

Article 9
LOAD AND CLASS SIZE

- 9.1 Current administrative policies, written procedures, and practices pertaining to load, to the extent they fall within the scope of representation defined by Government Code Section 3543.2, shall be maintained during the length of this *Agreement*.
- 9.2 For the purposes of this *Agreement*, load means class size, load factor, number of preparations per quarter, number of classes per year, and other such assignments as they pertain to hours of employment.
- 9.2.1 A “no-load” hour(s) shall mean an open laboratory to provide students with 1) access to campus services, equipment, and facilities, and/or 2) collaborative or individual activities related to the learning outcomes of the course. A no-load hour(s) added to a course shall not increase the faculty employee’s contact hours, preparation, or assessment responsibilities for that course.
- 9.3 Unless amended by this *Agreement* or a previous agreement between the Board and FA, current administrative policies, written procedures, and practices pertaining to load shall be those in effect on November 23, 1977.
- 9.4 Notwithstanding any other provision of this Article, no policy, procedure, or practice pertaining to class size shall require a faculty employee to increase the number of students enrolled in his or her class beyond the maximum class size for the class, nor prohibit the Board from enrolling students in a class up to the maximum class size prior to the first day of classes for the quarter. Once the first day of classes for the quarter has commenced, only a faculty member, at his or her own discretion, may add students to the class.
- 9.4.1 “Class size” means the number of students actually attending and, during the initial meeting of the class only, any other student who has requested in writing that he or she begin attendance at the second meeting of the class if the faculty employee believes that the request is justified. “Minimum class size” means the smallest number of students actually attending that shall, under provisions of Sections 9.1 and 9.3, allow a class to continue for the length of the term. “Maximum class size” means the largest number of students the Board may enroll in a class under provisions of Section 9.1 and 9.3.
- 9.4.2 In order that class size may be accurately determined, each employee shall immediately drop from his or her class any student who does not attend the first meeting of the class unless that student has requested in writing that his or her attendance begin with the second meeting of the class and the instructor believes that the request is justified. If such a student does not attend the second meeting, he or she shall immediately be dropped from the class. The faculty employee shall submit to the Registrar within 24 hours the names of all students dropped for failure to attend the first or second meetings of the class.
- 9.4.3 Class size shall be limited so as to conform to applicable fire and safety standards and shall not exceed the maximum number of work stations in the classroom.
- 9.4.4 Class size in concurrent sections shall be governed by the provisions established in Appendix V – Concurrent Sections.
- 9.5 Past practice in assigning the number of preparations to faculty employees shall be maintained, except that a contract or regular faculty employee shall be assigned no more

than three preparations of classes of three or more units in any quarter unless the faculty employee agrees to accept additional preparations. However, one additional preparation may be assigned if the total of four such assignments is needed to complete the employee's full annual load. (This section may be reopened by either party at any time.)

- 9.6 Notwithstanding any other provision of this article, no policy, procedure or practice pertaining to load shall prohibit changes in load within a division as long as the changes are required by curriculum adjustments that have been approved by the faculty of the division and the appropriate college curriculum committee.
- 9.7 No faculty employee shall be required to accept students in special project classes or individual study classes beyond that employee's normal load.