

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHABOT-LAS POSITAS FACULTY ASSOCIATION  
AND  
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Load-Factor Definitions for B-Hours

15 May, 2009

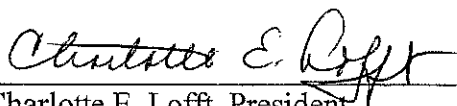
The District and Faculty Association agree that Article 10, section 10D.1b shall be modified as follows:

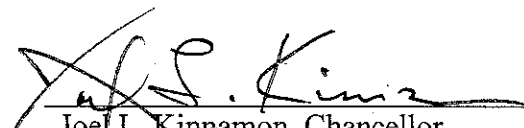
**b. Faculty Laboratory Hour B is calculated at .625, .75, .80, or .875 of Faculty Hour A and includes the following:**

- (1) **Faculty Laboratory Hour B.1 at .75** is a classroom teaching hour in laboratories, clinics, studios, physical education activities, practice and performance classes, individualized instruction, and other lab settings not included below.
- (2) **Faculty Laboratory Hour B.2 at .80** is an hour of line-of-sight supervision of Nursing students in a hospital setting that is accounted for through positive attendance and the following courses: Dental Hygiene 57, 71A, 71B, 74B, 81A and 81B. Effective Fall Semester, 2010, Faculty Laboratory Hour B.2 shall also be assignable to laboratory hours, in any discipline, in which it is shown that (a) continual line-of-sight supervision needed for safety reasons, and (b) the level of grading or evaluation of student work, necessitate a level of instructor involvement that significantly exceeds that normally expected for laboratory courses.
- (3) **(Effective Fall Semester, 2010) Faculty Laboratory Hour B.3 at .875** is a laboratory classroom teaching hour for courses that, in addition to meeting the standards described above for Faculty Laboratory Hour B.2, involve grading a minimum level of "professional quality" lab reports (or the equivalent) as demonstrated by (a) grading criteria specified in the course outline of record, and (b) a written Discipline Standard that details how the course meets this requirement.
- (4) **(Effective Fall Semester, 2010) Faculty Laboratory Hour B.T at .625** is a tutorial hour in an individualized learning center, in which there is minimal preparation and grading.

Specific guidelines on how disciplines may establish eligibility of their courses for Faculty Laboratory Hour B.2 or Faculty Laboratory Hour B.3 are set forth in Appendix 10D.1.

Signed and entered into this 20<sup>th</sup> day of May, 2009

  
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Charlotte E. Lofft, President  
Chabot-Las Positas  
Faculty Association

  
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Joel L. Kinnamon, Chancellor  
Chabot-Las Positas  
Community College District

ESTABLISHING ELIGIBILITY FOR FACULTY LABORATORY HOUR B.2 and B.3

The District and Faculty Association shall jointly consider courses, as submitted by the appropriate discipline (sub-division), for the course's laboratory hours to be assigned as Faculty Laboratory Hour B.2 (Load Factor .80) or Faculty Laboratory Hour B.3 (Load Factor .875). *Note:* If a discipline has the same rubric at both colleges, then any specific course number within that rubric must carry the same load factor at each college. Notwithstanding, the Discipline Standard (described below) may be college specific.

**1. Establishing Eligibility for Faculty Laboratory Hour B.2 at 0.80.**

To submit one or more of its courses for Faculty Laboratory Hour B.2, a discipline (sub-division) shall provide a brief rationale which (a) details any need for unit members teaching the course(s) to maintain continuous line-of-sight supervision of the students beyond the scheduled contact time; and (b) describes the nature of the evaluation of student work (*i.e.* grading performed outside of class) that the laboratory activities entail. *Note:* A course or subject area that recognizes no special line-of-sight supervision requirement may qualify for enhanced load factor on the basis of the grading requirement alone; in any case, the rationale should show that the aggregated effect of these two workload measures requires a level of instructor involvement that exceeds that normally presumed for laboratory hours. (As a base rule of thumb: the standard .75 laboratory load factor assumes 30 minutes outside work per contact hour.)

**2. Establishing Eligibility for Faculty Laboratory Hour B.3 at 0.875.**

To submit one or more of its courses for Faculty Laboratory Hour B.3, a discipline (sub-division) shall provide artifacts as follows:

