

## Splitting Workload for Courses Assigned to Multiple Departments

To report department workload more accurately we are changing the practice of assigning all course workload to only primary department starting Spring 2012. It is now necessary to split workload for courses combined in two different departments. Example AMCS 445 001 combstc #0163 2.00 workload for dept 258 by adding APDB Departmental Assignment row & CALS 456 001 combstc #0163 2.00 workload for dept 169 row. I have made the following change to Baker's Term Workload to supply an example below:

**SONOMA STATE UNIVERSITY**

**Menu**

- My Favorites
  - Admissions Processes
  - Instructor Schedule
  - Job Data
  - Instructor Term Workload**
  - Maintain Schedule of Classes
  - Schedulers Class Meetings
  - Instructor/Advisor Table
  - Query Manager
  - Faculty Add/Update a Person
  - Modify a Person
  - Modify Faculty
  - Service Indicator Data
  - Update Sections
  - Class Coods
  - Schedule Class Meetings
  - Class Roster
  - Adjust Class Associations
  - Course Catalog
  - Transcript Request
  - Search/Match
  - Enrollment Data

**Term Workload**

Baker, Christina N ID: 003008504

**Workload Definition**

Academic Institution: SOCOMP Sonoma State University **Total Term FTE%** 80.01

Term: 2123 Spring 2012

Instructor Assignment Class: FT Full-Time Faculty **Primary Department:** 258

Calculate Workload:  Assigned FTE %: 100.00

Limit Workload:  Instructor Multiplier %: 100

**APDB Departmental Assignments**

*Department	IFF	IAF	OSF		
258	0870	0000	0000	Primary Assignment	+ -
169	0130	0000	0000	Other Assignment	+ -

**Workload Assignment**

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %	
Ethnic Images in Film&Media	AMCS	392	001	2252		IFF	<a href="#">Assign Type Reason</a>	258	4.00	<input checked="" type="checkbox"/>	26.67	+ -
Ethnic Groups in America	AMCS	210	001	1907		IFF	<a href="#">Assign Type Reason</a>	258	4.00	<input checked="" type="checkbox"/>	26.67	+ -
AMCS 445/CALS 456					0163	IFF	<a href="#">Assign Type Reason</a>		4.00	<input checked="" type="checkbox"/>	26.67	+ -

Local intranet | Protected Mode: Off

## Correcting Workload in Meeting Pattern

This is an example of a case where the workload needs to be cleared for it to calculate correctly. Before clearing workload & unchecking auto calc.

The screenshot displays the 'Maintain Schedule of Classes' web application. The main content area is divided into several sections:

- Course Information:** Course ID: 030762, Course Offering Nbr: 1, Academic Institution: Sonoma State University, Term: Spring 2012, Subject Area: PHIL (Philosophy), Catalog Nbr: 120.
- Class Sections:** Session: 1, Class Nbr: 2027, Class Section: 001, Component: Lecture, Event ID: 000037177.
- Meeting Pattern:** Facility ID: NICH0173, Capacity: 40, Pat: TTH, Mtg Start: 1:00PM, Mtg End: 2:50PM, \*Start/End Date: 01/17/2012 to 05/11/2012.
- Instructors For Meeting Pattern:** A table with columns: ID, Name, Assign Type, APDB Dept ID, App Load, Load Factor, Work Load, Auto Calc, Assignment FTE %.
- Room Characteristics:** A table with columns: \*Room Characteristic, \*Quantity.

The 'Instructors For Meeting Pattern' table shows the following data:

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000005850	Wallace, Andrew I	IFF		<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	20.00

The 'Room Characteristics' table shows the following data:

*Room Characteristic	*Quantity
	1

Results of workload after deleting and re-entering correct workload a couple of times:

The screenshot displays the 'Maintain Schedule of Classes' interface in Internet Explorer. The browser address bar shows the URL: [https://cmsweb.sonoma.edu/psp/HSONPRD/EMPLOYEE/HRMS/c/ESTABLISH\\_COURSES.CLASS\\_DATA.GE](https://cmsweb.sonoma.edu/psp/HSONPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_DATA.GE). The page title is 'Maintain Schedule of Classes'. The Sonoma State University logo is visible in the top left. A navigation menu on the left lists various administrative tasks. The main content area is divided into several sections:

- Course Information:** Course ID: 030762, Academic Institution: Sonoma State University, Term: Spring 2012, Subject Area: PHIL, Catalog Nbr: 120, Course Offering Nbr: 1, Undergrad Philosophy, Introduction to Philosophy.
- Class Sections:** Session: 1, Regular Academic Session, Class Nbr: 2027, Class Section: 001, Component: Lecture, Event ID: 000037177.
- Meeting Pattern:** Facility ID: NICH0173, Capacity: 40, Pat: TTH, Mtg Start: 1:00PM, Mtg End: 2:50PM, Meeting Pattern: TTH, \*Start/End Date: 01/17/2012 to 05/11/2012.
- Instructors For Meeting Pattern:** A table showing instructor details:

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000005850	Wallace, Andrew I	IFF	560	<input checked="" type="checkbox"/>	100.0000	4.00	<input type="checkbox"/>	26.67
- Room Characteristics:** \*Room Characteristic: NICH 173, \*Quantity: 1.

If after trying to clear incorrect workload a few time without success it may be necessary to use minus key to clear faculty data which will also make it necessary to tap on assignment tab and re-enter grade & emplrcd#). Once you have made all necessary changes please let me know when you are ready so I may post an updated Schedule on IR Statistical Dashboard web page so you may review your changes.