


9.2 Adjusting Course Catalog Components for FWL

Purpose: Use this document as a reference for how to make corrections or adjustments to the Course Catalog - Components tab in order to resolve issues with calculating Faculty Workload in ctcLink.

Audience: Class Scheduling Staff, Curriculum Managers.

 You must have at least one of these local college managed security roles:

- ZC CM Course Catalog
- ZD CM Course Catalog
- ZD CM Course and Class Inquiry
- ZD CM Local Configuration
- ZD FWL View Cnt Calc
- ZZ CM Course Catalog
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The Faculty Workload Calculation process will read the Instructor Contact Hours and Units from the Schedule of Class if that class was created in PeopleSoft from the Course Catalog.


If a class was converted from the legacy system the class will not have the component hours stored in the system; therefore the FWL Calculation Process will use the Contact Hours and Units from the Course Catalog. Before making changes to the Course Catalog, it is important to understand the differences between the Catalog Data and Course Component tabs: one impacts class, while the other is related to Faculty Workload. There are 3 common reasons why the Course Catalog data may need to be adjusted for Faculty workload:


1. Add a Missing Component
2. Correct the Units (credits) for a Component

3. Adjust the Instructor Contact Hours for a Component

Adjust Course Catalog Components for FWL

Understand the Difference Between the Catalog Data and Component Tabs

 The Catalog Data tab, in the Course Units/Hours/Count section, contains the sum of all component Units and Instructor Contact Hours. The Minimum and Maximum Units at the total number of units (credits) associated with the full course. If a class is made up of only one component, such as Lecture, then the Units and Course Contact Hours will be the same total Units and Instructor Contact Hours on the Components tab.

 The following queries will assist you with identifying course and class missing contact hours:

- QCS_CM_CLASS_MISSING_CNTCT_HRS
- QCS_CM_CRSE_MISSING_CNTCT_HRS

Navigation: NavBar > Navigator > Curriculum Management > Course Catalog > Course Catalog

1. The **Course Catalog** search page displays.
2. Enter the **Search Criteria**.
3. Select the **Search** button.

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Academic Institution = WA140

Subject Area = ENGL&

Catalog Nbr begins with 101

Campus begins with

Course ID begins with 031433

Description begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

4. The **Course Catalog** page displays.

Catalog Data [Offerings](#) [Components](#) [GL Interface](#)

Course ID 031433

1 of 1 View All

*Effective Date 07/09/2018 *Status Active

Course Offering 1 of 1

ENGL& 101

*Description English Composition I

Long Course Title English Composition I

Long Description Exposition and argument, emphasizing critical thinking in response to electronic and print texts. Focus on exploring, developing, and communicating ideas in a voice appropriate to the audience. Students strengthen skills through pre-writing, drafting, revising, and editing. In-class and out-of-class writing required. [CA,SE,CT,WC]

Course Units/Hours/Count

Minimum Units 5.00

Maximum Units 5.00

Academic Progress Units 5.00

Financial Aid Progress Units 5.00

*Enrollment Unit Load Calc Type Actual Units

Course Count 1.00

Course Contact Hours 5.00

☐ Last Course of Mult Term Seq

5. Select the **Components** tab.

6. If a class is made up of only one component, such as Lecture, then the Units and Course Contact Hours will be the same total Units and Instructor Contact Hours on the Components tab.

Course ID 031433

Effective Date 07/09/2018 Status Active

Description English Composition I

Course Offering ENGL& 101

Course Component

*Course Component Lecture

Instructor Contact Hours 5.000

Default Section Size

Workload Hours

OEE Workload Hours

*Final Exam Yes

Exam Seat Spacing 1

Provider for Authentication

LMS Extract File Type XML V1.1 (req to authenticate)

Attributes

*Attribute Unit

5.00

Single Component Course

7. In PeopleSoft, however, a course can be made up of multiple components such as:
 - Lecture/Lab
 - Lecture/Lab/Clinical
 - Lecture/Practicum
8. These are referred to as 'Multi-Component Courses.' In those courses, each component on the Component tab will reflect a portion of the Units and Instructor Contact Hours that together equal the full value of the course.