- a) **Rationale.** The rationale for courses submitted for Faculty Laboratory Hour B.3 should adhere to the guidelines shown above for Faculty Laboratory Hour B.2. The discipline (sub-division) may also use the rationale to describe how the level of evaluation (grading) of lab reports or other student work, as delineated in the Discipline Standard (defined below), entails a volume of instructor involvement that is equivalent to the base standard described therein.
- b) **Course Outlines of Record.** For each course submitted for Faculty Laboratory Hour B.3, the discipline shall provide a copy of the course outline of record. In each case, the outline will explicitly detail grading criteria in the section that specifies methods of evaluating student progress. (*Note:* If the outline covers both lecture and laboratory portions of a course, only grading criteria that apply to the laboratory portion shall be considered.) The criteria will typically specify lab reports (or other assignments) graded on some or all of the following: description of experimental procedures, completeness and quality of data collected, representation of data in tables or diagrams, computational precision of results, proper use of symbolic notation, quality of analysis of scientific principles explored, quality of narrative explanations and reasoning, and use of other descriptive or analytic techniques, as appropriate.
- c) **Discipline Standard for Graded Lab Work.** The discipline shall establish a Discipline Standard, to be promulgated to all unit members teaching courses described therein. This Discipline Standard shall detail, for each course assigned Faculty Laboratory Hour B.3, the suggested number and type of lab reports, and other graded assignments, that the course should normally entail. As a base standard, for every three (3) hours per week the laboratory portion of the class meets, a course in category B.3 will normally require, amongst other graded assignments, at least two (2) "professional quality" lab reports, over the course of the semester, *or the equivalent*. Faculty members shall have flexibility in meeting this requirement, with the assumption that lab reports are graded on criteria specified in the course outline. For example, in lieu of "professional quality" (*i.e.*, full fledged) lab reports, a course may require a greater number of reports based on templates or detailed worksheets. Also, the graded submissions may include lab "practicals," quizzes and exams graded on the specified criteria.

# APPLICATION FOR ENHANCED LABORATORY LOAD FACTOR

Reference: MOU of 18 May, 2009 and Appendix 10D.1

Discipline (Course subject) \_\_\_\_\_ Rubric \_\_\_\_\_ Contact Person \_\_\_\_\_ Ext. \_\_\_\_\_

Application for:  Chabot only  LPC only  Both colleges jointly

Is the rubric for this subject area the same at both campuses?  YES  NO

## **PART A** Courses submitted for Faculty Laboratory Hour B.2 (Load Factor 0.80)

*NOTE:* A written rationale covering all courses listed below must be submitted with this application.

Course Number	Course Name	# of sections ANNUALLY	Weekly Lecture Hrs	Weekly Lab Hours	

## **PART B** Courses submitted for Faculty Laboratory Hour B.3 (Load Factor 0.875)

*NOTE:* A written rationale and Discipline Standard covering all courses listed below must be submitted with this application. In addition, a course outline with supporting grading criteria must be submitted for each course listed.

Course Number	Course Name	# of sections ANNUALLY	Weekly Lecture Hrs	Weekly Lab Hours	Outline revise needed? (Y/N)

## **HOW TO APPLY FOR ENHANCED LABORATORY LOAD FACTORS**

### **Summary:**

The District and Faculty Association have agreed to expand the laboratory load factor definitions (Contract Section 10D.1b) such that disciplines may apply to have courses with laboratory components assigned to Laboratory Hour B.2 (Load Factor 0.8) or Laboratory Hour B.3 (Load Factor 0.875). Qualifying for either category will require a written rationale. Further, Laboratory Hour B.3 is specifically intended for courses in which the outline of record shows that there are written lab reports, with qualifying grading criteria indicated. Definitions and detailed requirements are provided in MOU 10D.1 (dated May 19, 2009), including Appendix 10D.1 (to be included in the next contract) titled, "Establishing Eligibility for Faculty Laboratory Hours B.2 and B.3". Please read these documents carefully.

### **Instructions:**

A form titled "Application for Enhanced Laboratory Load Factor" has been provided, to be submitted by each discipline which seeks to have courses placed in Faculty Hour B.2 or B.3, in order to specify load factor 0.8 or 0.875 for laboratory hours. Please note the following:

— To the greatest extent possible we are asking that the application be submitted as a group effort of your discipline. Faculty members in the discipline are asked to specify a lead contact person who can represent the discipline's application as required.

— If your discipline rubric is differentiated (*e.g.* the hypothetical "Coptic Chemistry" dept. might show in Banner as "CCHM" at Chabot, but as "ALCM" at LPC), then your application will be college specific. *Important:* For courses (specified by rubric and course number) that are taught at both campuses (*i.e.*, shared courses) all application materials must be a joint submission by the faculty at the two colleges. (The system simply cannot handle a load factor for a course that varies depending on where it is taught.) If your discipline has a shared rubric, but has courses that are college specific (*i.e.*, course numbers listed in a single college catalog) then only the shared courses need to be listed on a joint application form. In such cases, you may list college-specific courses on a separate form.

— In all cases, make sure you provide all the information requested on the application form. The information regarding the number of sections offered annually (including summer offerings), as well as the weekly lecture and lab hours for the course, will help us track costs.

