



Division of Behavioral and Social Sciences

Tuesday, February 23, 2021

BSS Division Load Committee

MINUTES

- Members:**
- ☒ DEAN – Chris Gold (Chair)
 - ☒ ANTHRO – Rodolfo Otero
 - ☒ AHIS - Ali Ahmadpour
 - ☒ CDEV – Michelle Moen
 - ☒ ECCFT & PSYC– Angela Simon
 - ☒ HIST – Hong Herrera-Thomas
 - ☒ HDEV – Juli Soden
 - ☒ SOCI – Kassia Wosick

I) Welcome

- Contract revisions for the 2020-22 clarified the composition and role of the Division Load Committee. We have reconfigured the committee as directed by the contract.

II) Members

- Article 8, section 7(a) describes the committee membership.
 - Dean, Chairs the Committee.
 - 3-5 Faculty members, one of which is AFT representative.
 - One of the faculty members is appointed by the Dean and the rest are selected by division faculty
 - Changes can be made with the approval of the Dean and AFT rep.
- For our committee, the Dean and AFT rep agreed to have one person from each program within the division. We requested reps from each program and got people from most but not all programs.

III) Purpose/Process

- Must meet at least once a year.
- Review and make recommendations on requests for student workers.
- Reviews and makes recommendations on changes to class sizes (This is based on review of requests to change a class size presented by department faculty. The process for how to do that is still under review.)
- Review WSCH/FTE objectives by the College Load Review Committee. The college has not been setting WSCH/FTE goals lately. These goals may not help students in progress to degree, as they may discourage the scheduling of a sufficient number of sections with low course caps.

IV) Student Workers

- Each division receives an allotment for student workers based on FTES.
- Student workers can help faculty with pulling together materials for your class, editing videos, working on a research project, etc.
- Student workers cannot help faculty with any instructional responsibilities – they cannot grade, teach a class, write the content for your Canvas site, etc.
- Student workers cannot work with any student information – including rosters, student produced work, emails, or other personal information.
- The committee approved the student worker requests that were submitted for Spring 2021.

VI) Course Cap Applications

- Several of our departments will be applying to reduce their course caps. Since many of our courses are taught in very similar ways, the faculty would like to get together to discuss reasoning for proposed reductions and possibly develop common language and arguments to be used across applications.

Attachment: Meeting PowerPoint

BSS Course Cap List

Faculty Contract - Article 8, Section 7, Division Load Committee

Class Size Determination Process - Draft

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Contract – Article 8, section 7(a)

- Dean, Chair
- 3-5 Faculty members, one of which is AFT representative.
- One of the faculty members is appointed by the Dean and the rest are selected by division faculty
- Changes can be made with the approval of the Dean and AFT rep.

Purpose/Process (Article 8, section 7)

1. Must meet at least once a year.
2. Review and make recommendations on requests for student workers.
3. Recommendations on changes to class sizes (This is based on review of requests to change a class size presented by department faculty. The process for how to do that still needs to be negotiated.)
4. Review WSCH/FTE objectives by the College Load Review Committee (let sleeping dogs lie).

Student Workers

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COURSE CAP

Division/Department	Course	Class Cap/Maximum
BSS	ASTU 7	45
BSS	ANTH 1	45
BSS	ANTH 1H	30
BSS	ANTH 2	45
BSS	ANTH 2H	30
BSS	ANTH 3	45
BSS	ANTH 4	45
BSS	ANTH 5	25
BSS	ANTH 6	45
BSS	ANTH 7	45
BSS	ANTH 8	45
BSS	ANTH 9	45
BSS	ANTH 11	45
BSS	ART 101	45
BSS	ART 102A	45
BSS	ART 102AH	30
BSS	ART 102B	45
BSS	ART 102C	45
BSS	ART 106	30
BSS	ART 109	45
BSS	ART 205A	45
BSS	ART 205B	45
BSS	ART 207	45
BSS	ART 208	45
BSS	ART 208H	30
BSS	ART 209	45
BSS	CDEV 103	50
BSS	CDEV 104	50
BSS	CDEV 106	50
BSS	CDEV 107	45
BSS	CDEV 108	45
BSS	CDEV 110	35
BSS	CDEV 112	50
BSS	CDEV 114	50
BSS	CDEV 115	35
BSS	CDEV 116	35
BSS	CDEV 117	35
BSS	CDEV 118	35
BSS	CDEV 119	35
BSS	CDEV 125	25
BSS	CDEV 126	25
BSS	CDEV 129	45
BSS	CDEV 130	50
BSS	CDEV 131	30
BSS	CDEV 150	45
BSS	CDEV 152	40

