headstart programs. An instructor is coordinating four courses in aeronautics on a voluntary basis.

TABLE 1b
COURSES, CLASSES, SEMESTER & STUDENT CREDIT, & CONTACT HOURS, BY SUBJECT AREA
KAPIOLANI COMMUNITY COLLEGE
FALL 1974

BEST COPY AVAILABLE

Subject Area	Courses	Classes		Credit Hours	Student Regis.	Student Cr. Hrs.	Contact Hours**	
		No.	Ave. Size*				Class	Student
TOTAL	270	544	29*	1,471	15,754	42,303	1,946	52,976
GENERAL & PRE-PROF EDUCATION COURSES	136	289	31*	712	8,910	22,873	782	24,314
Humanities	80	169	29*	385	4,924	11,419	430	12,561
Art	6	11	34	33	370	1,110	45	1,425
Asian/Pacific Language: Japanese	2	4	27	16	106	424	24	636
Drama	6	6	22 ^a	19	91	275	15 ^{aa}	278 ^{aa}
English	35	78	27	123	2,116	3,316	129	3,475
English as a Second Language	3	4	15	12	61	183	17	252
European Languages	2	2	23	8	46	184	10	230
French	1	1	17	4	17	68	5	85
Spanish	1	1	29	4	29	116	5	145
History	8	25	38	65	941	2,535	65	2,535
Journalism	3	3	21	9	63	189	9	189
Music	6	6	28	12	170	369	18	510
Philosophy	3	6	41	18	245	735	18	735
Religion	2	6	43	18	256	768	18	768
Speech	4	18	26	52	459	1,331	62	1,528
Natural Sciences	26	68	32	180	2,174	6,180	203	6,651
Biology	3	7	44	23	310	1,022	23	1,022
Chemistry	2	3	33	5	98	198	9	294
Geoscience	1	1	34	4	34	136	4	136
Mathematics	9	26	31	83	815	2,559	86	2,668
Microbiology	1	2	53	6	105	315	6	315
Oceanography	1	3	46	9	138	414	9	414
Physics	1	2	44	6	87	261	6	261
Science	6	21	23	39	484	1,068	53	1,283
Zoology	2	3	34	5	103	207	7	258
Social Sciences	22	43	38*	125	1,560	4,632	131	4,755
American Studies	1	2	40	6	80	240	6	240
Anthropology	2	3	45	9	136	408	9	408
Economics	2	3	39	9	118	354	9	354
Ethnic Studies	1	2	40	6	80	240	6	240
Geography	3	3	39	9	118	354	10	386
Guidance	3	5	16 ^a	15	54	162	18 ^{aa}	288 ^{aa}
Human Potential	1	2	12	2	24	24	6	72
Political Science	2	4	37	12	146	438	12	438
Psychology	5	11	42	33	465	1,395	31 ^{aa}	1,312 ^{aa}
Sociology	2	8	42	24	339	1,017	24	1,017
Other	8	9	28	22	252	642	18	347
Cooperative Arts & Science Education				4	65	242	Hours Arranged	
Health & Physical Education	4	5	19	5	93	93	10	179
Special Studies	4	4	24	13	94	307	8	168

*Average class size excludes certain classes.

**Contact hours (class and student) under stated. Data not available on some classes because they meet on "hours arranged" basis.

KAPIOLANI COMMUNITY COLLEGE (CONTINUED)

BEST COPY AVAILABLE

Subject Area	Courses	Classes		Credit Hours	Student Regis.	Student Cr. Hrs.	Contact Hours**	
		No.	Ave. Size*				Class	Student
VOCATIONAL COURSES	134	255	27*	759	6,844	19,430	1,164	28,662
Business	72	158	33	436	5,142	13,873	565	19,873
Accounting	10	24	35	88	838	3,088	108	3,772
Computer Science	15	33	19	67	620	1,464	131	2,468
Computer Science	2	4	30	12	119	357	12	357
Data Processing	13	29	17	55	501	1,107	119	2,109
General Business	9	33	30	103	1,008	3,098	93	2,896
Sales & Management	10	18	34	52	618	1,794	54	1,854
Hotel Operations	6	11	36	31	395	1,137	33	1,197
Merchandising	5	7	31	21	219	657	21	657
Secretarial & Related	28	50	41	126	2,060	4,429	179	8,885
Business Machines	1	10	41	30	407	1,221	30	1,221
Office Procedures	6	20	25	37	505	946	45	1,161
Shorthand	9	10	30	32	302	858	53	1,758
Typing	12	10	85	27	846	1,404	51	4,745
Food Service	18	26	21	108	533	2,323	142	2,948
Health Service	44	71	17*	215	1,169	3,234	457	5,841
Dental Assisting	8	14	20	19	285	392	31	578
Health Foundations	6	8	30	11	239	369	11	369
Medical Assistant	3	3	26	9	77	221	15	393
Medical Lab Technician	7	7	11 ⁴	19	79	189	31 ⁴⁴	377 ⁴⁴
Medical Records Technician	1	1	17	3	17	51	3	51
Nursing	4	11	14	57	182	1,015	125	2,257 ⁴⁴
Nurses Aide Training	2	3	13 ⁴	13	38	223	33 ⁴⁴	601 ⁴⁴
Practical Nursing	2	8	18	44	144	792	92	1,656
Occupational Therapy Assistant	3	6	9	11	54	144	23	198
Radiologic Technology	8	17	9	67	159	467	191 ⁴⁴	929 ⁴⁴
Respiration Therapy	4	4	19	19	77	386	27 ⁴⁴	689 ⁴⁴