### **PART A: Courses submitted for Faculty Laboratory Hour B.2 (Load Factor 0.80)**

**Guidelines for the Rationale:** It is important to remember that the standard laboratory load factor of 0.75 already presumes half an hour of preparation and grading (or other instructor involvement outside of class time) per scheduled contact hour. In a qualitative sense, the purpose of the rationale is for you to make the case that the standard half an hour per contact hour is insufficient for your course(s). You are encouraged to do this as briefly and succinctly as you can. There are two specific workload measures mentioned in Appendix 10D.1 that can be described: (a) a line-of sight supervision requirement, and (b) the nature of the evaluation (grading) of student work that the laboratory activities entail. Of these two measures, the

evaluation of student work *that happens outside of normal class hours* is the single most important criterion. (Even though the rationale does not need to be quantitative, it is worth noting that a line-of-sight supervision requirement, taken by itself, shouldn't add any more than ten minutes per contact hour.)

— **Universality Requirement:** As a general guideline, all workload measures supporting a higher load factor should be academic in nature, and described as a universal presumption upon anybody teaching the course (as opposed to, say, an exposition of a specific teaching style.) To this end, requirements of transfer institutions, outside accrediting bodies, etc., may help— though such citations are not required.

— **A note about “Prep” time:** It is accepted as given that laboratory classes involve some preparation time for delivery of instruction; notwithstanding, after much consideration, it was decided that preparation time will not be criterion for determining load factor.

— **A note about equipment set-up, maintenance and classified support:** Generally speaking, equipment set-up and maintenance and management of supplies are not considered elements of academic workload. Thus, under normal circumstances, classified support (or lack thereof) should not have bearing on the load factor. *Exception:* Because the load consideration is so heavily based on grading, if your area has classified support that assists with the evaluation of student performance — and you want to apply for higher load factor notwithstanding — then this support must be fully addressed in your rationale.

### **PART B: Courses submitted for Faculty Laboratory Hour B.3 (Load Factor 0.875)**

Courses submitted for Faculty Laboratory Hour B.3 need to be addressed in three documents:

**1. Rationale:** Follow the guidelines for Part A, above. If the scope of manual grading expectations in any applicable course(s) is not self evident from your Discipline Standard (Item 3 below), your rationale may include some additional explanation.

**2. Course Outline requirement:** As a component of qualification for Faculty Laboratory Hour B.3 (at .875) the manual grading expectations for the course must be in support of the course outline of record. Typically, this means that specific grading criteria for lab reports (or other student work) will be shown on the outline. Sample language is shown below:

- **Written lab reports graded on the basis of** (*include all or some of the following: the description of experimental procedures, completeness and quality of data collected, computational precision of results, proper use of symbolic notation, quality of analysis of scientific principles explored, quality of narrative explanations and reasoning, representation of data in tables or diagrams, and any other descriptive or analytic techniques that are appropriate to the course.*)

Your outline may indicate other written assignments that involve analytical reasoning, or which develop critical thinking and/or scientific writing skills. You may also use non-written assignments, as long as specific grading criteria are provided in the outline.

— **A note about the curriculum committees:** As always, they will help ensure that your outlines meet the various state and campus regulations. It is important to realize, however, that it is *not* the charge of the curriculum committee to determine whether enhanced load factor is to be granted. (That will be done by a joint committee of the District and Faculty Association.)

**3. Discipline Standard.** If you are intending to submit one or more courses for the .875 load factor, the Discipline Standard is probably the document you will want to prepare first. In short, the Discipline Standard is a college-specific document (regardless of whether your rubric is differentiated) to be promulgated to all faculty teaching in your discipline. Simply put, for the purpose of workload, it is where you lay out the manual grading expectations for the laboratory reports (or other student work) in each course in your discipline for which the .875 load factor would apply. This should include a minimum number of lab reports (or other student-prepared work) that should be graded manually, along with some description of the *form* of the lab reports that are expected (e.g. “professional quality” write-ups, or reports based on templates or worksheets, etc.) At their option, disciplines may also introduce concepts and philosophies important and specific to learning in their field.

As a base standard, for every three hours per week the laboratory portion of the class meets, a course in category B.3 will normally require, amongst other graded assignments, at least two *professional quality* lab reports over the course of the semester, *or the equivalent*. The intent here is to allow some leeway: For example, perhaps in a given course you prefer a larger number of reports that are based on standardized templates (*i.e.*, lab worksheets) that are of significant depth and scope— or perhaps something even simpler that’s turned in and graded every week. Just remember that enhanced load factor will be granted on the basis of the manual grading guidelines and expectations that are expressed in the Discipline Standard. Thus, the scope of those basic expectations needs to be clear from the information you provide.

### ***Timeline***

#### **Application Deadline for the First Round: Friday, October 16, 2009**

- If curriculum is to be updated, but new outlines are not yet finalized, proposed outlines may be submitted. Load Factor cannot take effect until curriculum is finalized.
- Eligibility Established by the end of October, in time for scheduling 2010-11.
- Full implementation in pay and load sheets to be effective Fall 2010.

Packages due to Dave Fouquet (Chabot) or Kevin Ankoviak (LPC)