



ESTABLISHING ELIGIBILITY FOR FACULTY LABORATORY HOUR B.2 and B.3

The District and Faculty Association shall jointly consider courses, as submitted by the appropriate discipline (sub-division), for the course's laboratory hours to be assigned as Faculty Laboratory Hour B.2 (Load Factor .80) or Faculty Laboratory Hour B.3 (Load Factor .875). *Note:* If a discipline has the same rubric at both colleges, then any specific course number within that rubric must carry the same load factor at each college. Notwithstanding, the Discipline Standard (described below) may be college specific.

1. Establishing Eligibility for Faculty Laboratory Hour B.2 at 0.80.

To submit one or more of its courses for Faculty Laboratory Hour B.2, a discipline (sub-division) shall provide a brief rationale which (a) details any need for unit members teaching the course(s) to maintain continuous line-of-sight supervision of the students beyond the scheduled contact time; and (b) describes the nature of the evaluation of student work (*i.e.* grading performed outside of class) that the laboratory activities entail.

Note: A course or subject area that recognizes no special line-of-sight supervision requirement may qualify for enhanced load factor on the basis of the grading requirement alone; in any case, the rationale should show that the aggregated effect of these two workload measures requires a level of instructor involvement that exceeds that normally presumed for laboratory hours. (As a base rule of thumb: the standard .75 laboratory load factor assumes 30 minutes outside work per contact hour.)

2. Establishing Eligibility for Faculty Laboratory Hour B.3 at 0.875.

To submit one or more of its courses for Faculty Laboratory Hour B.3, a discipline (sub-division) shall provide artifacts as follows:

- a) **Rationale.** The rationale for courses submitted for Faculty Laboratory Hour B.3 should adhere to the guidelines shown above for Faculty Laboratory Hour B.2. The discipline (sub-division) may also use the rationale to describe how the level of evaluation (grading) of lab reports or other student work, as delineated in the Discipline Standard (defined below), entails a volume of instructor involvement that is equivalent to the base standard described therein.
- b) **Course Outlines of Record.** For each course submitted for Faculty Laboratory Hour B.3, the discipline shall provide a copy of the course outline of record. In each case, the outline will explicitly detail grading criteria in the section that specifies methods of evaluating student progress. (*Note:* If the outline covers both lecture and laboratory portions of a course, only grading criteria that apply to the laboratory portion shall be considered.) The criteria will typically specify lab reports (or other assignments) graded on some or all of the following: description of experimental procedures, completeness and quality of data collected, representation of data in tables or diagrams, computational precision of results, proper use of symbolic notation, quality of analysis of scientific principles explored, quality of narrative explanations and reasoning, and use of other descriptive or analytic techniques, as appropriate.
- c) **Discipline Standard for Graded Lab Work.** The discipline shall establish a Discipline Standard, to be promulgated to all unit members teaching courses described therein. This Discipline Standard shall detail, for each course assigned Faculty Laboratory Hour B.3, the suggested number and type of lab reports, and other graded assignments, that the course should normally entail. As a base standard, for every three (3) hours per week the laboratory portion of the class meets, a course in category B.3 will normally require, amongst other graded assignments, at least two (2) "professional quality" lab reports, over the course of the semester, *or the equivalent*. Faculty members shall have flexibility in meeting this requirement, with the assumption that lab reports are graded on criteria specified in the course outline. For example, in lieu of "professional quality" (*i.e.*, full fledged) lab reports, a course may require a greater number of reports based on templates or detailed worksheets. Also, the graded submissions may include lab "practicals," quizzes and exams graded on the specified criteria.

ENHANCED LOAD FACTOR DEFINITIONS

(From Article 10D.1b in the January 1, 2012-December 31, 2014 contract)

Faculty Laboratory Hour B is calculated at 0.56, 0.75, 0.80, or 0.875 of Faculty Hour A and includes the following:

- (1) **Faculty Laboratory Hour B.1 at 0.75** is a classroom teaching hour in laboratories, clinics, studios, physical education activities, practice and performance classes, individualized instruction, and other lab settings not included below.
- (2) **Faculty Laboratory Hour B.2 at 0.80** is an hour of line-of-sight supervision of Nursing students in a hospital setting that is accounted for through positive attendance and the following courses: Dental Hygiene 57, 71A, 71B, 74B, 81A and 81B. Effective Fall Semester, 2010, Faculty Laboratory Hour B.2 shall also be assignable to laboratory hours, in any discipline, in which it is shown that (a) continual line-of-sight supervision needed for safety reasons, and (b) the level of grading or evaluation of student work, necessitate a level of instructor involvement that significantly exceeds that normally expected for laboratory courses. Additional Courses approved for Faculty B.2 are as follows:
 - *Courses common to both colleges:* Anthropology 1L, Biology 10, Biology 31, Biology 50, Physiology 1, Chinese 1AB, Chinese 50ABCD, Japanese 1AB, Japanese 50ABCD, Italian 1AB, Italian 2AB, Italian 50AB, French 1AB, French 2AB, French 50ABCD, Spanish 1AB, Spanish 2AB, Spanish 50ABCD, Astronomy 30, Physics 2AB;
 - *Chabot College Course:* Environmental Science 11
 - *Las Positas College Courses:* Computer Information Systems 54, Computer Information Systems 55, Computer Information Systems 57, Physics 10L, Botany 1.
- (3) **Faculty Laboratory Hour B.3 at 0.875** is a laboratory classroom teaching hour for courses that, in addition to meeting the standards described above for Faculty Laboratory Hour B.2, involve grading a minimum level of “professional quality” lab reports (or the equivalent) as demonstrated by (a) grading criteria specified in the course outline of record, and (b) a written Discipline Standard that details how the course meets this requirement. Courses approved for Faculty Hour B.3 are as follows:
 - *Courses common to both colleges:* Chemistry 1A, Chemistry 1B, Chemistry 12A, Chemistry 12B, Chemistry 30A, Chemistry 30B, Chemistry 31, Anatomy 1, Microbiology 1;
 - *Chabot College Courses:* Chemistry 5, Chemistry 8, Biology 2AB, Physics 4ABC;
 - *Las Positas College Courses:* Geology 1L, Physics 8 ABC, Physics 8D, Biology 1, Zoology 1.

Reference: Faculty Collective Bargaining Agreement, Article 10D.1