*Average class size excludes certain classes.

**Contact hours (class and student) understated. Data not available on some classes because they meet on "hours arranged" basis.

TABLE 11b
 CLASSES WITH TEN OR FEWER STUDENTS
 KAPIOLANI COMMUNITY COLLEGE
 FALL 1974

BEST COPY AVAILABLE

Subject Area	No. of Classes
TOTAL	37
<hr/>	
GENERAL & PRE-PROF EDUCATION	.
<hr/>	
History	1
Math	1
Science	3
<hr/>	
VOCATIONAL EDUCATION	32
<hr/>	
Business Education	
Data Processing	3
Office Procedures	2
Food Services	1
Health Services	
Dental Assisting	3
Health Foundations	1
Medical Lab Technician	4
Occupational Therapy Assistant	4
Radiologic Technology	13
Respiration Therapy	1

These small classes exist for varied reasons:
 (1) classes offered in spite of low enrollment to provide for second year students; (2) maximum class size limited due to accreditation requirements or limited physical facilities, especially in health programs; (3) internships; (4) classes scheduled for the second module; more students are expected to enroll at that time.

TABLE 1c
COURSES, CLASSES, SEMESTER & STUDENT CREDIT, AND CONTACT HOURS, BY SUBJECT AREA
KAWAII COMMUNITY COLLEGE
FALL 1974

BEST COPY AVAILABLE

Subject Area	Courses	Classes		Credit Hours	Student Reqs.	Student Cr. Hrs.	Contact Hours*	
		No.	Avg. Size				Class	Student
TOTAL	136	157	21	493	3,486	9,950	663	12,713
GENERAL & EDUCATIONAL COURSES	78	93	23	278	2,131	6,320	304	6,795
Humanities	46	50	22	154	1,120	3,350	168	3,621
Art	17	10	19	30	189	567	46	850
Asian/Pacific Languages	3	3	25	9	76	228	9	228
Hawaiian	1	1	31	3	31	93	3	93
Hokone	1	1	12	3	12	36	3	36
Japanese	1	1	33	3	33	99	3	99
Drama	1	1	10	3	10	30	2	20
English	13	19	20	57	371	1,113	57	1,101
English	12	14	20	54	368	1,104	54	1,092
Linguistics	1	1	3	3	3	9	3	9
History	5	7	31	21	216	648	21	648
Music	1	1	12	3	12	36	3	36
Philosophy	2	2	22	6	43	129	6	129
Religion	1	2	26	6	51	153	6	153
Speech	3	5	30	18	152	476	18	456
Natural Sciences	16	22	22	63	473	1,372	75	1,606
Biology	1	2	24	8	48	192	12	288
Chemistry	2	2	21	4	42	84	6	126
Mathematics	7	11	20	35	221	682	36	701
Oceanography	1	1	62	3	62	186	3	186
Physics	2	2	13	4	25	51	6	75
Science	2	3	19	5	57	105	6	122
Zoology	1	1	18	4	18	72	6	108
Social Sciences	15	20	26	60	515	1,545	60	1,545
Anthropology	2	3	27	9	61	243	9	243
Economics	1	1	20	3	20	60	3	60
Geography	1	1	47	3	47	141	3	141
Orientation	1	1	2	3	2	6	3	6
Political Science	1	2	23	6	45	135	6	135
Psychology	4	6	31	18	195	555	18	555
Social Science	1	1	30	3	30	90	3	90
Sociology	4	5	21	15	105	315	15	315
Other: Health, Physical Education	1	1	23	1	23	73	1	23
VOCATIONAL STUDIES	58	64	21	215	1,355	3,630	359	5,918
Business	27	35	23	70	793	1,536	75	1,836
Accounting	8	7	21	16	144	308	12	222
Secretarial & Related	19	28	23	54	649	1,288	63	1,614
Business	15	23	22	39	506	853	40	960
Computer	1	1	31	3	31	93	4.5	140
Typing	3	4	29	12	112	336	18	494
Health Services Training	2	3	13	24	39	282	102	1,292
Public Service - Police Science	2	2	48	6	95	285	6	285
Technology	27	24	17	133	607	1,421	176	2,505
Architectural Drafting Technology	4	1	41	3	41	45	3	133
Automotive Technology	2	2	11	14	22	154	30	330
Automotive Technology - Drafting	2	2	13	34	110	337	54	501
Blindness Technology	2	3	17	9	50	150	9	150
Carpentry	2	2	27	14	24	378	30	612
Drafting Technology	2	2	21	9	62	186	11	182
Electricity	1	1	17	3	17	51	3	51
Mechanical Technology	1	1	21	2	21	42	3	63
Welding	4	3	7	10	21	117	33	231

