

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 laboratory (lab) courses in all District departments and programs; except that this agreement shall not apply to lab assignments in the Allied Health (Nursing at De Anza, and all others at Foothill), Environmental Sciences (at De Anza), Apprenticeship (at Foothill), and Computer Science (at Foothill) programs, which shall be reviewed at a later time.

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 lab classes, as identified in the attached report and incorporated into this MOU by reference.

A. Effective Date

All faculty members (both part- and full-time) who teach one or more lab assignments shall be assigned load for each lab assignment as identified on the attached report effective Fall quarter 2014.

B. Laboratory Categories

The following categories and criteria shall be used to establish the load per hour for each laboratory course.

**Category 1 Lab (load factor = 0.022 per hour)**

Students and faculty are required to do a high level of out-of-class work that is specific to the lab and is distinct from lecture activities and/or assignments.

Faculty/students engage in most of the following activities:

- Writing (graded throughout the quarter by faculty): this includes papers, pre- and post-lab activities, and lab reports.
- Quizzes/exams (graded by faculty) related specifically to lab content. These are separate from lecture quizzes and exams.
- Preparation and/or tear down of labs required by faculty.
- Lab activities generate weekly grading for faculty that is distinct from lecture assignments.

- Lab assignments typically stand-alone from week to week, rather than consist of activities related to a term-spanning project.

Examples of courses in this category:

- Physical Anthropology (ANTH 1L)
- Astronomy
- Biology
- Chemistry
- Engineering
- Physical Geography (GEOG 01)
- Geospatial Technology (GIST 12, 52, 53, 58, 59)
- Geology
- Mathematics (Math My Way)
- Meteorology
- Physics

**Category 2 Labs: (load factor = 0.017 per hour)**

Faculty members are required to perform the physical activity with their students and a minimal amount of out-of-class work is assigned/graded.

Examples of courses in this category:

- Dance
- PE/PHED

**Category 3 Labs: (load factor = 0.016 per hour)**

Students and faculty complete the majority of work during the lab period. Assessment of student work is partially completed during the lab period. Weekly lab activities are often part of a multi-week or term-spanning project. Time required for lab set-up/tear down is minimal. Labs not in Category 1 or 2 fall into Category 3.

Examples of courses in this Category:

- Adaptive Learning
- Art
- Art History
- Communications
- Graphic Design
- Horticulture
- Music
- Nanotechnology
- Photography
- Psychology
- Radio
- Sociology
- Theater

C. Laboratory Load Assignment Categories

Laboratory classes will be assigned a load factor on the following basis. No other adjustment to load or compensation for any laboratory class assignment shall be provided.

- Category 1: 0.022 per hour; or
- Category 2: 0.017 per hour; or
- Category 3: 0.016 per hour.

D. Future Changes in Laboratory Load Categories

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

Dated: August 7, 2014