

Ontario College Academic Manager Survey

Leger Marketing is working on behalf of the College Compensation and Appointments Council and OPSEU. We are a professional market research company that has been commissioned by the Workload Task Force for Ontario Colleges to conduct an evaluation of workload within the Ontario Colleges of Applied Arts and Technology.

We would like to invite you to take part in this online survey. Your feedback will be treated with complete confidentiality and the results will only be reviewed in aggregate form

Would you prefer to complete the survey in English or French?

English

French

Please identify your position at the college:

Teacher 1

Manager 2

1. Indicate all Subject area(s) for which you are responsible. Please check all that apply

- a. Applied Arts
- b. Business
- c. Health Sciences
- d. Human Services
- e. Hospitality and Tourism
- f. Technology
- g. Apprenticeship
- h. Other
- i. I prefer not to answer/ refuse

2. Please indicate your gender:

Male

Female

I prefer not to answer/ refuse

SENIORITY/EXPERIENCE

3. How many years have you been an academic manager at an Ontario Community College? (Please insert a number)

- a. Under one year
- b. ____ years
- c. I prefer not to answer/ refuse

4. If applicable, how many years have you spent teaching in Ontario's Community Colleges? (Please insert a number)

- a. Under one year
- b. _____ years
- c. I prefer not to answer/ refuse

5. How many full-time teachers do you manage? (Please insert a number)

_____ full time teachers

I prefer not to answer/ refuse

6. How many academic managers do you supervise? (Please insert a number)

_____ managers

I prefer not to answer

7. Do you assign workload directly to teachers?

Yes

No

I prefer not to answer

8. If you no longer assign workload directly have you assigned workload directly to teachers in the past?

Yes

No

I prefer not to answer

9. For each of the following statements about your department or division, please indicate on a scale of one to seven whether you agree or disagree with the statement in general, where 1 is strongly disagree and 7 is strongly agree. (Grid Question)

Strongly disagree			Neither agree nor disagree			Strongly agree	Don't know/ Ref
1	2	3	4	5	6	7	99

a. The skills and ability of my teachers are suited to the workload assigned.
b. The areas of expertise of my teachers are suited to their assigned workload.
c. I discuss workload assignments with each teacher prior to assigning a workload to him/her.
d. I obtain the agreement of the teacher before assigning workload.
e. The evaluation factor in workload assignment is jointly agreed to.
f. The complementary functions and time allotted for each assignment are jointly agreed to.
g. Teachers are provided adequate complementary time to make course revisions
h. Teachers have input in the subjects they are assigned.
i. Teachers are able to make choices in the subjects they are assigned.

10. Please indicate which of the following teaching methods are being used in your department or division. (Please check all that apply)

- a. Traditional classroom instruction
- b. Lecture
- c. Lab/shop
- d. On line delivery
 - 1. online delivery in the classroom from your location
 - 2. online delivery to students at their locations
- e. Field Placement
- f. Studio
- g. Clinical
- h. Other (specify) _____
- j. I prefer not to answer/ refuse

11. For each of the following statements about your department or division, please indicate whether you agree or disagree with the statement in general, where 1 is strongly disagree and 7 is strongly agree.

Strongly disagree			Neither agree nor disagree			Strongly agree	Don't know/ Ref
1	2	3	4	5	6	7	99

a. The curricula in my programme(s)/course(s) are designed so that the average student can master the outcomes.
b. The number of students assigned to each section supports the pedagogical teaching method used.
c. The majority of students in our programmes/courses enter with the prerequisite skills and knowledge to be successful.
d. The workload assignment process allows me to meet the teaching needs in my areas of responsibility effectively.
e. The workload assignment process allows me to manage the institution's human resources effectively.
f. The workload assignment process permits me to be effective in addressing the professional development needs of my teachers.
g. There is sufficient flexibility in the workload assignment process to address the majority of teaching activities.

12. Please list up to three changes if any that you would make to improve the workload assignment process:

- a. _____
- b. _____
- c. _____
- d. I prefer not to answer/ refuse

13. Identify up to three areas of program delivery that would be better served with your suggested changes.

- a. _____
- b. _____
- c. _____
- d. I prefer not to answer/ refuse

EVALUATION

14. For the purposes of this section, assume that there are two opposing views of the purpose and role of evaluation. At one extreme evaluation point is a purely

- i. Comparative tool to assess students according to the relative quantity and quality of their efforts, while at the other extreme
- ii. evaluation is purely a tool for helping each individual student improves, regardless of his/her relative performance.

Between these extremes where would you place your evaluation philosophy?

Assume that one signifies evaluation that is purely intended to compare and reward students' efforts, while 7 signifies evaluation that is purely intended to help a student improve regardless of relative performance.