Catalog Data

Offerings

Components

GL Interface

Course ID 025987

Effective Date

01/07/2002

Status

Active

Course Offering

1 of 1

Description

Environ Biol Conf/Lab

Long Course Title

Environ Biol Conf/Lab

Long Description

Overview of basic concepts of environmental science and their environment. Topics include population growth, loss of biodiversity, global climate change, ozone depletion, energy consumption and various types of pollution. This course is intended for non-majors and fulfills the laboratory science

Course Units/Hours/Count

Minimum Units

5.00

Maximum Units

5.00

Academic Progress Units

5.00

Financial Aid Progress Units

5.00

Enrollment Unit Load Calc Type

Actual Units

Course Count

1.00

Course Contact Hours

7.00

Last Course of Mult Term Seq

☐

Catalog Data

Offerings

Components

GL Interface

Course ID 025987

Effective Date

01/07/2002

Status

Active

Course Offering

1 of 1

Description

Environ Biol Conf/Lab

Course Component

1 of 2

Course Component

Laboratory

Instructor Contact Hours

4.000

Default Section Size

Workload Hours

OEE Workload Hours

Final Exam

No

Provider for Authentication

LMS Extract File Type

XML V1.1 (req to authenticate)

Graded Component

☐

Primary Component

☐

Optional Component

☐

Generate Class Mtg Attendance

☐

Add Fee

Attributes

1 of 1

Attribute

Unit

2.00

Course ID 025987

Effective Date 01/07/2002 Status Active

Description Environ Biol Conf/Lab

Course Offering BIOL 101

Course Component

*Course Component Lecture

Instructor Contact Hours 3.000

Default Section Size

Workload Hours

OEE Workload Hours

*Final Exam Yes

Exam Seat Spacing 1

Provider for Authentication

LMS Extract File Type

Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Include in Dynamic Date Calc

Add Fee

Attributes

*Attribute Unit 3.00

9. The process to understand the difference between Catalog Data and Component Tabs is now complete.

Use Search to View a Course in the Course Catalog

Navigation: NavBar > Navigator > Curriculum Management > Course Catalog > Course Catalog

1. The **Course Catalog** search page displays.
2. At the **Search Criteria** enter the following:
 - **Academic Institution:** Enter the institution (e.g. WA171) or use the Look Up.
 - **Subject Area:** Enter the subject (e.g. BIOL), or use the Look Up.
 - **Catalog Nbr:** Enter the catalog number (e.g. 101). Reminder: In PeopleSoft catalog numbers cannot start with a zero.
 - **Course ID:** (optional) If the Course ID is entered, the subject and catalog number can be left blank.
3. Select the **Search** button.
4. The **Search Results** display.
5. Select the link to the desired course to open the page.

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Academic Institution

Subject Area

Catalog Nbr begins with

Campus begins with

Course ID begins with

Description begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All | 1-8 of 8

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
WA220	BIOL	101	MAIN	009451	Biology
WA220	BIOL	101	MAIN	009451	Eng Biology
WA220	BIOL	101	MAIN	009451	Gen Bio
WA220	BIOL	101	MAIN	009451	Gen Biol
WA220	BIOL	101	MAIN	009451	Gen Biology
WA220	BIOL	101	MAIN	009451	General Biol
WA220	BIOL	101	MAIN	009451	General Biology
WA220	BIOL	101	MAIN	009451	General Biology Lab

- The **Course Catalog** page displays.
- Scroll down through each section to view.

