

Article 9  
**LOAD AND CLASS SIZE**

- 9.1 Current administrative policies, written procedures, and practices pertaining to load, to the extent they fall within the scope of representation defined by Government Code Section 3543.2, shall be maintained during the length of this *Agreement*.

**Definition of Load**

- 9.2 For the purposes of this *Agreement*, load means class size, load factor, number of preparations per quarter, number of classes per year, and other such assignments as they pertain to hours of employment.
- 9.3 Unless amended by this *Agreement* or a previous agreement between the Board and FA, current administrative policies, written procedures, and practices pertaining to load shall be those in effect on September 22, 2016.
- 9.3.1 All course load factors must conform to the load table dated August 3, 2016. Exceptions to the load table are specified the Memorandum of Understanding dated June 29, 2016.
- 9.3.2 Effective Fall quarter, 2009, load factors shall be expressed in three-decimal places rather than four in accordance with the terms and conditions specified in the Memorandum of Understanding dated August 5, 2009.

**Class Size**

- 9.4 Notwithstanding any other provision of this Article, no policy, procedure, or practice pertaining to class size shall require a faculty employee to increase the number of students enrolled in his or her class beyond the maximum class size for the class, nor prohibit the Board from enrolling students in a class up to the maximum class size prior to the first day of classes for the quarter. Once the first day of classes for the quarter has commenced, only a faculty member, at his or her own discretion, may add students to the class.
- 9.4.1 “Class size” means the number of students actually attending and, during the initial meeting of the class only, any other student who has requested in writing that he or she begin attendance at the second meeting of the class if the faculty employee believes that the request is justified. “Minimum class size” means the smallest number of students actually attending that shall, under provisions of Sections 9.1 and 9.3, allow a class to continue for the length of the term. “Maximum class size” means the largest number of students the Board may enroll in a class under provisions of Section 9.1 and 9.3.
- 9.4.2 In order that class size may be accurately determined, each employee shall immediately drop from his or her class any student who is a No Show.
- 9.4.2.1 For face to face and hybrid courses, a No Show is any student who does not attend the first meeting of the class and has not informed the instructor, in writing, of his/her absence prior to the first class meeting. A student who notifies the instructor of an absence for the

first class meeting and does not attend the second class meeting shall immediately be dropped from the class. Within one school day, the faculty employee shall drop via the District Portal all No Show students.

9.4.2.2 For online classes, a No Show is any student who has not participated in the course during the first week of the class. Participation is defined as completion of an academically related activity. For example, if the start date of a course is Monday, the student is a No Show if he/she has not participated in the course by 11:59 p.m. Friday. Within one school day, the faculty employee shall drop via the District Portal all No Show students.

9.4.3 Class size shall be limited so as to conform to applicable fire and safety standards and shall not exceed the maximum number of work stations in the classroom.

9.4.4 Class size in concurrent sections shall be governed by the provisions established in Appendix V – Concurrent Sections.

### **Preparations**

9.5 Past practice in assigning the number of preparations to faculty employees shall be maintained, except that a contract or regular faculty employee shall be assigned no more than three preparations of classes of three or more units in any quarter unless the faculty employee agrees to accept additional preparations. However, one additional preparation may be assigned if the total of four such assignments is needed to complete the employee's full annual load. (This section may be reopened by either party at any time.)

### **Changes in Load**

9.6 Notwithstanding any other provision of this article, no policy, procedure or practice pertaining to load, as defined in 9.2, shall prohibit changes in load within a division as long as the changes are required by curriculum adjustments that have been approved by the faculty of the division and the appropriate college curriculum committee. All such changes shall conform to the Load Table dated August 3, 2016.

### **Special Project Classes**

9.7 No faculty employee shall be required to accept students in special project classes or individual study classes beyond that employee's normal load.

### **Re-opener**

The parties acknowledge they have a mutual interest in addressing load inconsistencies and agree to work together on a Joint Task Force for the purpose of reviewing and developing recommendations for load assignments. Either the Board or FA may reopen negotiations on this Article at any time by delivering a written request to reopen to the other party.