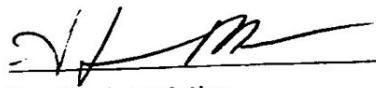


**MEMORANDUM OF AGREEMENT
BETWEEN
LANE COMMUNITY COLLEGE and LANE COMMUNITY COLLEGE
EDUCATION ASSOCIATION (LCCEA)
JOINT WORKLOAD TASKFORCE SURVEY RESULTS AND WORKLOAD FINDINGS**

This is a Memorandum of Agreement (MOA) between Lane Community College (College) and Lane Community College Education Association (LCCEA). All terms of the CBA remain in effect. The parties hereby agree to the following terms:

1. The survey results and workload findings contained in the spreadsheet herein comprise the survey results and workload findings of the Joint Workload Taskforce. The results and findings in the spreadsheet within this MOA include current workload parameters, including number of assignable credit hours, TLCs, preparations, and class sizes consistent with the Workload, Class Cancellation, and Enrollment Capacity MOA.



For the Association

6/11/2020

Date



For the College

6.11.2020

Date

Joint Workload Taskforce Workload Definitions

Overarching Principles

Annual maximum TLCs supersedes term maximum TLCs.

Four preps in one term supercedes term and annual TLCs for lecture courses.

This MOA lists enhanced class sizes and current practice. Class sizes have been enhanced consistent with the Enrollment Capacity and subsequent MOAs.

One (1) weekly lecture hour = 1 TLC

One (1) weekly lab hour = 0.682 TLC, except for Nursing where One (1) weekly lab hour = 0.841 TLC

In cases where Honors option is cross-listed, total class size including both Honors option and "regular" course shall not exceed max class size for stand alone course.

Department/ Program	Term Max TLC	Annual Max TLC	Weekly Max Student contact hours	Max Preps / term	Preps / term that equal 1.0 FTE, regard- less of credits	Maximum Class Sizes post-enhancement, if applicable	Examples, exceptions, notes
Academic Learning Skills	15	45		3	4	Reading, writing, and co-requisite courses have an maximum class size of 24; math courses have an maximum class size of 28, and stand-alone EL courses and online keyboarding have a maximum class size of 34.	Co-requisites with the same instructor and students (e.g. WR97 & EL117) are considered one preparation.
Adult Basic Skills Education	15	45		3	4	Reading, writing, GED content courses, and PASS courses have an maximum class size of 24; math courses have an maximum class size of 28, and elective courses (e.g. Everything You Want to Know About College) have an maximum class size of 25. PreFundamentals course has a maximum maximum size of 15. 20 may be assigned if an aide is provided.	For open-entry, open-exit classes, maximum assignable class sizes shall apply at all times to students enrolled concurrently, but total students over the course of a term may exceed maximums.

Advanced Tech	17; except Draftin g max is 15	51; except Draftin g max is 45				WLD111, 139, 140, 141, 142 have max of 5. ET121 has max of 16. ET229, 230, 234, 235, 236 have max of 18. CST 116, 118A, 118B, 118C, 119 have max of 20. DS260, DS 154, 155, 158, 256, 257, 269 have max of 24. CST 111, 122, 201 and ET129, 130 have max of 25. DRF 121, 137, 205, 207, 211, 210, 235, 236, 245 have max of 28. AM 145, 159, 242, 243, 244, CNC101, 102, 103, 108, 201, 202, 209, CST110, DRF 160, 220, MFG 101, 102, 103, 151, 152, 153, 209, 241, 242, 243, 244, 254, 255, have max of 30. WLD 112, 113, 114 215, 216, 217 have a max of 34. AM 143, 147, 149, 246, CST 110 and 211 have a max of 30 when cross-listed or stand-alone. WLD 121, 122, 143, 154, 159, 160, 242, 256, 257 have a max of 20 when cross-listed or stand-alone. WLD 151 has a max of 34 when cross-listed or stand-alone.	Workload arbitration on file
	Anatomy and Physiology	15	45	2		BI234 has maximum class size of 24; all others have maximum of 28.	See 35.1.3

