



**Division of Behavioral and Social Sciences
September 6, 2023
BSS Division Load Committee**

AGENDA

- Members:**
- DEAN – Chris Gold (Chair)
 - AFT – Hong Herrera Thomas (excused – Sabbatical)
 - ANTHRO – Rodolfo Otero
 - AHIS - Ali Ahmadpour (AFT while Herrera Thomas on sabbatical)
 - CDEV – Michelle Moen (voted via email – resigned after this meeting)
 - COMS – Diana Crossman
 - PSYC – Julio Farias
 - HIST – Orion Teal
 - SOCI – Kassia Wosick
- Guests:**
- Irena Zugic, BSS Associate Dean
 - Cecelia Mataalii, BSS Administrative Clerk

I) Course Caps MOU

- The committee reviewed the course cap MOU (see attached) and the changes to BSS course caps.
- Requests for course cap reductions are currently on hold until a new process can be agreed upon.

II) Student Worker Requests

- BSS Student Worker Budget, 2023-24 - \$35,746
- The division typically only uses a small fraction of its student worker budget.
- Childhood Education and Anthropology faculty have a large need this semester as they are unpacking all their instructional materials and preparing the Teacher Resource Room and Anthropology Museum for their openings in Spring.
- The committee approved the following student worker requests:
 - Rodolfo Otero – 70 hours
 - Marianne Waters – 60 hours
 - Lawrence Ramirez – 70 hours
 - Angela Mannen – 70 hours
 - Joshua Casper – 100 hours
 - Karen Whitney – 20 hours
 - Janice Jefferis – 60 hours
 - Michelle Moen – 60 hours
 - Cynthia Cervantes – 100 hours
 - Reshon Moutra - 60 hours

- If a faculty member who has been previously approved has used up the hours and would like more during the Fall semester, they may request an increase from the committee, and the committee will review the request via email.
- Michelle Moen voted via email. She also resigned from the committee since she has a heavy workload this semester.

Memorandum of Understanding between El Camino Community College District and the El Camino College Federation of Teachers
June 13, 2023

Collective Bargaining Agreement (CBA) Article 8 Sections 2, 6, and 7, Teaching Load
 This Memorandum of Understanding (MOU) represents the resolution of the Class Size Determination process for class size changes submitted during the 2021-2022 academic year. This process is an extension of the follow CBA articles:

- Article 8 Section 4 – Instructional Objectives
- Article 8 Section 7 – Division Load Committee

It is hereby agreed between the parties that:

1. Effective Winter 2024, all of the below classes will have the following student course caps.

| New Cap | CLRW Approved Cap | Current Cap | Class(es) |
|-----------------|-------------------|-------------|--|
| 40 | 35 | 45 | American Studies 7 |
| 45 | 35 | 45 | Art History 101 |
| 40 | 35 | 45 | Art History 102a, 102b, and 102c |
| 40 | 40 | 45 | Astronomy 20 |
| 27 ¹ | 24 | 31 | Chemistry 1A, 1B, 4, and 20 |
| 10 | 10 | 20 | Educational Development 29 |
| 18 | 18 | 30 | Educational Development 35 |
| 20 | 20 | 30 | Educational Development 36 |
| 14 | 14 | 18 | Educational Development 37 |
| 30 | 25 | 30 | English 1A and 1As |
| 45 | 35 | 45 | History 101 and 102 |
| 40 | 35 | 45 | History 105, 106, 108, 110, 111, 112, 114, 122, 128, 129, 140, 141, 152, and 154 |
| 35 | 35 | 38 | Japanese 1 and 2 |
| 30 | 30 | 35 | Japanese 3 and 4 |
| 20 | 20 | 28 | Journalism 6 |

¹ Contingent on District’s agreement to conduct a thorough square foot analysis of our lab spaces and compare it to National Fire Protection Association (NFPA) guidelines.

| | | | |
|----|----|----|---|
| 20 | 20 | 25 | Journalism 9 |
| 20 | 20 | 30 | Journalism 11 and 14 |
| 40 | 35 | 50 | Psychology 117, 119, and 125 |
| 45 | 40 | 50 | Sociology 101 |
| 40 | 35 | 50 | Sociology 102, 104, 107, 108, 110, 112, 113, 115, and 118 |

1. This Memorandum of Understanding shall settle all impacts and effects relating to the actions and decisions in implementing new class sizes commencing Winter 2024. This Memorandum of Understanding is not intended to establish or support any claim of “past practice” regarding the next round of submittals or negotiations pertaining to course caps.
2. The updated and complete ECC Course Cap spreadsheet will be updated and posted on the HR website where MOUs are posted by July 1 every year.
3. All course capacity changes included in this memorandum of understanding will be re-negotiated during Spring 2026 for implementation beginning Fall 2026.
4. Upon completion of Federation and District contract negotiations, negotiations for the AHIS 101, ENGL 1A and 1As, HIST 101 and 102, and SOC 101 applications will recommence between the Federation and the VPAA within 10 business days after Federation ratification of the successor contract.

For the Federation:

Stephanie Merz

Stephanie Merz

El Camino College Federation of Teachers

Date June 13, 2023

For the District:

Jane Miyashiro

Jane Miyashiro, Vice President Human Resources

El Camino Community College District

Date 7/10/2023