

A. Faculty Assignments

7. Part-time and extra service office hours:

- a. Office Hours shall be defined as follows whenever possible:
  - (i) Face-to-face classes: office hours shall be on campus (or at a location where class is held) at a designated time and location.
  - (ii) Online classes: office hours shall be online at a designated time.
  - (iii) Hybrid classes: office hours may be either online or in-person at a designated time and location.
- b. Office hour compensation shall be included in monthly part-time faculty salary payments. Paid office hours shall not count towards the 67% load under Education code Section 87482.5, or towards step increases on the Part-time Faculty Salary Schedule.
- c. The District and PFT agree that office hours for part-time faculty contribute to student success. Increasing the existing office hour compensation language in Article 18.7(1) is projected to be an annual ongoing cost of \$1.6 Million. To fund the Paid Office Hours Program, the District will use funds dedicated to student success. The potential funding sources are as follows:
  - (i) Student Equity funds from the State Chancellor's Office.
  - (ii) State reimbursement provided to the District for paid office hours, under the State Chancellor's guidelines.
  - (iii) General Funds or Measure B
  - (iv) Office Hours shall be defined as follows:
    - (v) Face-to face classes: office hours shall be on campus (or at location where class is held) at a designated time and location.
    - (vi) Online classes: office hours shall be online at a designated time.
    - (vii) Hybrid classes: office hours may be either online at a designated time and location.
- d. Office hour compensation shall be included in monthly part-time faculty salary payments and paid at the regular non-instructional rate.
- e. Paid office hours shall not count towards the 67% load under Education Code Section 87482.5, or towards step increases on the Part-time Faculty Salary Schedule.
- f. Part-Time Faculty. Eligibility to Participate in the Paid Office Hours Program:
  - (i) Effective Fall 2017, part-time instructional faculty will be compensated for office hours at their non-instructional rate for full semester classes. This program is in effect during the regular academic year only.
  - (ii) The following assignment formula shall be used to pay for part-time office hours during regular semesters and office hours for all instructional faculty during summer and intersession:

<u>INSTRUCTIONAL LOAD</u>	<u>PAID OFFICE HOURS</u>
0-2.99 equated hours	0
3-5.99 equated hours	1

6-8.99 equated hours	2
9 or more equated hours	3

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#### D. Class Size

1. The minimum class size shall be set at 18 for all classes.
2. In cases where other open sections do not exist within the District, exceptions to the minimum class size shall include:
  - a. Classes required for transfer, where no equivalent option exists;
  - b. Classes required for completion of a certificate or degree;
  - c. Classes where there are a limited number of work stations; and
  - d. Sequential classes.

Courses falling below the minimum class size shall be determined by the Vice President with input from the faculty within each discipline and with the concurrence of the Vice Chancellor of Educational Services.

The specific courses excepted from the minimum class size policy shall listed by title, course numbers, day, time and minimum number of students to be enrolled and shall be certified by the Vice Chancellor of Educational Services or designee fifteen (15) days (or more) prior to the beginning of the term. A copy of the list shall also be sent electronically to the President of the PFT on the same timeline.

3. The PFT and the District agree to establish a joint committee, comprised of three administrators appointed by the Vice Chancellor of Educational Services and three faculty (one appointed by the PFT president, one appointed by the DAS president and one joint PFT/DAS appointment), to review and make recommendations to the Chancellor on the criteria, process, and timeline used to determine when so called "low enrolled" courses will be canceled or continued. This committee will meet twice annually in November and April after schedules are published.
4. The maximum class size shall be limited to the number of work stations or the physical limitations of the facility as made available by the District. In no case shall maximum classroom occupancy exceed maximum allowable occupancy as established by the fire department in the county in which the class is conducted.
5. The maximum class size for any course in the English Department and the ESOL Department where the primary objective is to teach writing shall be 30, any larger class size to be by mutual agreement. The courses covered by this clause include English C1000, C1000E, C1001, 1B, 10A, 10B, all Creative Writing classes and Advanced Composition classes, and all ESOL composition classes. The computer will be set for a maximum of 35 students for the above classes until the first day of classes, and thereafter up to 30 students, up to and including the last day to add classes.

6. The maximum class size for any ESOL class where the primary objective is not to teach writing shall be 35, any larger class size to be by mutual agreement. The computer will be set for a maximum of 35 students up to and including the last day to add classes. The maximum class size may not exceed the number mandated by applicable governmental regulations.
  7. The maximum class size may not exceed 40 except by mutual agreement of the faculty member, department chair department chair, and administration.
  8. Except for error or inadvertence, no regular session class shall be canceled after the first week of classes and no short-term class shall be canceled after census.
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