### MIRACOSTA COLLEGE

## **FACULTYASSEMBLY**

#### **FACULTY ASSEMBLY COUNCIL MEETING**

March 8, 2024 12:00-2:00

ZOOM: https://miracosta-edu.zoom.us/j/545456834

- 1) Welcome & Roll Call
- 2) Exec Reports
  - Mary Gross, President
  - > dara, Vice President
  - > Billy Gunn, Treasurer
  - Luke Lara, Ombudsperson
  - > Annie Ngo, Contract and TREC Liaison
- 3) Contract Spotlight: Article C: Workload
- 4) Spring Philanthropy Proposals: Finalize

a. LatinX / MANA Graduation Festivities Approved: \$1500
 b. Noncredit Scholarship Approved: \$500
 c. Student Life & Leadership Celebration Approved: \$1000

- 5) Debrief Council Contract Activity
- 6) Spring All-Faculty Education Event Planning & Assignments
- 7) Closure

Next Meeting: Friday, April 12, 12:00-12:30 (FAC Members)

Followed by

ALL FACULTY Education Luncheon Event Friday, APRIL 12, 12:30-2:30 OC 3516







# Exec Reports

President: Mary

VP: dara

Contract: Annie

Ombuds: Luke

Treasurer: Billy







# 1) What are the components of a Weekly Workload Factor?

- a) faculty contact hours, prep, institutional service, and FLEX
- b) student contact hours, prep, institutional service
- c) faculty contact hours, prep, and institutional service
- d) faculty contact hours, student contact hours, prep, institutional service
- e) depends on if you are classroom or non-classroom



### **CORRECT ANSWER**



### d) Depends on Classroom or NonClassroom

#### **C.2.0 UNIFORM WEEKLY WORKLOADS**

A full-time contractual workload (1.00 FTE) shall consist of 15.00 LHE per semester (sum of classroom and non-classroom LHE).

The standard contractual work week for all full-time faculty is forty (40) hours. Faculty are expected to be reasonably available on regular and any extended contract days (if applicable) for meetings and other scheduled institutional service during that time. The uniform 40-hour work week for each 1.00 FTE faculty appointment shall be distributed among common duties as denoted in the following tables.

Key for the tables:
WFCH = weekly faculty contact hours
PREP = weekly preparation hours
STU = weekly student hours
INSV = institutional service hours

The breakdown of contact and preparation hours is shown in these tables for discipline factors of 1.000 for classroom assignments and 0.600 for non-classroom assignments. See the tables in section C.3.5 and Appendix 1.2 for the breakdown of contact and prep hours for other workload factors.



### **CLASSROOM AND NON-CLASSROOM**



## **WORKLOAD BREAKDOWN**

#### DISTRIBUTIONS OF WEEKLY WORK HOURS FOR CONTRACTUAL CLASSROOM ASSIGNMENTS

	WFCH		PREP		STU		INSV		тот		Weeks per Semester		Hours per Semester
PER FTE	15	+	15	+	5	+	5	=	40	X	17.6	=	704
PER LHE	1.000	+	1.000	+	0.333	+	0.333	=	2.667	X	17.6	=	47

### DISTRIBUTIONS OF WEEKLY WORK HOURS FOR CONTRACTUAL NON-CLASSROOM ASSIGNMENTS

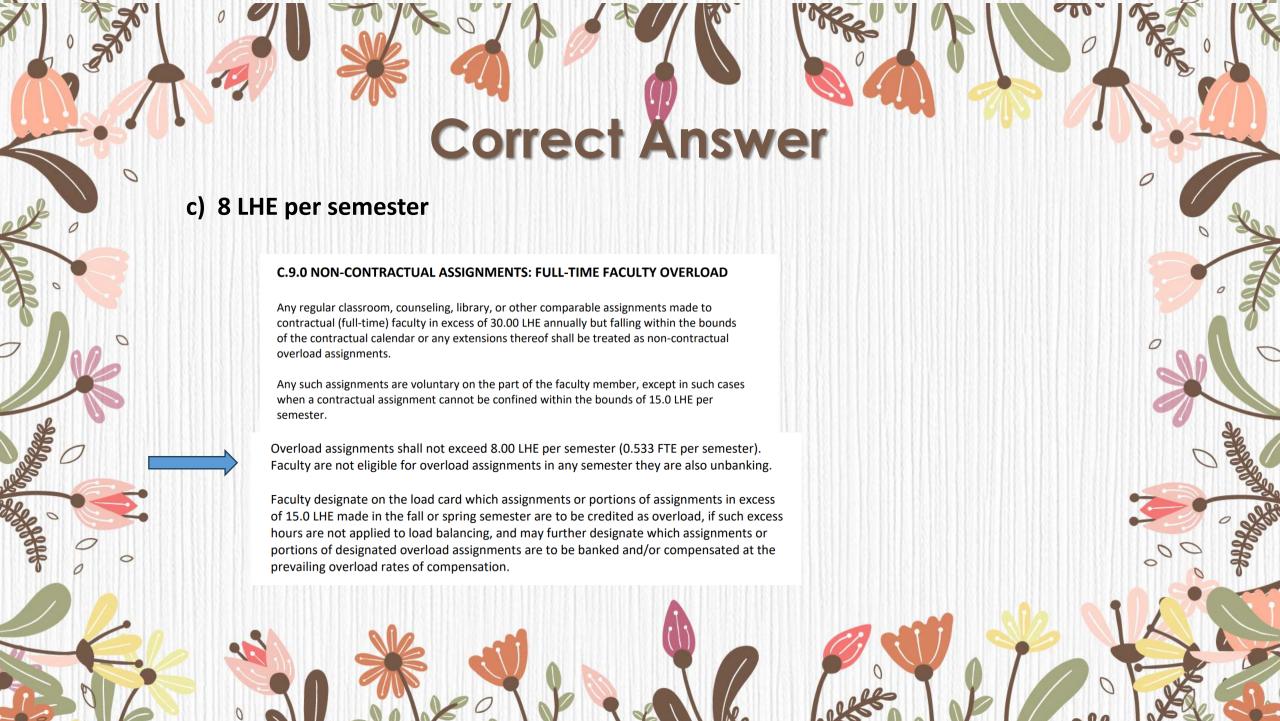
	WFCH		PREP		STU		INSV		тот		Weeks per Semester		Hours per Semester
PER FTE	25	+	10	+	0	+	5	=	40	X	17.6	=	704
PER LHE	1.667	+	0.667	+	0.000	+	0.333	=	2.667	х	17.6	=	47