*Hours are based on 150 minutes per class. Data not available for some classes because they meet on "hours off" or "all hours" basis.



TABLE 11c
 CLASSES WITH TEN OR FEWER STUDENTS
 KAUAI COMMUNITY COLLEGE
 FALL 1974

BEST COPY AVAILABLE

Subject Area	No. of Classes
TOTAL	27
GENERAL & PRE-PROF EDUCATION	11

Humanities	
Art	1
Drama	1
English	1
History	1
Linguistics	1
Philosophy	1
Speech	1
Natural Sciences	
Math	2
Social Sciences	
Orientation	1
Sociology	1

VOCATIONAL EDUCATION	16

Business	
Accounting	1
Business	1
Health Service: Nursing	2
Other	
Auto Body Repair & Painting	1
Auto Mechanic Technology	6 ^A
Blueprint Reading	1
Drafting Technology	1
Welding	3

*Two AMI classes which were on a regular 16 week term were divided into three modular classes meeting for five weeks each. Under the former plan, these would have been considered two small classes.

TABLE III
 CLASSES WITH TEN OR FEWER STUDENTS
 LEEWARD COMMUNITY COLLEGE
 FALL 1974

BEST COPY AVAILABLE

Subject Area	No. of Classes
TOTAL	25
GENERAL & PRE-PROF EDUCATION	16
.....	
Humanities	
Asian/Pac Languages	3
Drama	1
Reading	1
Spanish	1
Music	8*
Natural Sciences	
Biology	1
Physics	1
.....	
VOCATIONAL EDUCATION	9
.....	
Business	1
Food Service	3
Public Service: Library Tech	4
Other: Automotive Mechanic Tech	1

*Five of these classes are classes in piano.
 (Only ten pianos are available.)

