Old Number	New Number	Priority	Activity	Credits	
Student Success					
0.02	0.01		Career Day Presentations	2	Presentation, participation throughout the day
0.03	0.02		Collegewide Scheduling Committee	5	per year
0.06	0.03		Departmental Challenge Exam - Develop	4	(credit by exam where none exists)
0.07	0.04		FYE Collegewide Committee	5	per year
0.08	0.05		FYE Collegewide Subcommittee	5	per year
0.10	0.06		Innovative Teaching Strategies That Support Student Success - Design and Develop	3 to 12	Discussion with Dean (For example: ALP-Model; Bridge Course; Contextualizati PLACE/Emporium-model; Paired Course; Placement Process/Running Start; Qu Repeating Students.)
0.11	0.07		Mentoring (formal)	1	per student
0.12	0.08		Open Labs	1	For all students (not makeup for class)
0.14	0.09		Program-specific Tutoring Sessions	2	outside class time (all CCC students)
0.16	0.10		Student Retention Calling	1	per session
0.17	0.11		Student Success Team-Campus	4	
0.18	0.12		Student Success Workshops - Present	2	
0.19	0.13		Study Groups - Faculty Led	1	per session
0.21	0.14		Supplemental BB Site - Develop New Site	3	per course
0.22	0.15		Textbook - Develop Alternative to Textbook	1 to 5	Discussion with Dean
0.23	0.16		Tutoring (beyond work week/office hours)	1 to 5	Discussion with Dean
	0.99		Other	1 to 14	Discussion with Dean
Committees	**(Committee credits are subject to appointment)**				
1.04	1.01		Budget Advisory	3	per year
1.045	1.02		College Credit Plus (CCP)	4	
1.06	1.03		Committee-Membership	2 to 4	Consult Dean (Generally, membership is worth 2 credits)
1.07	1.04		Committee-Leadership	2 to 4	Consult Dean (Generally, Committee leadership is worth 2 additional credits.)
1.08	1.05		Distance Learning Steering Committee	8	
1.11	1.06		Enrollment Management	3	
1.13	1.07		Faculty Senate-Representative	2	annually (if no other compensation)
1.14	1.08		Grade Dispute-Level 2 Peer Committee	2	1 additional if chair
1.15	1.09		Grade Dispute-Level 3 (Appeal Committee)	1	per grievance
1.18	1.10		SAC	4	1-50 candidates (1 additional per 50 up to 3 additional maximum.)
1.19	1.11		Safety-Campus	3	Safety College-wide-2 additional
	1.12	1.00	Prioritized committees for academic year 2022-2023. If you serve on either the English Placement Committee or SSTF English Committee.	variable	English Placement Committee and SSTF English Committee
1.20	1.13		Service Activity and Development Credit Committee	2	per year. 2 additional for catalog administration.
	1.99		Other	1 to 14	Discussion with Dean
Direct Student Service					
7.19	2.01		Special Events (We are STEM, CCP Information Night,Financial Aid Information Night)	2	
7.20	2.02		Student Success Week - Planning/Designing	3	
2.01	2.03		Academic Planning Event (Success Week/DARSDays/Got a Plan/ GradFest)	1 to 4	(Participate/train/advising activity/follow up)
2.03	2.04		Breakwall Advisor	4	
2.04	2.05		Campus Tour - Conduct	1	
2.05	2.06		Class Field Trips (half day)	2	during non-instructional time
2.06	2.07		Club Meetings/Faculty Advisor	1 to 4	Discussion with Dean
2.07	2.08		Club Trips (whole day minimum)	4	with out-of-town travel
2.075	2.09		College Credit Plus Night	1	
2.08	2.10		Participation in second Commencement	1	to be earned for participating in 2nd commencement of AY
2.09	2.11		Experiential Learning/Co-op Coordinator	5	(if not compensated with ESUs)
2.10	2.12		Experiential Learning/Co-op Employer Recruitment	1	(if not compensated with ESUs)
2.11	2.13		ESL Conversation Partners	4	per semester
2.12	2.14		Etiquette Luncheon - Participate	1	per two luncheons
2.13	2.15		Information Table	1	2 shifts/credit
2.15	2.16		League for Innovation Literary Contest Coordinator	4	
2.16	2.17		League for Innovation Literary Contest Judge	1	
2.17	2.18		Mandel Scholars Academy - Interviews	1	per 2 interview sessions
2.18	2.19		Mock Student Interview Co-op	1	per 2 interview sessions
2.19	2.20		New Student Orientation	1	participation
2.20	2.21		Nursing Clinical Orientation	2	
2.21	2.22		Open Houses	1	
2.23	2.23		Panel Discussion - Design and Lead	2	
2.24	2.24		Panel-Participate	1	
2.25	2.25		Pre-semester Office Hours (instructional faculty)	1 to 4	Work in office with students/counselors/librarian on any non-mandatory, non-ins block.
2.26	2.26		Present Expertise in Classroom or to a CollegeDepartment	1	
2.285	2.27		(Re)Imaginings/Common Read - Sponsoring/Mentoring Student Projects	1	1 per proposal up to 4 maximum
2.29	2.28		Student Convocation	1 to 3	1 to attend/2 additional if presenting
2.30	2.29		Student Exhibitions - Prepare	3	
2.31	2.30		Attend a Student Performance	1	1 to attend/1 additional if director or usher
2.32	2.31		Student Recognition Event	1	1 to attend/1 additional if presenting

