

## Articles 9 and 24 – Lecture and Lab Load

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
AND  
FOOTHILL-DE ANZA FACULTY ASSOCIATION

This memorandum of understanding is entered into by and between the Foothill-De Anza Community College District (“District”) and the Foothill-De Anza Faculty Association (“FA”).

FA and the District wish to memorialize the agreement reached between the parties in regard to faculty load, load factors, and compensation for lecture courses in all District departments and programs.

This agreement is the result of ongoing work of the Load Task Force, a joint effort of FA and the District. The parties enter into this agreement to establish and implement a consistent load factor for lecture and lab classes, as identified in the load table and incorporated into this MOU by reference.

### A. Effective Date

All faculty members (both part- and full-time) who teach one or more lecture or lab assignments shall be assigned load for each assignment as identified on the attached load table Fall quarter 2016, with the exception of the courses listed in Section E below.

### B. Additional Courses with Category B (High) Lecture Hours

In accordance with the load factors defined in the MOU Dated August 6, 2015, the parties agree that critical thinking courses in Philosophy at each campus (PHIL 3 at De Anza and PHIL 1 at Foothill) shall have Category B lecture load with a maximum class size of 35.

### C. Additional Courses with Category 1 Lab Hours

In accordance with the lab categories established in the lab load MOU dated August 7, 2014, the parties agree that ANTH 13L and RSPT 61A at Foothill shall have Category 1 lab hours.

### D. Clinical Lab Hours

The parties agree that clinical lab courses in the Allied Health programs at Foothill and in the HOPE program at De Anza are given a load factor of 1/72 per hour, or approximately 0.014 per hour. In addition, the clinical coordinator in the DH, RSPT and PHT courses at Foothill College shall be granted additional load of 0.03 per course for coordination

duties. Clinical lab courses in Dental Assisting, Veterinary Technology, Radiation Technology, and Diagnostic Medical Sonography are excluded from additional load for clinical coordination.

The parties also agree that load shall be assigned to the clinical lab courses in Nursing at De Anza in accordance with the MOU dated August 4, 2010.

E. Exceptions to the Load Table

i) The parties agree that due to timing of curriculum changes, the following courses are given an extension to the timeline to comply with the load table. The following courses shall comply with the load table by Fall 2017:

De Anza College – EWRT 30, EWRT 40, EWRT 41, EWRT 42, LART 200, LART 211  
Foothill College – ACTG 51A, ACTG 51B, ACTG 51C, ACTG 64A, ACTG 64B,  
ACTG 65, ACTG 68A, ACTG 68B

ii) The parties agree that load for MUS 25 at De Anza College shall be assigned in accordance with the MOU dated May 11, 2016.

iii) The parties agree that load for internship courses in Social Sciences at De Anza College shall be assigned according to the table below. A single faculty member shall be assigned to each department's set of internship courses (64, 64X, 64Y, 64Z) and the number of students enrolled in each set of internship courses shall be determined on census day for the quarter. The maximum enrollment in the set of internship courses shall be 20 students. The parties also agree that students enrolled in internship courses shall be placed at an outside agency, which includes the Faculty Association – Political Action Committee internship program.

Combined enrollment in 64, 64X, 64Y, 64Z	Load Factor
1 – 10	0.016
11 – 20	0.032

F. Maximum Class Size

The maximum class size for each course in the District shall be as indicated on the attached lists of courses from Foothill and De Anza, dated June 29, 2016.

The parties agree that students in basic skills classes in Math, English, and ESL benefit from a smaller class size. Thus, to address the long-standing differences in maximum class size between the campuses, the parties agree that at both campuses:

- Basic Skills Math classes shall have a maximum class size of 35,
- Transfer level Math classes shall have a maximum class size of 40,
- Basic Skills English and ESL classes shall have a maximum class size of 25, and,
- Transfer level English and ESL classes shall have a maximum class size of 30

These maximum class sizes are reflected on the attached lists.

The maximum class size indicated on the attached lists shall be the class size entered in the registration system, unless:

(1) a course is scheduled in a classroom with a capacity smaller than the maximum class size. In such a case, the division dean shall lower the maximum class size in the scheduling system to the capacity of the room. Any such decrease shall not be precedent setting and the course shall return to the established maximum class size at the conclusion of the assignment; or

(2) In accordance with Article 34.3, a faculty member assigned a distance learning (online) course requests that the maximum class size be increased for his or her section, in order to facilitate enrollment and/or offset attrition. In such a case, the division dean shall increase the maximum class size in the scheduling system to the number requested by the faculty member. Any such increase shall not be precedent setting and the course shall return to the established maximum class size at the conclusion of the assignment.