COURSE CAP

BSS	CDEV 165	45
BSS	CDEV 169	25
BSS	ECON 1	44
BSS	ECON 1H	30
BSS	ECON 2	44
BSS	ECON 5	50
BSS	EDUC 101	50
BSS	EDUC 201	50
BSS	ESTU 1	45
BSS	ESTU 3	45
BSS	ESTU 5	45
BSS	HIST 101	45
BSS	HIST 101H	30
BSS	HIST 102	45
BSS	HIST 102H	30
BSS	HIST 105	45
BSS	HIST 106	45
BSS	HIST 108	45
BSS	HIST 110	45
BSS	HIST 111	45
BSS	HIST 112	45
BSS	HIST 114	45
BSS	HIST 122	45
BSS	HIST 122H	30
BSS	HIST 128	45
BSS	HIST 129	45
BSS	HIST 140	45
BSS	HIST 141	45
BSS	HIST 152	45
BSS	HIST 154	45
BSS	HDEV 101	30
BSS	HDEV 105	30
BSS	HDEV 110	30
BSS	HDEV 110H	30
BSS	HDEV 115	30
BSS	PHIL 101	45
BSS	PHIL 101H	30
BSS	PHIL 103	45
BSS	PHIL 105	26
BSS	PHIL 105H	26
BSS	PHIL 106	45
BSS	PHIL 107	45
BSS	PHIL 111	45
BSS	PHIL 112	45
BSS	PHIL 113	45
BSS	PHIL 114	45
BSS	PHIL 115	45
BSS	PHIL 117	45

COURSE CAP

BSS	POLI 1	45
BSS	POL 1H	30
BSS	POLI 2	45
BSS	POLI 3	45
BSS	POLI 5	45
BSS	POLI 6	45
BSS	POLI 7	45
BSS	POLI 10	45
BSS	POLI 10H	30
BSS	PSYC 2	50
BSS	PSYC 3	26
BSS	PSCY 3H	26
BSS	PSYC 5	50
BSS	PSYC 5H	30
BSS	PSYC 7	50
BSS	PSYC 8	50
BSS	PSYC 9A	25
BSS	PSYC 9B	30
BSS	PSYC 10	50
BSS	PSYC 12	50
BSS	PSYC 15	50
BSS	PSYC 16	50
BSS	PSYC 17	50
BSS	PSYC 19	50
BSS	PSYC 25	50
BSS	SOCI 101	50
BSS	SOCI 101H	30
BSS	SOCI 102	50
BSS	SOCI 104	50
BSS	SOCI 107	50
BSS	SOCI 108	50
BSS	SOCI 109A	25
BSS	SOCI 109B	30
BSS	SOCI 110	50
BSS	SOCI 112	50
BSS	SOCI 113	50
BSS	SOCI 115	50
BSS	SSCI 101	45
BSS	SSCI 103	45
BSS	WSTU 1	45

Article 8 Section 7. Division Load Committee

(a) Within each instructional division, a Division Load Committee shall be established, composed of the Dean of the Division, who is designated as chairperson, and three (3) to five (5) Faculty Members one of which shall be the Division AFT Representative, one (1) appointed by the Dean and the remainder elected by the full-time Faculty Members of the Division. The election shall be conducted by the Federation representative of the Division. If none is seated, the Federation will appoint an alternate faculty member from the division to conduct the election. The Division Faculty may recommend in plenary session (Division Meeting) any increase in membership numbers that will ensure effective representation on the Committee. The Division Dean and division Federation representative must approve any recommended variation.

(b) Each Division Load Committee will recommend class sizes for all classes.

(c) Each Division Load Committee will examine any cases within its jurisdiction involving Instructors who teach a class in which, during each meeting: (i) two or more courses are taught by the same Instructor, and (ii) for each course substantially different subject matter is presented which requires separate preparations. The Division Load Committee may recommend additional load credit in these instances beyond the load credit previously allowed. Such an action by the Division Load Committee is subject to the approval of the College Load Review Committee and negotiation with the Federation. The District will notify the Federation of decisions made by the College Load Review Committee in these cases and enter into negotiations with the Federation as applicable.

(d) The Division Load Committee will otherwise plan the instructional program of the division in such a manner that it may achieve the average WSCH divisional objective established by the College Load Review Committee. In the event the Committee is unable by a majority vote to agree on the plan to reach the division objective, the Dean will devise such a plan in consultation with the Committee, provided that the Dean will not take such action more than fifteen (15) days prior to the establishment of a semester's class schedule. The Division plan will be forwarded to the Vice President - Academic Affairs. If the Vice President - Academic Affairs determines that a plan is unlikely to achieve the division objective, the College Load Review Committee will be convened to revise the plan.