2.36	2.32		Sustained Dialogue	5	per academic year
2.38	2.33		Voices (judge essay contest)	2	
2.39	2.34		Welcome Back Week	1	2 shifts/credit
	2.99		Other	1 to 14	Discuss with Dean.

Department/Program

3.01	3.01	**1.00**	Accreditation Mock Visit/Report/Site Visit	1 to 10	Discussion with Dean, based on level of involvement, including activities such as... Varies across programs
3.02	3.02		Bridge Program - Assessment/Coordination (English)	1 to 10	Discussion with Dean
3.04	3.03		Counterparts Meeting - Attend	1	On non-mandatory day, per 2 meetings
3.05	3.04		Counterparts Meeting - Chair or Recorder	3	
3.06	3.05		Course Preps over Contract Limit	1	1 per prep over the contract limit
3.07	3.06		Department/Counterparts Meeting - Attend	1	per two meetings
3.08	3.07		Department/Counterparts Meeting - Present	1	additional per meeting
3.12	3.08		Departmental Meetings with Adjuncts	1	per 2 meetings
3.13	3.09		Departmental Meetings with Adjuncts - Presentation	1	additional
3.14	3.10		Departmental/Program Website - Build/Maintain	2 to 3	3 to build/2 to maintain
3.15	3.11		Equipment-Maintenance/Servicing	1 to 4	Discussion with Dean
3.16	3.12		ESL Placements	1 to 10	Discussion with Dean
3.17	3.13		Lab Prep for Animal Use Labs	2	Discussion with Dean
3.18	3.14		Program Planning & Review	6	
NEW	3.15		Working with Advisory Committees or external consultants	variable	1 credit for attending advisory committee meeting
3.19	3.16		Program Presentation to Schools	2	recruit/outreach per event
3.22	3.17		Substitute Teaching (for FT or Adjunct)	1 to 3	1 to 3 per day (discuss with Dean)
3.23	3.18		Summer Program Coordination (not applicable to Faculty Coordinator position)	1 to 4	Discussion with Dean (example Honor'sProgram/Writing Center)
	3.99		Other	1 to 14	Discussion with Dean

Community Service

4.01	4.01		Academic or Artistic Contest - Judge	2	per contest
4.02	4.02		Alumni Events - Participate/Attend	1	
4.03	4.03		Community Group Membership	2	per annual appointment
4.04	4.04		Community Volunteer Activities (represent Tri-C)	1	
4.05	4.05		Continuing Education - Presenting at Community Event	1	1 credit per session/event (if not otherwisecompensated)
4.06	4.06		Speakers' Bureau - Prepare and Present	4	Prepare & present
4.07	4.07		VITA Tax Preparation - Site Coordinator	4	
4.08	4.08		VITA Tax Preparation - Volunteer	2 to 14	2 credits per day to a maximum of 14 credits
	4.99		Other	1 to 14	Discuss with Dean.

