PRODUCTIVITY DEFINITIONS

- Contact Hours – The assignment of contact hours based on the hours published in the college catalog (2009-2010, 2010-2011, and 2011-2012).

- Contact Hours Per Week – It is calculated by dividing the total contact hours assigned by the number of weeks in the semester (15).

- Credit Hours – The assignment of credit hours as designated in the college catalog for 2009-2010, 2010-2011, and 2011-2012.

- Percent Capacity – The "Percent Capacity" is based on the number of students enrolled in each course and the course capacity. It is also calculated for the entire program by dividing the sum of course enrollments by the sum of all of the course capacities.

- Faculty Workload – This is based on the percentage of hours taught by full-time faculty at the college and is not program specific. Faculty identified as "Staff" are included in the part-time category.

- Full-time faculty member – Information from the program coordinators identifies the full-time/part-time status of faculty and is based on KCTCS Policy Manual 2.1 Full-time Faculty guidelines :

  > *A full-time faculty member is an employee of a KCTCS college who is qualified for appointment to one (1) of the academic ranks listed in Policy Subsection 2.1.3 and ordinarily has full-time teaching duties or has other teaching related duties (e.g. research, academic administration, librarians, counselors) equivalent to a full-time teaching load and fulfills the duties and responsibilities of a faculty member.*

  Staff teaching courses and all non-full time faculty are classified as part-time.

  Full-time/part-time status is not program specific. Faculty classified as full-time may be teaching classes in multiple programs.

- Total Enrolled Credit Hours – The total credit hours generated by each course and program is determined by multiplying the enrollment in each course by the credit hours for the course.

- Full-time Equivalent - Faculty (FTE-F) - The use of contact or credit hours in calculating FTE-F is based on information provided by each program coordinator. If contact hours are used, the weekly contact hours are divided by the average number of contact hours defined by the program, ranging from 15-20 hours per week. When credit hours are used, the course credit hours are divided by 15 to obtain the FTE-F.

- Credit Hours Generated by FTE-F – The Total Enrolled Credit Hours are divided by the calculated FTE-F, providing the average number of credit hours generated by each FTE-F for a program.

- Program Coordinator – The program coordinator is usually a faculty member with 3 hours of release time to oversee administrative functions of the technical program. An "*" on a program's individual, detailed productivity report is used to identify the program coordinator(s) for each program.

- Ratio of FTE-S taught by FTE-F – Using the Council on Postsecondary Education's (CPE) definition of a full-time equivalent student (15 credit hours), the average number of credit hours generated by FTE-F is divided by 15 to determine the number of students taught by each FTE-F.

- Stacked classes are classes that are taught in the same classroom at the same time. One of the classes is assigned a Capacity (Cap) and the remaining courses are given a Cap of zero. Identification of The stacked classes is provided by the program coordinator.

- Staff – With the exception of Construction Technology, courses with the faculty designation of "Staff" are included in the "Part-time" faculty category for Full-time/Part-time percentage breakdowns in the Faculty Workload.