

# MIRACOSTA COLLEGE FACULTY ASSEMBLY



## 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**

A decorative border of various colorful flowers and leaves surrounds the central text. The flowers include orange, pink, purple, yellow, and red blooms, some with dark brown stems and green leaves. The background is a light, textured grey.

# Faculty Assembly Council Meeting

March 8, 2024  
Via ZOOM





# Exec Reports

President: Mary

VP: dara

Contract: Annie

Ombuds: Luke

Treasurer: Billy



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# **Contract Spotlights**

# **Quick Question Quiz Poll**

## ***Workload***





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## **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

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## 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		TOT		Weeks per Semester		Hours per Semester
<b>PER FTE</b>	15	+	15	+	5	+	5	=	40	x	17.6	=	704
<b>PER LHE</b>	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		TOT		Weeks per Semester		Hours per Semester
<b>PER FTE</b>	25	+	10	+	0	+	5	=	40	x	17.6	=	704
<b>PER LHE</b>	1.667	+	0.667	+	0.000	+	0.333	=	2.667	x	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**



# Correct Answer

c) 8 LHE per semester

## C.9.0 NON-CONTRACTUAL ASSIGNMENTS: FULL-TIME FACULTY OVERLOAD

Any regular classroom, counseling, library, or other comparable assignments made to contractual (full-time) faculty in excess of 30.00 LHE annually but falling within the bounds of the contractual calendar or any extensions thereof shall be treated as non-contractual overload assignments.

Any such assignments are voluntary on the part of the faculty member, except in such cases when a contractual assignment cannot be confined within the bounds of 15.0 LHE per semester.

Overload assignments shall not exceed 8.00 LHE per semester (0.533 FTE per semester). Faculty are not eligible for overload assignments in any semester they are also unbanking.

Faculty designate on the load card which assignments or portions of assignments in excess of 15.0 LHE made in the fall or spring semester are to be credited as overload, if such excess hours are not applied to load balancing, and may further designate which assignments or portions of designated overload assignments are to be banked and/or compensated at the prevailing overload rates of compensation.





**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



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**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.



# SPRING PHILANTHROPY



LatinX / Mana Graduation Festivities



CLC: ESL Celebration & TIC Scholarship



Student Life & Leadership Recognition



# BPC Update



Mark Laurel



# COUNCIL CONTRACT ACTIVITY REFLECTION & NEXT STEPS



Recap of Key TakeAways



April All-Faculty Education Event



Council member assignments



# PROPOSED ASSIGNMENTS

ARTICLE A: General Provisions ARTICLE B: Support for AS/FA Functions	Mary	Curry
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 & Qualifications	Ruth	Abby
ARTICLE H: Evaluation & Tenure Review	dara	Jake
ARTICLE I: Professional Development	Casey	Min
ARTICLE J: Fringe Benefits ARTICLE K: Separation from Employment	Richard	Michelle O.
ARTICLE L: Rights, Responsibilities, & Due Process	Luke	Michelle F.
Council Participants/Floaters	Lauren, Sinar, Mark, Kristi	



# SMALL GROUP LEADERS



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**Mary, Rich**

**Annie, Abby, Jake**

**Luke, Ruth, Lauren**

**dara, Leigh, Mark**

**Billy, Steve, Casey**

**Richard, curry, Min**

**Paul, Michelle F., Sinar**

**Kristi, Michelle O.**





# THANK YOU

## Next Meeting

April 12 OC 3516  
Council Meeting 12:00-12:30  
Education Luncheon  
12:30-2:30