Curriculum and Assessment

5.005	5.01		Course Outlines - Review of Resources by Librarian	3	3 credits/academic year
5.01	5.02	**1.00**	Course Outline - Revise	3	includes TAG. Consult with Curriculum Office.
5.02	5.03	**1.00**	Course Outline - Update to Align with College Standards	5	Consult with Curriculum Office.
5.03	5.04	**1.00**	Course Outline - Update Resources Only	1	Consult with Curriculum Office
5.05	5.05		Embedded Librarian (Blackboard)	1	Meet with librarian and provide Bb discussion board access for course duration.
5.06	5.06		Develop assignments for outcomes assessment assignment library	1	Partner with CLOA member, instructional designer, or librarian to create/review... Information Literacy ELO, work with librarian.
5.07	5.07		Lead Faculty for Degree Program	6	Consult with curriculum office and associate dean.
5.08	5.08		Learning Module/Unit - Design	1	in collaboration with designer
5.09	5.09		LibGuide	2	Meet with librarian to review and update subject area guide; share guide with col...
5.10	5.10		Library Collection Development - Liaison	4	Contact liaison librarian for your division. See http://libguides.tri-c.edu/liaisonfor ...
5.11	5.11		Library Instruction (face-to-face / virtual)	1 to 3	Partner with librarian for library instruction, including assignments, learning objec... 3-6 visits per course; 3 credits 7+ visits per course.
5.12	5.12		Library Marketing Events	1 to 2	1 to attend; 2 to plan or facilitate.
5.13	5.13	**1.00**	New Course - Create Course Outline (includes conversion of a course to on-line or blended)	8	Consult with Curriculum Office
5.14	5.14	**1.00**	New Program or Certificate - Conduct research. Complete forms including gainful employment.	8	Consult with curriculum office and associate dean.
5.15	5.15	**1.00**	Discipline/Program/ELO Outcomes Assessment - Assignment Revision or Creation	3	Consult with Assessment Office. Collaborate with instructional designer.
5.16	5.16	**1.00**	Discipline/Program/ELO Outcomes Assessment - Data Review and Plan Revision	3	Consult with Assessment Office
5.17	5.17	**1.00**	Discipline/Program/ELO Outcomes Artifact Assessment	variable	1 credit for each set of 8 assessments. Consult with Assessment Office.
5.18	5.18	**1.00**	Discipline/Program/ELO Outcomes Rubric - Revision or Creation	3 to 6	3 credits for simple revision, 6 credits for complex revision or creation.
5.19	5.19	**1.00**	Discipline/Program/ELO Outcomes Assessment Reporting	1	Consult with Assessment Office
5.20	5.20	**1.00**	Discipline/Program/ELO Mapping	2	Consult with Curriculum Office
5.21	5.21	**1.00**	Discipline/Program/ELO Assessment Planning	6	Consult with Assessment Office
5.22	5.22	**1.00**	Discipline/Program/ELO Outcome Session - Facilitate	2	Consult with Curriculum Office
5.23	5.23	**1.00**	Discipline/Program/ELO Outcome Session - Participate	1	Consult with Curriculum Office
5.25	5.24		Program Revision Package (includes course revisions)	3 to 11	Consult with Curriculum Office
5.26	5.25		Shared Learning Object - Develop	1	
5.28	5.26		Textbook - Align Course to New Edition	1 to 3	Discussion with Dean
5.29	5.27		Textbook - Align Course to New Text	4	
5.31	5.28		Textbook - Review of Other College Equivalent	2	per discipline/year (reviewing aligned courses at other colleges)
5.32	5.29	**1.00**	Full Submission of a CTAG or OT36 Proposal	4	
5.33	5.30	**1.00**	Full Submission of a TAG or OT 36 Proposal	5	
5.34	5.31	**1.00**	Revision or Update of a TAG, CTAG, or OT36 Proposal	3	
	5.32	**5.00**	OT36 Curriculum Updates and ADHE proposal 2021-23	10	Includes course outline updates and ODHE submission material, all credits will r...

