

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 as well as laboratory (lab) hours in departments and programs not addressed in the MOU dated August 7, 2014. This agreement shall not apply to lab assignments consisting of clinic hours in Allied Health (Nursing at De Anza, and all others at Foothill), nor shall it apply to lecture hours in courses consisting of a combination of lecture hours and lab hours (e.g. a Chemistry or Biology lecture with 64 students that splits into two labs of 32). The load for these courses will 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 lecture and lab classes, as identified in the attached report and incorporated into this MOU by reference.

A. Effective Date

Unless otherwise noted, all faculty members (both part-time 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 and report effective Fall quarter 2015.

B. Load factors for Lecture hours

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

Category A (Standard) Lecture Rate: (hourly load factor = 1/45 or approx. 0.022)

Applies to all lecture courses with a maximum class size of 40 students or fewer, except that this category shall not apply to composition courses in English, English as a Second Language, Creative Writing, nor shall it apply to screenwriting courses at De Anza.

Category B (High) Lecture Rate: (hourly load factor = 1/40 or 0.025)

Applies to all lecture courses with a maximum class size of 50 or more, as well as to composition courses in English, English as a Second Language, and Creative Writing. In addition, screenwriting classes at De Anza (F/TV 60A/B/C and F/TV 64A/B/C) shall

be considered Category B lecture courses.

The parties agree that courses in this category typically include a writing component. Because the wording on course outlines in relation to writing requirements (word count, type of writing, number of papers, etc.) is often dictated by articulation requirements to UC/CSU, no specific writing requirement is included in this agreement.

In addition, during the 2015-16 academic year, the parties agree to address any remaining courses with assigned load that is inconsistent with the above lecture load categories.

C. Additional courses with Category 1 lab hours

In accordance with the lab categories established in the lab load MOU dated August 7, 2014, lab hours in the following courses at Foothill College shall be considered Category 1 lab hours effective Fall 2015.

EMT 303	PHT 52A	RSPT 51C	VT 70
EMT 305	PHT 52B	RSPT 60C	VT 72
EMT 305	PHT 53	RSPT 1B	VT 75A, 75B, 75C
EMTP 60B	PHT 56A	VT 54A	VT 81
EMTP 61B	PHT 56B	VT 54B	VT 84
EMTP 62B	PHT 61	VT 55	VT 85
HLTH 55	RSPT 50A	VT 56	VT 87A, 87B, 87C

D. Lab hours in Computer Science (CS) at Foothill

In accordance with the lab categories established in the lab load MOU dated August 7, 2014, lab hours in CS at Foothill shall be considered Category 3 lab hours effective Summer 2016. For the 2015-16 academic year, CS courses with three lab hours will receive a load factor of 0.032 for the three lab hours.

E. 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.

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

During the 2015-16 academic year, the parties agree to review the maximum class size in Creative Arts at De Anza and Fine Arts at Foothill to better understand facilities and safety issues related to maximum class sizes in these areas.

F. Calculation of Load Factors

Because load factor calculations affect step movement on the salary schedule and benefit eligibility for part-time faculty, the parties agree to use the attached load factor table when calculating load for lecture and lab courses, rounding to three decimal places. The values in the table are calculated as follows:

Course Hours	Load Factor Calculation
Category A (Standard) Lecture	(Lecture Hours per week) / 45
Category B (High) Lecture	(Lecture Hours per week) / 40
Category 1 Lab	(Lab Hours per week) / 45
Category 2 Lab	(Lab Hours per week) / 60
Category 3 Lab	(Lab Hours per week) / 63
Non-Credit Hours (any)	(Hours per week) / 66
Apprenticeship (any)	(Total Course Hours) x (0.0015)

Load factors for clinical lab hours are currently calculated as (Lab hours per week) / 72. This calculation will be reviewed in future Load Task Force discussions.

G. Future Changes in Load

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

Dated: August 6, 2015