Comparative tool						Individual student improvement tool	Don't know/ Ref
1	2	3	4	5	6	7	99

15. For each of the following statements, please indicate on a scale of one to seven whether you agree or disagree with the statement in general, where 1 is strongly disagree and 7 is strongly agree.

Strongly disagree			Neither agree nor disagree			Strongly agree	Don't know/ Ref
1	2	3	4	5	6	7	99

a. I feel satisfied that the evaluation of students in my department or division corresponds with my ideal
b. I feel that in general students in my department or division receive sufficient attention with regards to their assessment.

16. Name up to three factors that affect the time that teachers require for evaluation.

- a. _____
- b. _____
- c. _____
- d. I prefer not to answer/ refuse

COMPLEMENTARY FUNCTIONS

17. Do most of your teachers keep office hours?

Yes

No

I prefer not to answer

18. Please list up to three activities in which you expect teachers to engage during regular office hours.

a. _____

b. _____

c. _____

d. I prefer not to answer/ refuse

19. Is it your expectation that teachers assist students academically outside of their regular office hours and their in-class teaching hours?

Yes

No – skip to Q21

I prefer not to answer/ refuse- skip to Q21

If yes

20. Do you provide additional time in the teacher’s workload for assistance outside of regular office hour?

Yes

No

I prefer not to answer/ refuse

PROFESSIONAL ISSUES

21. For each of the following statements, please indicate on a scale of one to seven whether you agree or disagree with the statement in general, where 1 is strongly disagree and 7 is strongly agree.

Strongly disagree			Neither agree nor disagree			Strongly agree	Don't know/ Ref
1	2	3	4	5	6	7	99

a. Your teachers plan for their annual professional development.
b. I discuss professional development with each teacher who reports to me.
c. I consider last year’s professional development activities to have been satisfactory for the teachers in my department or division.

OTHER TIME FACTORS

22. In your estimation, do the distance education courses that are taught (if any) require more or less total time to prepare, manage, and evaluate than other courses?

More

Less

No difference- skip to Q24

Not applicable- skip to Q24

I prefer not to answer/ refuse- skip to Q24

If more or less, ask:

23. For a typical week, how much more/less time would a distance education course require? (Please insert a number)

_____more hours

_____fewer hours

I prefer not to answer/ refuse

24. If the internet were to disappear, would you expect the amount of total time required to teach regular courses would increase or decrease?

Increase

Decrease

No change

I prefer not to answer/ refuse

25. How many students are currently enrolled in the largest class in your area of responsibility? (Please insert a number)

_____ students

I prefer not to answer/ refuse

26. What would you consider to be the optimal student enrollment for the largest class in your area of responsibility (balancing pedagogical and efficiency factors)? (Please insert a number)

_____students

27. How many students are currently enrolled in the smallest class in your area of responsibility?

_____ students

I prefer not to answer/refuse

28. What would you consider to be the optimal student enrollment for the smallest class in your area of responsibility (balancing pedagogical and efficiency factors)?

_____students

I prefer not to answer/ refuse

29. If you had one less hour to assign to your teachers each week but still meet all your current obligations choose one, but only one, of the following activities that you would reduce.

- a. course preparation
- b. student evaluation
- c. assisting students outside of class
- d. professional development
- e. normal administrative tasks
- f. other (specify) _____
- g. I prefer not to answer/ refuse

30. If you had one more hour to assign to your teachers each week but could only allocate it to one component where would you assign it?

- a. course preparation
- b. student evaluation
- c. assisting students outside of class
- d. professional development
- e. normal administrative tasks
- f. other (specify) _____
- g. I prefer not to answer/ refuse

31. Please indicate on a scale of one to seven whether you agree or disagree, where 1 is strongly disagree and 7 is strongly agree.

Strongly disagree			Neither agree nor disagree			Strongly agree	Don't know/ Ref
1	2	3	4	5	6	7	99

a. I am satisfied with the facilities and equipment that are available to teachers for the courses within my department.

Workload Dispute Resolution Mechanisms

32. On a yearly basis how many workload disputes would your teachers forward to the Workload Monitoring Group (WMG) to resolve workload disputes? (Please insert a number)

None- skip to Q38

_____workload disputes

I prefer not to answer

33. Were you generally satisfied with the outcome?

Yes

No

I prefer not to answer

34. On a yearly basis how many workload disputes would go to a Workload Resolution Arbitrator (WRA)

None

_____workload disputes

I prefer not to answer/ refuse

35. Were you generally satisfied with the outcome?

Yes

No

I prefer not to answer/ refuse

36. Were you satisfied with the workload resolution process?

Yes

No

I prefer not to answer/ refuse

37. Are there any other comments of feedback you would like to share regarding this survey?

No comments