	5.99		Other	1 to 14	Discussion with Dean

College Service

NEW	6.01		Participate in a College Planning Process	variable	Discuss with Dean.
6.01	6.02		Academic Journal Editorial Board	4	
6.02	6.03		Academic Journal Publication (refereed article)	3	
6.025	6.04		Adjunct Recruitment/Appreciation Event - Participate	2	
6.03	6.05		Building Monitoring (for safety)	1	1 credit/academic year
6.04	6.06		College-Wide Summits	1 to 3	1 to attend; 2 additional if presenter
6.05	6.07		Cross-disciplinary Activity - Create and Collaborate	2	
7.18	6.08		Registration and Enrollment Assistance - Volunteer	1	
6.06	6.09		Enrollment Center - Volunteer	1	1 credit per session
6.07	6.10		Faculty Observation/Peer Review/Meet (FT Faculty orAdjunct)	1	Limit of 6 or per department needs
6.08	6.11		Grant Process	1 to 6	Discussion with dean.Investigate/Review/Write/Committee member.
6.09	6.12		Marketing Activity	1 to 2	1 to attend; 1 additional if presenter
6.10	6.13		Mentoring Adjuncts and Lecturers	3	per adjunct/semester. Maximum of 3 mentoring relationships per academic year
6.11	6.14		Officer in Professional Organization	2	
6.13	6.15		Training/Workshop - Develop or Present a Session	2	
6.14	6.16		Trustee Meeting - Attend (2 meetings)	1	1 credit/2 meetings
0.013	6.17		Care Team Campus Steering Committee	4	(members assigned by AAUP/Faculty Senate)
0.016	6.18		Care Team Faculty Workshops	2	per workshop
0.051	6.19		Degree Works College-wide Advisory Committee	4	(members assigned by AAUP/Faculty Senate)
0.053	6.20		Degree Works/One Record Faculty Advocacy Training	3	(for instructional and library faculty)
0.055	6.21		Degree Works Training for Power Users	4	(for counselors only)
0.155	6.22		CPL Develop Credit By Exam or Bypass Credit Processand Rubric	5	(per course for each faculty member)
0.157	6.23		CPL Review Bypass Credit Request	2 to 4	Discussion with dean
	6.99		Other	1 to 14	Discuss with Dean.