Course Catalog | [Offerings](#) | [Components](#) | [GL Interface](#)

Course ID: 009451

*Effective Date: 06/06/2010 *Status: Inactive

*Description: General Biology

Long Course Title: General Biology

Long Description:

Course Offering | 1 of 1

*Description: General Biology

Long Description:

Course Units/Hours/Count

Minimum Units: 5.00 *Last Course of Multi-Term Seq

Maximum Units: 5.00 *Commitment Unit Load Calc Type: Actual Units

Academic Progress Units: 5.00 Course Count: 1.00

Financial Aid Progress Units: 5.00 Course Contact Hours: 5.00

Course Grading

*Grading Basis: Graded

Graded Component: Lecture

*Grade Roster Print: By Student

Request for Credit Rules

☐ Request for Credit

☐ Allow Multiple Credit in Term

Total Units Allowed: 5.00

Total Completions Allowed: 1

Additional Course Information

*Reservoir Code: No Constraint Choice

*Add Comment: No Special Comment Required

*Drop Comment: No Special Comment Required

Requirement Designation:

Equivalent Course Group:

Course Attributes

Course Attribute	Description	Course Attribute Value	Description

☐ Override Topic Link ID

Course Topics


Course Topic ID	Description	Short Description	Formal Description	Topic Link ID
1				


[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Help](#) [Add](#) [Quick Display](#) [Include History](#) [Contact History](#)

Course Date | Offerings | Components | GL Interface

- The process to view a course catalog course is now complete.

Add a Missing Component

-  First you will need to determine if you are adding this new component to an existing course because it was missing to begin with or if you plan to have this new component available in the future to align with a planned change in the course.
- If you're just adding a missing component to an existing course, then you'll go directly to the Components tab to add it.
 - If you're making a fundamental change to the course to add a new component, then you'll be creating a new Effective Dated course row* and then adding the component.

 ***Warning:** Be very careful with making changes to components, ESPECIALLY if you're removing a component. Often times in an effort to 'clean up' the course catalog after *Go Live* a college will go back (using **Correct History**) and remove a component to prevent it from being offered in **Schedule of Class**. If a class has already been scheduled using that component (or converted to that component) and their pay calculated, removing the component from the **Course Catalog** effectively shuts off FWL from seeing that class. While this could be a non-issue if their pay has already been processed, if there is any recalculation performed on that instructor for that term, their pay will rescind and cannot be brought back without adding that component back to the course and recalculating again.

1. Navigate to the **Course Catalog** search page.
2. Enter the **Search Criteria**.
3. Select the **Search** button.
4. The **Search Results** display.
5. Select the link to the desired course to open the page.
6. The **Course Catalog** page displays.
7. Once you have selected the course to edit, if you are adding a new **Effective Dated** row:
 - Select the **Components** tab to add a missing component.
 - On the Components tab, in the **Course Component** section, select the Plus (+) symbol to add a new entry.

Course ID 003396

Effective Date 12/30/2019 Status Active

Description Principles of Accounting I

Course Offering 1 of 1

ACCT& 201

Course Component 1 of 1

*Course Component Lecture

Instructor Contact Hours 5.000

Default Section Size

Workload Hours

OEE Workload Hours

*Final Exam Yes

Exam Seat Spacing 1

Provider for Authentication

LMS Extract File Type XML V1.1 (req to authenticate)

Attributes 1 of 1

*Attribute Unit

5.00

Auto Create

Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Add Fee

Course ID 003396

Effective Date 12/30/2019 Status Active

Description Principles of Accounting I

Course Offering 1 of 1

ACCT& 201

Course Component 2 of 2

*Course Component

Instructor Contact Hours

Default Section Size

Workload Hours

OEE Workload Hours

*Final Exam

Provider for Authentication

LMS Extract File Type

Attributes 1 of 1

*Attribute Unit

0.00

Auto Create

Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Include in Dynamic Date Calc

Add Fee

6. Select the **Course Component** drop-down menu to select the new component value to be added.
7. Add the weekly **Instructor Contact Hours** at the proper ratio.
 - a. If this is a non-credit bearing course, take the total contact hours and divide by **11** weeks and enter result.
 - b. The sum of all various component hours should equal the total class hours.

