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| **TERM** | **DEFINITION** |
| Class | Basically a group of students meeting with a professor or team at one or more times scheduled through the Registrar’s Office for an approved course or combination of related courses. All individualized learning experiences (see below) and labs are excluded. Dual listed courses (e.g., Biochemistry, Philosophy of Religion) and other situations when students from more than one course meet in the same room at the same time with the same professor (e.g., Painting I, II, and III) are considered one class. |
| Directed Study | An individualized learning experience that has been approved and assigned a course number of 410-414. Not included in teaching loads. |
| Full-Time-Equivalent (FTE) Professor | A teaching load of three units in a semester. All three units may be assigned to one professor or may be split among more than one person. |
| Full-Time-Equivalent (FTE) Student | 4.1 units of registered course work after removing any dropped classes (whether by meeting the one-week deadline or approved by the Petitions Committee). Full-time students (i.e., students with 3 or more units on the census date) averaged 4.1 units during the 2000-05 academic years. |
| Individualized Learning Experience | A directed study, tutorial, honors thesis, internship, or private music lesson |
| Internship | An approved learning experience that has the word “internship” in its title. Not included in teaching loads. |
| Lab | An approved learning experience that is designated as a “lab” and is offered by the Departments of Biology, Chemistry, Geological Sciences, Physics, or Psychology |
| Non-Departmental Course | First-year seminar, honors course, interdisciplinary course, or course (not individualized learning experience) offered by an institute or other non-departmental entity |
| Other Courses | A course offered by a department but taught by a professor whose primary assignment is in another department. |
| Private Lessons | An individualized learning experience involving a single student learning to play a musical instrument (including the human voice) by meeting with a professor for a half-hour (1/4 unit) or an hour (1/2 unit) per week |
| Productivity Measures | The measures specified by the Curriculum & Resources Committee in August, 2004 plus the student/faculty ratio, as suggested by President Mitchell |
| Professor | A person who has primary responsibility for an approved learning experience and is listed by the registrar in the class schedule. Tenured, tenure-track, and visiting faculty members, plus adjunct professors and staff members who teach regularly or periodically, are included. |
| Regular Courses | An approved course (including 289 courses) that is not an individualized learning experience or lab |
| Released Time | An assignment that is part of the workload for a full-time faculty member, is approved by the VPAA, and does not involve teaching |
| Special Group | Professors who are not part of a department because they have interdisciplinary appointments or are exclusively part of an institute. Most adjunct professors and staff members teach in a department and are included in that department. |
| Student/Faculty Ratio | The number of FTE students in the designated category divided by the number of FTE professors in that category |
| Student-Units | The number of students enrolled in an approved learning experience (after removing those who drop) times the number of units or partial unit assigned to that experience |
| Teaching Load | The courses for which a professor is responsible as verified by the department chair. Full-time faculty members normally have 3 units of courses, but released time assignments are not included. Paid overload courses are included, but if a full-time faculty member has more than 3 units in a semester without extra compensation, the student-units are credited to the department but the extra units are not counted as teaching load. The teaching load for adjunct professors and staff members who teach courses is equal to the number of units for which the person was responsible, except for individualized learning experiences that are part of a staff member’s regular assignment. |
| Team-Taught Courses | Courses with more than one professor, according to the Registrar’s Office. For some of these professors, the teaching load is still a full unit, but the teaching load is divided among the professors. In all cases, the student-units are divided equally among the professors. |
| Thesis | An individualized learning experienced with the title “Honors Thesis.” Not included in teaching loads. |
| Tutorial | A regular course that is taught on an individual basis by arrangement with a faculty member. Not included in teaching loads. |