Counseling

7.01	7.01		College Catalog - Review and Edit	5	
7.02	7.02		Content Author, Counselor Resources, My Tri C Space -Maintain	2	
7.03	7.03		Counseling Presentations at High Schools	2	
7.04	7.04		Counseling Presentations at 2 and 4-year Colleges	2	
7.05	7.05		Counselor Training - New Student Ambassadors	1	
7.06	7.06		Creation of Materials for Programs (CCP, DualAdmissions)	2	
7.065	7.07		IPED's Outreach & Degree Works AuditReview	1	1 credit per 10 students assisted
7.07	7.08		New Counselor Training - Design and Coordinate	2 to 5	3 if Design and Coordinate/2 additional if facilitate amodule
7.08	7.09		New Student Orientation Lead Counselor	1	Credits are only awarded when leading a NSO afternormal work hours (evenings
7.09	7.10		Peak Non-Instructional Days: Fall Monday through Friday between last day of summer semester and first day of fall semester EXCEPT for mandatory days (convocation, campus day)	4	4 credits/date. Dates specific to semester listed; will change each academic yea For 2021: August 9-13, 16-20, 23, 26, and 27
7.10	7.11		Peak Non-Instructional Days: Fall Saturday immediately preceding first day of fall semester; Saturday after week 2	2	2 credits/date. Dates specific to semester listed; will change each academic yea For 2021: August 28 and September 11
7.11	7.12		Peak Non-Instructional Days: Fall Monday through Friday the week after finals week in Fall EXCEPT WINTER RECESS, if applicable	4	4 credits/date. Dates specific to semester listed; will change each academic yea For 2021: December 20-23
7.12	7.13		Peak Non-Instructional Days: Spring Mondays through Fridays between WINTER RECESS and first day of Spring Semester, EXCEPT for mandatory days (colloquium, campus day)	4	4 credits/date. Dates specific to semester listed; will change each academic yea For 2022: January 3-7, 10, 13, and 14
7.13	7.14		Peak Non-Instructional Days: Spring/Summer Saturday before classes begin in Spring semester and Saturday at end of week 2 and Saturday before 1st day of summer session	2	2 credits/date. Dates specific to semester listed; will change each academic yea For 2022: January 15 and 29, and May 27
7.14	7.15		Peak Non-Instructional Days: Spring Monday through Friday of spring break	3	3 credits/date. Dates specific to semester listed; will change each academic yea For 2022: March 14-18
7.15	7.16		Peak Non-Instructional Days: Spring Monday through Friday between Spring and Summer Semester EXCEPT for holidays and mandatory days (convocation	4	4 credits/date. Dates specific to semester listed; will change each academic yea For 2022: May 16-20, 23-27
7.17	7.17		Curriculum guides/ Program planners (all Degrees and Certificates) - Review and make recommendations for edits	3 to 5	
7.185	7.18		Review of Graduation Candidates Course CreditCompletion - Assisting Registrar	1	1 credit per 10 student files reviewed.
7.19	7.19		Special Events (We are STEM, CCP Information Night,Financial Aid Information Night)	2	
	7.99		Other	1 to 14	Discuss with Dean.

Professional Development

NEW	8.01		Conducting Educational or Discipline- Related Research	Variable	Discuss with Dean.
8.01	8.02		A.L.I.C.E. Training	2	
8.02	8.03		Assessment Tools Workshop-Creating rubrics/scoring guides and other criteria-based evaluation tools - Attend	2	
8.04	8.04		Conferences/Workshop - Attend 1-3 hours (Internal or external)	1	
8.06	8.05		Conferences/Workshop - Attend 4 hours to 1 day	2	
8.07	8.06		Conferences/Workshop - Attend 2 days	3	
NEW	8.07	1.00	Conferences/Workshop/Training in specific topic areas: 2021/2022 includes all Technology Training. If you earn credit for any technology training in 2021-2022, this additional credit will be added to your total.	variable	2021-2022 Includes all technology training
8.08	8.08		Conferences/Workshop - Attend 3 to 5 days	4	Includes Chair Academy
8.09	8.09		Conferences - Present a seminar/workshop/presentation.	2	Add 2 credits for proposal and presentation. (No additional credit awarded for the
8.10	8.10		Conferences - Share with Colleagues after Conference	2	Add 2 credits for sharing conference information with colleagues upon return. Sh
8.11	8.11		Earn additional licensure or certification directly related to profession or Continuing Education Units (CEUs), (CLEs), (CPEs) or any other CE necessary for licensing.	variable	1 credit per half day accumulated. Must be discipline-related and approved by De
8.12	8.12		Coursework (Graduate Level) toward certification, licensure, or advanced degree directly related toprofessional development in one's field	variable	Discussion with Dean based on outcomes. Only eligible for credits if not part of s