Any future change to the attached lists shall be subject to negotiations between the District and FA.

#### G. Future Changes in Lecture or Laboratory Load Categories

Any future change to the lecture or laboratory load categories shall be subject to concurrence of the District and the Faculty Association.

Dated June 29, 2016

**Article 9 – Load Table**  
**Dated June 29, 2016**

Annual Base = 525		Annual Base = 467	
Category A Lecture Standard Lecture (15 hr per week)		Category B Lecture High Load Lecture (13.33 hr week)	
15 hr per week x 3 qtr= 45 hour base Load Factor = Hrs/45		13.33 hr per week x 3 qtr = 40 hour base Load Factor = Hrs/40	
Hours	Load	Hours	Load
0.5	0.011	0.5	0.013
1	0.022	1	0.025
1.5	0.033	1.5	0.038
2	0.044	2	0.050
2.5	0.056	2.5	0.063
3	0.067	3	0.075
3.5	0.078	3.5	0.088
4	0.089	4	0.100
4.5	0.100	4.5	0.113
5	0.111	5	0.125
5.5	0.122	5.5	0.138
6	0.133	6	0.150
7	0.156	7	0.175
8	0.178	8	0.200
9	0.200	9	0.225
10	0.222	10	0.250

Annual Base = 525		Annual Base = 700		Annual Base = 735	
Category I Lab - Heavy Lab Load (15 hr per week)		Category II Lab-Physical Activity Lab (20 hr per week)		Category III Lab - Standard Lab Load (21 hr per week)	
15 hr per week x 3 qtr= 45 hour base Load Factor = Hrs/45		20 hr per week x 3 qtr = 60 hour base Load Factor = Hrs/60		21 hr per week x 3 qtr = 63 hour base Load Factor = Hrs/63	
Hours	Load	Hours	Load	Hours	Load
0.5	0.011	0.5	0.008	0.5	0.008
1	0.022	1	0.017	1	0.016
1.5	0.033	1.5	0.025	1.5	0.024
2	0.044	2	0.033	2	0.032
2.5	0.056	2.5	0.042	2.5	0.040
3	0.067	3	0.050	3	0.048
3.5	0.078	3.5	0.058	3.5	0.056
4	0.089	4	0.067	4	0.063
4.5	0.100	4.5	0.075	4.5	0.071
5	0.111	5	0.083	5	0.079
5.5	0.122	5.5	0.092	5.5	0.087
6	0.133	6	0.100	6	0.095
7	0.156	7	0.117	7	0.111
8	0.178	8	0.133	8	0.127
9	0.200	9	0.150	9	0.143
10	0.222	10	0.167	10	0.159

Annual Base = 840		Annual Base = 770	
Clinic Lab Load (24 hours per week)		Non-Credit Hours (22 hours per week)	
24 hr per week x 3 qtr = 72 hour base Load Factor = Hrs/72		22 hr per week x 3 qtr = 66 hour base Load Factor = Hrs/66	
Hours	Load	Hours	Load
0.5	0.007	0.5	0.008
1	0.014	1	0.015
1.5	0.021	1.5	0.023
2	0.028	2	0.030
2.5	0.035	2.5	0.038
3	0.042	3	0.045
3.5	0.049	3.5	0.053
4	0.056	4	0.061
4.5	0.063	4.5	0.068
5	0.069	5	0.076
5.5	0.076	5.5	0.083
6	0.083	6	0.091
7	0.097	7	0.106
8	0.111	8	0.121
9	0.125	9	0.136
10	0.139	10	0.152

Category A Lecture: Courses with max class size of 40 or fewer, excluding English/ESL/CRWR <u>composition</u> courses and screenwriting courses (DA)	Category B Lecture: Max Class size of 50 or more OR English/ESL/CRWR <u>composition</u> courses and F/TV screenwriting courses at DA with smaller class sizes, Phil 1 at FH, Phil 3 at DA
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Apprenticeship load factors = total  
hours for course x 0.0015

FH Clinical Labs,  
DA HOPE

DA Nursing Load Factors in accordance with MOU dated August 4, 2010.  
 DA Internship courses in SSH loaded in accordance with MOU dated June 29, 2016.  
 DA Music 25 Load in accordance with MOU dated May 11, 2016.

Annual Base Hours = Load Factor Base X 11 2/3 (Weeks in the  
Quarter)