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Subject Area	Courses	Classes		Credit Hours	Student Regs.	Student Cr. Hrs.	Contact Hours	
		No.	Secs.				Class	Student
TOTAL	189	264	24*	656	6,001***	14,257***	763	18,093***
GENERAL & NON-OPPORTUNITY COURSES	114	175	25*	369	3,879	9,210	414	10,006
Humanities	47	73	21	170	1,702	4,132	181	4,252
Art	6	7	23	21	163	422	31	691
Asian/Pacific Language: Japanese	3	4	17	10	68	272	16	278
Drama	2	2	21	6	41	128	7	149
English	14	33	21	62	692	1,248	69**	3,014**
English as a Second Language	5	2	32	2	63	63	6	169
European Language: Spanish	3	3	23	7	59	131	5	131
History	6	7	39	21	274	623	21	859
Humanities	1	1	25	3	25	75	3	76
Journalism	2	2	10	6	20	40	0	80
Music	2	3	10	5	54	102	7	181
Philosophy	1	1	47	3	67	201	3	201
Religion	1	1	33	3	33	89	3	85
Speech	3	7	20	21	143	429	21	429
Natural Sciences	38	33	27	89	934	2,271	128	2,650
Biology	6	6	20	22	169	628	24	698
Chemistry	2	2	21	4	41	63	6	129
Geoscience	1	1	14	4	14	56	6	42
Mathematics	10	13	36	21	492	934	58	1,217
Oceanography	3	3	32	0	66	252	0	268
Physics	3	3	19	0	54	152	12	228
Science	5	5	14	12	68	166	13	181
Social Sciences	18	36	28	77	1,011	2,318	78	2,398
Anthropology	2	3	48	0	125	375	9	375
Economics	2	2	42	5	63	227	3	227
Geography	4	7	32	0	224	352	10	268
Orientation	1	0	15	0	131	131	0	131
Political Science	2	4	26	12	97	240	12	262
Psychology	3	5	35	15	174	417	15	322
Social Science	2	3	22	0	79	237	11	233
Sociology	2	3	33	9	99	294	0	294
Other	11	33	100	45	262	489	270*	516**
Cooperative Art. & Science Education				0	12	24		(Hours Arranged)
Directed Studies	3	21		21	31	60		(Hours Arranged)
Recreation	6	0	16	0	141	141	19	232
Interdisciplinary Studies	2	3	26	0	79	234	0	234
NON-OPPORTUNITY COURSES	75	89	33	267	2,122	5,047	366	8,087
Business	37	45	27	119	1,311	3,259	147	4,643
Accounting	5	6	25	0	142	324	14	359
Sales/Management	0	0	24	22	162	320	21	513
Secretarial/Related	24	31	31	88	673	2,435	114	3,280
Business	15	12	36	50	677	1,463	66	2,534
Secretarial/Science	2	3	22	0	65	222	9	222
Shorthand	4	4	24	15	73	312	15	337
Typing	3	5	27	15	137	411	25	665
Health Service - Nursing	2	2	14	15	27	216	39	402
Public Service - Police Science	2	2	13	6	100	300	6	300
Technology	34	40	16	114	640	1,747	177	2,698
Apparel Design & Construction	6	6	14	14	64	200	22	312
Architectural Drafting Technology	3	3	6	19	39	139	29	135
Automotive Technology	6	6	23	21	63	327	60	635
Blindness Services	1	2	22	0	39	117	0	117
Building Trades	2	3	17	0	50	159	7	113
Carpentry	0	11	23	22	250	533	30	604
Industrial Technology	2	3	11	0	32	22	14	176
Printing	2	3	13	3	43	33	3	64
Welding	1	1	16	6	18	144	1	276
Cooperative - Retail Merchandising				12	64	114	4	44

* Average number of classes per semester.
 ** Hours of instruction for students and staff. Data not available in some classes because they meet on "hours arranged" basis.
 *** Non-credit hours are not presented in this table. If presented, they would have been (1) 1,463 (2) 1,463 (3) 1,463.



TABLE IIc
 CLASSES WITH TEN OR FEWER STUDENTS
 MAUI COMMUNITY COLLEGE
 FALL 1974

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Subject Area	No. of Classes
TOTAL	33
GENERAL & PRE-PROF EDUCATION	23

Humanities	
Art	1
Japanese	1
English	11
English as a Second Lang	2
Journalism	1
Natural Sciences: Math	4
Social Sciences	
Orientation	2
Sociology	1

VOCATIONAL EDUCATION	10

Business	
Business Education	1
Shorthand	2
Other	
Architectural Drafting Tech	5
Automotive Mechanic Tech	1
Industrial Technology	1

The reasons for the existence of these small classes are varied: (1) some of these classes are scheduled for the second eight weeks. The registration count for this report is as of an earlier date; (2) although the number of students in Journalism is small, many other students volunteer their time (without earning credit) to publish the college paper. The instructor is handling more students than the number indicated; (3) some classes are offered in spite of low enrollment to meet the needs of transfer students and to meet the associate degree requirements.

