

JJM
3-21-14

QAC
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APPENDIX H
LETTER OF AGREEMENT
ONGOING SYSTEMATIC MONITORING OF COURSE LOAD

During the 2010-11 academic year, the ~~The~~ University will ~~develop~~ continue to utilize a reporting system that allows the contract administrator to regularly monitor GTF course load both individually and in summary with exception and trend reports. Data for end of term individual and average class enrollment by department and class type for GTF-taught classes will be provided to the GTFF. GTF-taught classes will include classes in which GTFs are instructors of record, lab assistants, or discussion leaders. To the extent possible, the University will also include classes in which GTFs serve as graders.

~~A working group of university officials will convene by the beginning of fall term to develop the report with an initial report by the middle of winter term. The GTFF may elect to send a representative as a member of the working group to develop the report. The GTFF representative will be able to report on the progress to the GTFF. Alternatively, the University (Graduate School) will report to the GTFF and departments on the progress. Fully developed reports will be available by the end of spring term (July 1) thus allowing monitoring on a comparative basis to commence for the 2011-12 academic year.~~