

**Tentative Agreement**  
by and between the  
Glendale College Guild, Local 2276  
and the  
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

ARTICLE X  
**CLASS SIZE**

The language in this article applies to ~~traditional, online, and hybrid classes.~~

**Section 1. General Provisions**

A. This article shall apply to the following classes;

- in-person
- distance education certified synchronous online instruction,
- distance education certified asynchronous online instruction, and
- laboratory

**Section 2 1. Minimum Class Size**

A. Credit and noncredit lecture and laboratory classes shall have a minimum class size requirement of 15 students, ~~The minimum class size of 15 students shall apply to all credit lecture and laboratory classes,~~ unless the District, in its sole discretion, may lower ~~waives~~ the this the 15 student minimum requirement. Examples of ~~reasons for such~~ waivers may include but are not limited to are:

- Courses required for graduation or for a major or career subject area, or for required licenses or permits;
- Courses based upon periodic need, limited classroom or laboratory facilities, geographic location, experimental or pilot programs, or legal mandates; and
- Independent study, seminar, colloquia, coordinated instruction systems classes and classes by arrangement.

B. ~~The minimum class size for fee classes, summer, and winter intersession may be adjusted periodically by the Board of Trustees.~~

C. ~~The minimum class size for "Team taught classes" shall be 15 students~~ shall have a minimum class size requirement of 15 students per assigned instructor.

### **Section 3.2. Maximum Class Size**

A. ~~The maximum class size~~ Class size maximums shall be subject to:

- Limitations inherent in the nature of the class,
- The size of the classroom or laboratory,
- The number of available student stations and equipment,
- The safety of students, and
- Budgetary considerations.

~~The maximum~~ Decisions regarding class size maximums ~~considering the above criteria~~ shall be determined by the District, ~~upon~~ in consultation with the Division Chairs, ~~and entered in the Course Dictionary.~~ For any given academic term, the District shall not, in scheduling classes, establish seat loads for classes in excess of the class sizes in the then current Course Dictionary except ~~upon agreement with the appropriate Division Chair.~~

B. ~~The maximum seat load for a team taught class shall be 27 times the number of instructors. Team taught classes are not subject to the Large Lecture Class Formula below. Team taught courses shall be subject to the large lecture formula if there are more than 41 students per instructor. (Example: 2 instructors x 41 students each = 82 or more students).~~

C. ~~All lecture classes loaded at 41 or above shall be subject to the Large Lecture Class Formula.~~

### **Section 3. Large Lecture Classes**

A. Large Lecture: classes loaded at 41 or more students per instructor.

B. ~~Large credit lecture classes courses shall be made subject to the Section 4. Large Lecture Class Formula as shown below, so that~~ and the instructor shall receive additional teaching load unit(s) credit based upon the number of students enrolled as of census. ~~For noncredit Large noncredit lecture classes courses, the additional teaching shall receive additional load unit(s) credit shall be based upon the average number of students attending attendance during the class sessions for the entire whole term or semester. The credit and noncredit lecture classes courses to be made subject to this the large lecture class formula shall be pre-approved by the area Vice President District by the second submission of the class schedule. Any exceptions to this timeline can only be granted by the Vice President of Instructional Services.~~

C. Laboratory classes shall be excluded from Sections 3 and 4 of Article X and shall not be scheduled as large lecture.

B. ~~For each class section approved for Large Lecture credit, the District may establish a target number of units that can be earned. That target number will be communicated in writing to both the Division Chair and instructor by the appropriate Dean. The actual maximum numbers of units awarded shall not exceed that target number by more than one-half unit.~~

~~C. If the actual enrollment in a class subject to the formula falls below the number projected when the instructor's workload was initially assigned, the reassignment provisions of Section 5C of this Article shall apply. If the actual enrollment exceeds the number projected, the District shall either pay the instructor for the number of additional load units under the formula at the established overload rate, allow the instructor to bank the units, or provide an adjusted workload within the following two (2) semesters. In determining which option to use, the District shall give good faith consideration to the preference of the employee.~~

D. Approved scheduled large lecture credit classes shall be calculated at census. Approved scheduled large lecture non-credit classes shall be calculated at the end of the semester or intersession based on average daily attendance.

~~E. D. Adjunct faculty shall would not be approved for large lecture classes when large lecture load unit(s) -credit would cause them adjunct appointment to exceed 67% of a load.~~

#### **Section 4. Large Lecture Class Formula**

~~Each student beyond 40 students in the class shall generate additional teaching load unit credit equal to "the number of teaching hours of the class, divided by 45," with the exception of large lecture courses between 3 and 4 units, and between 50-62 students which shall receive credit as shown in Appendix H.~~

Large lecture classes shall be paid in accordance with Appendix H.

#### **Section 5. ~~Definitions~~ Assignment Decisions and Reassignments**

~~A. The references in this Article to "lecture" or "laboratory" courses or classes refer solely to credit courses or classes so designated in the College catalog, and do not refer to combination lecture-activity classes or lecture-laboratory classes, although it is possible for the lecture portion of a lecture-laboratory class to be made subject to the large lecture class formula. In that case, the formula is applied to the lecture hours only.~~

~~B. This Article provides throughout for various decisions to be made by the District. It is intended to refer to the following process: recommendation by the appropriate Division Chairperson to the appropriate administrator; right of an instructor to appeal administrators' decision to Superintendent/President for final decision; such final decisions are not subject to review through the grievance procedure.~~

A. Final scheduling decisions recommended by the Division Chair to the area Vice President may be appealed to the Superintendent/President. The Superintendent/President's final decision regarding scheduling shall not be subject to Article IV, Grievance Procedure.

B. With approval of the area Vice President, if a full-time instructor's normal assigned teaching load is reduced below the full-time instructional obligation due to class

cancellation or if the anticipated large lecture class does not have 41 or more students as of census, because a class is canceled under Section 1, or because the projected size of a large lecture class subject to the formula in Section 4 is not met, the instructor may be reassigned to any one or more of the following to complete his/her fulfill the full-time instructional obligation workload requirements:

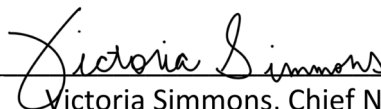
1. ~~Teach another class with contact hours~~ Be assigned class(es) in a following subsequent semester or intersession in consultation with the Division Chair and area administrator, which may be assigned by the District to fall any time between Monday through Friday 8:00 a.m. to 10:00 p.m. This is an exception to the normal work week assignment limitations in Article VI Section 1.
2. Be assigned a Curriculum development project;
3. ~~Supervision or consultation with regard to Cooperative Education Work Experience Program;~~
3. 4. ~~Such other~~ Be assigned comparable assignment(s) as is deemed appropriate by the District. Such reassignment Comparable assignments shall normally be made either immediately or within the subsequent two (2) semesters, but may be extended, in exceptional circumstances, at the discretion of the District.

4. May use banked load.

DATE: November 18, 2021



Caroline DePiro, Chief Negotiator  
Glendale College Guild



Victoria Simmons, Chief Negotiator  
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