- c. For credit-bearing courses, please refer to the [SBCTC policy manual](#) for contact hours to credit ratio policy guidelines.
- d. ***Institutions should not deviate or alter unless a full impact-analysis that includes consideration of FWL and consultation with State Board has been completed.***

8. Select the **Save** button.

The screenshot displays the 'Course Component' form. The 'Course Component' dropdown is set to 'Independent Study'. The 'Instructor Contact Hours' field is set to '10.000'. The 'Unit' field is set to '3.00'. The 'Attributes' section shows 'Unit' as the attribute. The 'Course Attendance' section shows 'Instruction Mode' as 'IS' and 'Attendance Type' as 'Study Group'. The 'Add Fee' button is visible.

9. The process to add a missing component is now complete.

Correcting the Units of a Component

1. Navigate to the **Course Catalog** search page.
2. Enter the **Search Criteria**.
3. Select the **Search** button.
4. The **Search Results** display.
5. Select the link to the desired course to open the page.
6. The **Course Catalog** page displays.
7. Select the **Components** tab to update the **Attributes** section with correct Unit information.
8. Select the **Save** button.

The screenshot shows the 'Components' tab for Course ID 003396. The 'Course Component' section has a dropdown menu set to 'Independent Study'. Below this, there are input fields for 'Instructor Contact Hours' (10.000), 'Default Section Size', 'Workload Hours', 'OEE Workload Hours', and '*Final Exam'. To the right of these fields are checkboxes for 'Auto Create', 'Graded Component', 'Primary Component', 'Optional Component', 'Generate Class Mtg Attendance', and 'Include In Dynamic Data Calc'. An 'Add Fee' button is located below the checkboxes. The 'Attributes' section at the bottom shows a dropdown for '*Attribute' set to 'Unit' and a text input field containing '5.00'.

9. The process to correct the units of a component is now complete.

Adjust the Instructor Contact Hours for a Component

1. Navigate to the **Course Catalog** search page.
2. Enter the **Search Criteria**.
3. Select the **Search** button.
4. The **Search Results** display.
5. Select the link to the desired course to open the page.
6. The **Course Catalog** page displays.
7. Select the **Components** tab to update the weekly **Instructor Contact Hours** in the Course Component section.
 - a. If this is a non-credit bearing course, take the total contact hours and divide by **11** weeks and enter result.
 - b. For credit-bearing courses, please refer to the [SBCTC policy manual](#) for contact hours to credit ratio policy guidelines.
 - c. Institutions should not deviate or alter unless a full impact-analysis that includes consideration of FWL and consultation with State Board has been completed.
8. Select the **Save** button.

Course ID 003396

Effective Date 12/30/2019 Status Active

Description Principles of Accounting I

Course Offering ACCT& 201

Course Component

*Course Component Independent Study

Instructor Contact Hours 5

Default Section Size

Workload Hours

OEE Workload Hours

*Final Exam

Provider for Authentication

LMS Extract File Type

Attributes

*Attribute Unit

5.00

9. The process to update the instructor contact hours is now complete.
10. End of procedures.

Tip: Don't know what is meant by a component? While in PeopleSoft the word 'component' can mean a page or group of pages, in this instance a component is like the method of instruction. Common methods of instruction are Lecture, Lab, Clinical and Independent Study. PeopleSoft also supports a multitude of other components, though not all are currently explicitly defined under State Board Policy. Pictured below is the list of available components within the Course Catalog and highlighted are those in current practice, though only those mentioned above are part of the conversion process as the legacy system does not contain fields that track instructor contact hours for Practicum and Seminars separately, though they are defined in the collective bargaining agreements at a number of colleges.

Clinical
Continuance
Discussion
Field Studies
Independent Study
Laboratory
Lecture
Practicum
Research
Seminar
Supervision
Thesis Research
Tutorial