

Instructions

Application for Enhanced Laboratory Load Factors

Summary

The District and Faculty Association agreed to expand the laboratory load factor definitions (as shown in Appendix XX) such that disciplines may apply to have courses with laboratory components assigned to Laboratory Hour B.2 (Load Factor 0.80) or Laboratory Hour B.3 (Load Factor 0.875). Qualifying for either category requires a written rationale. Please note that Laboratory Hour B.3 is specifically intended for courses in which the course outline of record (COR) shows that written lab reports are expected, with qualifying grading criteria indicated. Definitions and detailed requirements are provided in Section 10D.1 of the 2019-22 CBA, as well as Appendix 10D.1 titled, “Establishing Eligibility for Faculty Laboratory Hours B.2 and B.3”. Please read these documents carefully.

Instructions

Please submit form titled “Application for Enhanced Laboratory Load Factor” to request courses be assigned as Faculty Hour B.2 or B.3, with load factors 0.8 or 0.875, respectively, for laboratory hours. Please note the following:

- Submit a single form for all courses in one discipline. Specify a lead contact person to represent the discipline’s application.
- If your discipline rubric differs from that of your sister college (*e.g.*, Geography is GEO at Chabot, and GEOG at Las Positas), submit a college-specific application.
- Important: For courses taught at both campuses (*i.e.*, courses with shared rubric and course number), submit all application materials jointly by faculty from both colleges. Banner can not accommodate different load factors based on where it is taught.
- If your discipline has a shared rubric, but has courses that are college-specific, submit only *shared* courses on a joint application form. Submit college-specific courses on a separate form.
- Provide all information requested on the application form. Information regarding the number of sections offered annually, as well as weekly lecture and lab hours for each course, allows us to track costs.
- Any changes to the existing enhanced lab load factor (*e.g.*, change from B.2 to B.3. or B.3 to B.2) requires this application.

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

Guidelines for the Rationale: The standard laboratory load factor of 0.75 presumes half an hour of preparation and grading (or other instructor involvement outside of class time) per scheduled contact hour. The purpose of the rationale is to provide evidence that the standard half an hour per contact hour is insufficient for all sections of a course. Be brief and succinct.

Relevant Contract Language

Article 10D.1 b (2)

Faculty Hour B.2 at 0.80 of a Calculated A Hour is an hour of line-of sight supervision of Nursing students in a hospital setting that is accounted for through positive attendance as well as the courses in Appendix XX. Faculty Laboratory Hour B.2 is also assignable to laboratory hours in any discipline in which it is shown that a) continual line-of-sight supervision is needed for safety

reasons, (b) the level of grading or evaluation of student work necessitates a level of Instructional Faculty's involvement that significantly exceeds that normally expected for laboratory courses.

Article 10D.1 b (3)

Faculty Laboratory Hour B.3 at 0.875 of a Calculated A Hour (CAH) 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" laboratory 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.

Universality Requirement: All workload measures that support a higher laboratory load factor should be academic in nature, and apply to everyone teaching the course. Evidence may include requirements of transfer institutions, accrediting bodies, etc.

A note about "prep" time: Preparation and lab set-up and break-down time for a laboratory class are not criteria for determining load factor.

A note about equipment set-up, maintenance and classified support: Equipment set-up and maintenance and management of supplies are not considered academic workload. Thus, classified support of a laboratory, or lack thereof, does not have bearing on the laboratory load factor. However, because evaluation of laboratory load is heavily based on the nature and volume of grading, if your area has classified support that assists with the evaluation of student performance — and you want to apply for higher load factor— then this classified support must be fully addressed in your rationale.

Part B: Courses submitted for Faculty Laboratory Hour B.3 (Load Factor 0.875)

Provide three documents for courses submitted for Faculty Laboratory Hour B.3.

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), please include additional explanations in your rationale.

2. Course Outline of Record (COR): As a component of qualification for Faculty Laboratory Hour B.3 (at .875) the manual grading expectations for the course must be reflected in the course outline of record (COR). For example, specific grading criteria for lab reports (or other student work) will be described in the COR. 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.*)

The COR may indicate other written assignments that involve analytical reasoning or develop critical thinking and/or scientific writing skills. Non-written assignments may be used, as long as specific grading criteria are provided.

A note about the curriculum committees: The curriculum committees help ensure that CORs meet various state and campus regulations. However, it is *not* the charge of the curriculum committee to determine whether enhanced load factor is to be granted.

3. Discipline Standard. The Discipline Standard is a college-specific document, regardless of whether your rubric is shared, that applies and is communicated to all faculty teaching in your discipline. The discipline standard specifies the manual grading expectations for laboratory reports or other student work in each course in the discipline with a .875 load factor. Details 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.) Disciplines may also introduce concepts and philosophies 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 simpler that is graded every week. Enhanced load factor will be granted on the basis of the manual grading guidelines and specific expectations that are articulated in the Discipline Standard and COR. The scope of grading expectations must be clear.

Timeline

Application Deadline: 5:00 p.m., Thursday, April 21, 2022

Submit via email the completed application and required documentation to: [Jeff Drouin](#) (Chabot) or [Tom Orf](#) (LPC)

- Approved changes to lab load factor will be effective Fall, 2022.
- Additional FTEF will be allocated to your college.
- Enhanced Load Factor of 0.875 supported by existing COR becomes effective the next semester after approval of enhanced load. If COR revisions are required, enhanced load is effective the first semester the COR is effective. If curriculum needs to be updated, but new outlines are not yet finalized, proposed outlines should be submitted to the curriculum committee.