

Division Load Committee

Agenda of 10/8/20

Minutes

- Does anyone need a review of our purpose?
- Changes to the committee composition according to the new contract which is waiting board approval.
 - Section 7. Division Load Committee **Reviewed and will reach out to Chris Glover the division union rep.**
 - (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 ~~or means of attaining membership~~ that will ensure effective representation on the Committee. The Division Dean and division Federation representative must approve any recommended variation.
- Draft of form to request cap changes (see attached) **Reviewed and will use this form for journalism class-cap changes**
- Revisit our action items from the last meeting since no progress was made
- Items agree to:
 - Lower cap on J11, J14, and J9 (production classes) from 30, 30, 25 to a cap of 15 for each
 - Next Steps: **Kate and Deb will work on form for each course, adding J6 and J7**
 - To increase load for English 1C, which would require increasing units
 - One hour per week = .5 units
 - Two hours per week = 1 unit
 - We would need to find other schools doing the same
 - We can look at using AB705 as partial rationale
 - Next steps: **Scott to pull data from assist.org; Pete and Rhea to compose an argument**
- Other suggested action items:
 - **ESL needs to match units to hours**
 - **Load and Non-credit – Matt will look at other schools**
 - **Release-time transparency**
 - **Spreadsheet-release time**
 - **Report out to division: product of how release time is used**
 - **Next meeting set for 10/29 @ 10:00**