(e) The College Load Committee shall meet at least once each year and shall set a minimum number of meetings and the deadlines for such meetings for the Division Load Committees.

Class Size Determination and Process

Draft May 6, 2021

1. Determination of class size by department.
 - A. If a new course
 - a. Include class size with new course proposal for information purposes.
 - B. If requesting a change in class size, provide justification, including:
 - Estimated changes to FTES/section and cost (add link and list fall 20)
 - Impact on student success, retention, and equity
 - Impact of Changes in SLOs, PLOs, and Discipline
 - Investigate size of comparable courses, both here and elsewhere
 - Evaluate approved criteria
 - Complete request form
2. Division Load Committee Approval
Provide explanation if denied
3. College Load Committee Approval
Provide explanation if denied
4. VPAA Approval

Annual Timeline:

October 15: Division load committee submission deadline

December 15: Division Load Committee complete review completion

April 1: Campus Load Committee to complete review applications

April 15: District and Federation negotiate any approved applications

Course Class Size Determination

Division: _____

☐ New Course

OR

☐ Revision

Current Class Size: _____

Proposed Class Size: _____

Course(s) [up to 4 courses in one discipline]: **One form can be used for up to four classes in a discipline (ie Psych 101, 102, 107, 108)**

Person Submitting Application: _____

1. Method of Delivery

<input type="checkbox"/> Lecture	<input type="checkbox"/> Lab	<input type="checkbox"/> Lecture/Lab
Explanation:		

2. Comparable Courses (attach comparable data)

<input type="checkbox"/> El Camino College	<input type="checkbox"/> Other California Community Colleges	<input type="checkbox"/> Universities
Explanation: Gather information from comparable colleges near us.		

3. External Accrediting Agencies (i.e.: Board of Registered Nursing) (attach documentation of requirements)

<input type="checkbox"/> Accrediting Body	<input type="checkbox"/> Other
Explanation: None for us in BSS.	

4. Equipment/Classroom Requirements

<input type="checkbox"/> Lab/Work Stations	<input type="checkbox"/> Computer Labs	<input type="checkbox"/> Other
Explanation: May apply to Childhood Education classes and possibly Anthro lab. For Psych/Soc 109A/B, students will be checking out laptops so computer lab limitations wouldn't apply.		

5. Safety Requirements

<input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> High Heat/Flame	<input type="checkbox"/> Fragile/Dangerous Equipment
<input type="checkbox"/> Noise	<input type="checkbox"/> Chemical Usage	<input type="checkbox"/> Other
Explanation: Probably not any for us.		

6. Required Workload

<input type="checkbox"/> Writing Requirement (such as word count)	<input type="checkbox"/> Writing Requirement Verified in the Course Outline of Record
<input type="checkbox"/> External Special Accreditation Requirements	<input type="checkbox"/> Other
Explanation: Any articulation requirements that impact workload? Lori Suekawa. ECC Connect. AB705. Collaborate on shared narrative (Google doc.). In class activities (group work, critical thinking conversations, CDEV materials). Office hours.	

7. Effect on Efficiency Goals

<input type="checkbox"/> WSCH/FTEF	<input type="checkbox"/> Changes in FTES/section	<input type="checkbox"/> Costs
Explanation of Effect on Division Efficiency (2020-2021: basic-\$4009/FTES, Special Admit/CDCP-\$5622/FTES, Noncredit-\$3381/FTES): The division will work together on this in fall. We can share the math.		

8. Impact on Student Success, Retention and Equity

Explanation of Impact on Student Success, Retention and Equity: Program classes are capped at 30 – general population students should have same opportunity to have smaller class sizes.

9. Impact of changes on SLOs, PLOs and Discipline

Explanation of Impact of changes on SLOs, PLOs and Discipline: Does the SLO/PLO require writing. Collaborate on this section. Critical thinking.

Provide a narrative justification for the change in class size:

Wow and persuade everyone here. Don't make it too long so that it overwhelms readers. Don't use too small of a font.

Division Load Review Committee:

☐ Approved ☐ Denied (provide reason) ☐ Date _____

College Load Review Committee:

☐ Approved ☐ Denied (provide reason) ☐ Date _____

VPAA Review:

☐ Approved ☐ Denied (provide reason) ☐ Date _____