## 2) Overload assignments in any semester shall not exceed:

- a) 5 LHE per semester
- b) 6 LHE per semester
- c) 8 LHE per semester
- d) 10 LHE per semester







# 3) Which of the following statements is true regarding FLEX obligation for full-time faculty members

- a) Two hours of documented FLEX per semester per assigned 1.0 classroom LHE in fall and spring semesters
- b) 60 hours documented FLEX for the year
- c) 80 hours documented FLEX for the year
- d) Two hours of documented FLEX per semester based on 15 LHE; no requirement for overload assignments or summer





## Correct Answer

# a) Two hours of documented FLEX per semester per assigned 1.0 classroom LHE in fall and spring semesters

### C.17.1 "Flex" obligation for full-time faculty members

Each full-time faculty member shall complete and properly document two (2) hours of documented professional development activities ("flex" credit) per semester per assigned 1.0 classroom LHE during the fall and spring semesters. This includes both contractual and non-contractual classroom assignments. Intersession, non-classroom or non-teaching assignments, and reassigned time carry no associated "flex" obligation.

#### C.17.2 Other professional duties associated with the flexible calendar

As noted in the workload table in section C.1.3 and described in section C.17.1, there are currently ten (10) "flex" days on the academic calendar, equivalent to eighty (80) contractual work hours. Any of these eighty (80) hours not spent participating in documented professional development activities shall be spent performing non-classroom duties or other professional duties, as defined in section C.1.1. Preapproved professional development hours associated with non-contractual classroom LHE (overload) are separately compensated and do not count towards the eighty (80) contractual work hours (refer to sections C.17.1 and D.2.2).

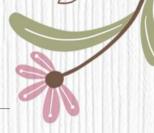
# 4) Here is a synopsis of the Workload Factor Review process; when can this process take place?

End of Week 4, department submits written justification with COR to the dean. End of week 8, dean reviews and provides written rationale on acceptance or rejection of request. End of week 12, VP shall review requests submitted by the dean and notify the Assembly with 10 days to respond before forwarding recommendation to the superintendent/president.

- a) in any semester: fall, spring, or summer
- b) in fall or spring only
- c) in fall only
- d) in spring only



## **CORRECT ANSWER**



## d) in spring only

### C.3.6. Workload Factor Review Process

Workload factors associated with courses shall be reviewed and revised according to the following process:

**STEP ONE:** By the end of week 4 of the spring semester the department requesting a lab, discipline, or performance course workload factor be established or re-rated shall provide a written justification, including the Course Outline of Record (COR) to the appropriate dean. The justification must address the appropriate criteria as specified in Appendix 2.









## PROPOSED ASSIGNMENTS



-1		
ARTICLE A: General Provisions	Mary	Curry
ARTICLE B: Support for AS/FA Functions		
ARTICLE C: Faculty Workloads	Annie	Leigh
ARTICLE D: Compensation	Billy	
ARTICLE E: Dept Chairs/CTE	Rich D.	Steve
ARTICLE F: Leaves	Paul	
ARTICLE G: Employment &	Ruth	Abby
Qualifications	, received	, and a second s
ARTICLE H: Evaluation &	dara	Jake
Tenure Review	dara	Jake
ARTICLE I: Professional Development	Casey	Min
ARTICLE J: Fringe Benefits  ARTICLE K: Separation from	Richard	Michelle O.
Employment		
ARTICLE L: Rights, Responsibilities, & Due	Luke	Michelle F.
Process		
Council Participants/Floaters	Lauren, Sinar, Mark, Kristi	
Council Farticipants/Floaters	Luci ett, Siriai , Iviai k, Kristi	



## SMALL GROUP LEADERS



Mary, Rich

Annie, Abby, Jake

Luke, Ruth, Lauren

dara, Leigh, Mark

Billy, Steve, Casey

Richard, curry, Min

Paul, Michelle F., Sinar

Kristi, Michelle O.