TABLE 1F
COURSES, CLASSES, SEMESTER CREDIT, & CONTACT HOURS, BY SUBJECT AREA
WINSTON-SALEM COMMUNITY COLLEGE
FALL 1974

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Subject Area	Courses	Classes		Credit Hours	Student Regis.	Student Cr. Hrs.	Contact Hours	
		No.	Ave. Size				Class	Student
TOTAL	82	157	26	407	3,561	10,824	417	11,112
GENERAL EDUCATION COURSES	72	127	26	377	3,354	10,206	387	10,494
Humanities	39	69	25	202	1,735	5,092	203	5,130
Art	4	4	27	24	160	480	24	480
Foreign Languages	3	5	14	19	120	427	15	426
French	1	1	22	6	53	159	6	159
Spanish	2	4	22	13	67	268	12	267
Drama	3	3	24	9	75	219	6	219
English	3	11	24	63	499	1,494	63	1,494
Composition	6	18	25	39	337	1,011	39	1,011
Literature	1	1	23	3	23	69	3	69
History	2	2	22	21	138	414	21	414
History of Civilization	1	1	23	3	23	69	3	69
Music	2	2	19	13	173	279	17	318
Philosophy	3	6	25	16	141	423	16	420
Religion	2	5	25	15	141	423	15	423
Speech Communication	2	5	24	15	119	354	15	354
Speech	1	4	24	12	97	291	12	291
Writing	1	1	21	3	21	63	3	63
Natural Sciences	14	21	11	69	648	2,297	76	2,522
Biology	1	1	33	9	39	297	9	297
Chemistry	1	1	37	9	73	292	15	435
Physics	1	1	14	3	29	24	3,5	36
Mathematics	6	7	19	31	205	616	21	616
Mathematics	1	4	33	12	163	339	12	399
Science	3	4	33	19	130	277	18	276
Social Sciences	11	61	23	72	681	2,043	72	2,043
Anthropology	3	3	27	24	217	651	24	651
Political Science	3	3	16	3	74	222	9	222
Psychology	3	3	27	6	34	162	6	162
Sociology	2	2	22	24	223	733	24	732
Sociology	1	1	24	3	71	219	3	219
Other	1	11	27	14	249	781	36	759
Health Services Administration	1	2	11	4	21	49	6	70
Health Services Administration	1	1	23	39	315	732	30	759
Nursing	1	1	27	14	27	616	14	616
Physical Education	1	1	1	2	14	44	3	61
Physical Education	1	3	1	7	119	334	27	334
Physical Education	1	1	1	2	43	129	6	129
Physical Education	1	1	14	3	37	111	7	111
Physical Education	1	1	1	1	33	294	18	294

TABLE 11f
CLASSES WITH TEN OR FEWER STUDENTS
WINDWARD COMMUNITY COLLEGE
FALL 1974

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Subject Area	No. of Classes
TOTAL	2
General Education	
Music	1
Health & Physical Education	1

APPENDIX A
DEFINITIONS

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1. COURSE: A unit of instruction consisting of recitations, lectures, laboratory sessions, etc., in a particular subject.
Example: English 100
2. CLASS: A lecture section of one or more students meeting regularly for instruction in a lecture or seminar course.
Example: lecture section 39 of English 100
3. SEMESTER HOURS: Credit or credit hour value assigned to each lecture section of each fixed credit course.
Example: Three semester hours for lecture section 39 of English 100
4. STUDENT REGISTRATIONS: Number of students registered in each class, excluding students auditing the class.
Example: 25 student registrations in lecture section 39 of English 100
5. STUDENT CREDIT HOURS: Sum of semester hours taken by all students registered in all classes, excluding auditors.
Example: 75 student credit hours taken by 25 students in lecture section 39 of English 100 which is a three credit course
6. AVERAGE CLASS SIZE: Student registrations divided by number of classes. (Excludes classes and student registrations in classes such as directed studies.)
7. CLASS CONTACT HOURS: The number of hours an instructor meets with a class during a given week, regardless of the semester hours assigned to that class, e.g. the class contact hours for Instructor Brown teaching English 010 (3 credits) which meets from 8:00 - 8:50, Monday through Friday = five class contact hours. (Computer report 3030 Master Schedule of Classes was used to obtain this information.) The contact hours for classes on modular schedules (shorter than 16 weeks) were adjusted to reflect equivalent contact hours, using 16 weeks as the base, e.g. the contact hours for a class meeting for 20 hours for eight weeks were computed as $\frac{8}{16} \times 20 = \frac{160}{16} = 10$ class contact hours per week.
8. STUDENT CONTACT HOURS: The number of students an instructor meets within a week in a face-to-face contact classroom situation. Student contact hours were obtained by multiplying the number of students in a class by the weekly class contact hours, e.g. 20 students meeting for three hours a week = 20×3 , 60 student contact hours. Adjustments were made for students in modular classes.
9. FTE FACULTY: All instructors employed on a full-time basis, counting the President/Division Chairman as two-third FTE; the position count of part-time instructors; and the FTE count of lecturers, instructors on overload and adjunct/faculty staff teaching certain courses.

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10. FULL-TIME EQUIVALENT OF: (1) "LECTURERS"; (2) INSTRUCTORS ON "OVERLOAD"; (3) AND "NON-INSTRUCTIONAL STAFF TEACHING CERTAIN COURSES:
Number of semester hours taught by these three groups divided by 15 credits.

11. FTE STUDENTS: The conversion of full- and part-time students into full-time equivalent by dividing total SCH taken by 15 credits.

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