8.13	8.13		Discipline-Specific Training (onground, online, Learning Communities for Equity)	4	
8.15	8.14		Experiential Learning	variable	Discuss with Dean.
8.16	8.15		Faculty Brown Bag Workshops - Conduct (Discuss and display the use of a specific instructional technology incourse)	2	
8.17	8.16		Faculty Colloquium/Conversation - Present	2	
8.18	8.17		Faculty Development Program - Attend	1 to 2	1 to attend; 2 to present. Cannot earn credit if eventoccurs on a Mandatory Day.
8.19	8.18		Individual Consultation with CLE (implementing skillsfrom a workshop) - Complete	1	One Hour Appointment required.
8.20	8.19		Mini Online Training Module for Profession - Develop (Design and develop a mini-online module [20 minutes or less] for on-demand professional development in collaboration with an OLAT/CLE team member)	2	
8.21	8.20		New Equipment/Software System - Learn to Use	1	
8.22	8.21		Online Accessibility Training - Complete	2	(Participate in an online training focusing on ADA compliance and accessibility, i design-related implications for accessibility in the online environment.
8.23	8.22		Professional Development Experience - Partner with Professional Development Staff/CLE Staff to Developand/or Co-present	2	
8.24	8.23		Publisher Instructional Technology Webinars - Attend	1	
8.25	8.24		Quality Matters APPQMR Training (Applying the QM Rubric) or Campus-based Seal of Excellence training or applying the Online Learning Consortium (OLC) Quality Scorecard - Complete	3	APPQMR is QM's flagship workshop on the QM Rubric and the process of using part training to review and improve your online course. Applying OLC Quality Sc
8.26	8.25		Quality Matters Peer Reviewer Certification Training - Complete	8	The Peer Reviewer Certification Training is designed to prepare experienced on Certification includes a review of Quality Matters, practice critiquing and writing h review specific standards in an online course using a simulated online rubric too
8.275	8.26		Blackboard Boot Camp (BbBC)	2	
8.29	8.27		Technology Mini-Grant Recipient (Author grant proposal; if accepted implement instructional technology; consultwith CLE throughout)	2 to 5	Can ONLY earn credits if not receiving ESU's. Must choose.
8.30	8.28		Workplace Core Curriculum - Attend or Complete	1	per workshop
8.31	8.29		Workplace Core Curriculum Module - Design/Develop	4	
NEW	8.30	1.00	Participating in a prioritized program for calendar year. When participating in the 2021-2022 Assessment Academy or Assessment Institute Faculty Learning Communities, or Communities of Practice, you will receive an additional service credit	variable	2021-2022 includes Assessment Academy and Assessment Institute Faculty Le
8.32	8.31		Workplace Core Curriculum Module - Facilitate	1 to 2	For any module. 1 additional if co-facilitator. 2additional if sole facilitator.
8.33	8.32		Workplace Core Curriculum Module - Update	1	
	8.33		Visual Arts Exhibition	1 to 3	One credit for participation in a group exhibition, review of proposals, the promot Credits may also be determined by the extent of the work, time commitment, or l
	8.99		Other	1 to 14	Discuss with Dean.
Instructional Technology and Pedagogy					
9.03	9.01		OLAT Faculty Focus Group - Lead	2	
9.04	9.02		OLAT Faculty Focus Group -Participate	1	
9.05	9.03		OLAT Technologies Upgrade Testing - Participate	2	
9.08	9.04		Quality Matters - Master Reviewer	variable	Negotiate with Dean based on outcomes.
9.09	9.05		Quality Matters - Peer Reviewer	variable	Negotiate with Dean based on outcomes.
9.10	9.06		Quality Matters - Prepare a Course for Review	variable	Negotiate with Dean based on outcomes.
9.11	9.07		Subject Matter Expert (SME) for a Design and/orDevelopment Project	variable	Negotiate with Dean based on outcomes.
9.12	9.08		Participate in LMS Review Process - Actively participate in alternative Learning Management System (LMS) by teaching a CRN course in alternative system for a semester and evaluating system.	4	
	9.99		Other	1 to 14	Discuss with Dean.