Art - MDTA	15	45					D 178*, D 179*, D 189*, D 194*, D 261, TA 153*, TA 253*, TA 298* have max size of 10. D 260 has max of 12. D 185*, D 186*, D 187* have max of 14. D 177*, D 183*, MUS 107, MUS 109, MUS 110, MUS 112, MUS 113, MUS 115, MUS 116, MUS 161, MUS 185, MUS 212, MUS 213, MUS 225, MUS 226, have max of 15. MUS 127, MUS 128, MUS 129, MUS 131, MUS 214, MUS 215, MUS 216, TA 121, TA 227 have max of 16. D 188, D 257, MUS 294 have max of 18. D 152*, MUS 103, MUS 118, MUS 119, MUS 211, MUS 224, MUS 261, MUS 262, MUS 263 have max of 20. D 153, D 161, D 172, D 176*, D 184*, MUS 111, MUS 114, MUS 201, MUS 202, MUS 203, MUS 205, MUS 293, TA 150 have max of 25. MUS 134 has a max of 26. TA 272 has max of 28. MUS 290, MUS 291, MUS 297 have max of 30. MUS 101 has max of 33. MUS 260, MUS 264, MUS 265, MUS 266, MUS 268, MUS 295 have max of 35. D 251 has max of 38. TA 140, 141, 142, 143, 144, 241, 242, and 243 have a total maximum of 24 when cross-listed or as stand alone classes. MUS 137 and MUS 138 have a total maximum of 20 when cross-listed or as stand alone classes. <i>*These classes are often cross-listed.</i>	Music has maximum of four courses per term and 12 courses per year.
	Art - Media Arts	15	45		3	4	24	
	Art History	15	45		3	4	32	

Art -- Studio	15	45		3	4	ART 248, 255, 276, 277, 278, 291 have a max class size of 16. ART 117, 118, 266, 270, 271, 272, 273, 274, 275, 285, 286, 292, 293, have a maximum class size of 18. ART 115, 116, 131, 231, 234, 240, 281, 284, 294, 295, and 296 have a maximum class size of 23. ART 261 has a maximum class size of 25. ART250, 251, and 253 have a max size of 18 when cross-listed or stand alone.	Each three-credit studio art class meets six hours per week of lec/lab at 4.49 TLCs. Independent study offered each term FWS equates to one section or 4.49 TLCs.
Aviation Academy (Flight Technology)		45				Class sizes outlined as follows, except when FAA restricts class size to fewer students. The maximum assignable class sizes are as follows: twenty (20) in FT228; twenty-five (25) in FT115, FT255; thirty (30) students in FT102, FT103, FT130; and thirty-five (35) in FT251, FT254, FT261.	
Aviation Maintenance		51				Maximum of thirty (30) students per class except when FAA restricts class size to fewer students.	
Biology	15	45		2		BI102D has maximum class size of 27; BI101, BI102D, BI102H, BI103F, BI103H, BI103J, BI213B, BI213Z have maximum class size of 24; BI101J, BI101K, BI102C, BI102E, BI102G, BI102I, BI103D, BI103E, BI103L, BI211, and BI212 have maximum class size of 26; BI101F, BI112 have maximum class size of 25	See 35.1.3

Business	15	45		4	4	BA214, BA249, BT015, BT108, BT122, BT144, BT150, BT163, BT220, BT223, BT230, BT271 have maximum class size of 24. BT272 has max size of 25. BT120, BT123 has max size of 27. BT278 has max size of 29 BT270, BT286 have max size of 30; BT165 has max size of 32. BA206, BA101, BA211, BA213, BA222, BA223, BA224, BA226, BA238, BA250, BA251, BA281, BT170, BT181, BT221, BT253, BT291 have max size of 35.	
Chemistry		see notes		4	see notes	Maximum class size is 24 in CH 104, 106, 114, and 150. Maximum class size is 27 for CH 112. Maximum class size is 12 for CH 241, 242, and 243 labs and 20 or 22 for other CH labs, except that lab size is 24 when only one lecture section is offered. Assignable class size is 24 (regular) or 36 (large), in CH 221, 222, 223, 241, 243, 243, and total assignable lab seats will equal total lecture seats in a given term. Two-year average calculation will be staggered per division practice, and shall automatically include new or revised classes in the discipline.	Two-year annual average of 45 TLCs with a maximum of four (4) preparations per term and a maximum of eleven (11) preparations per year. Lecture, lab, and reassignment /course release each count as one preparation. Two large lectures with two or three lab sections per term is also considered a full workload in a term.
CIT	15	45				CIS225, CS240U, CS240W, CS279, CS284, CS285, CS286, CS288, CS289 have maximum class size of 24. CIS140U, CIS125G, CIS125M, CIS126, CIS135G, CIS244, CIS276R, CIS287, CIS133JS, CIS133N, CIS161C+, CIS161P, CS162C+, CS162P, CS188, CS233JS, CS233N, CS233P, CS234N, CS235AM, CS235IM, CS246, CS260, CS273, CS275, CS276, CS295N, CS295P, CS296N, CS296P, CS297 have a max size of 30. CS195 has max of 33. CIS140W, CIS101, CIS125D have max of 34. CS160, 1779, and 189 have max of 35. CS120 has max of 44.	

Cooperative Education							Fifty four to sixty students per term with a maximum of 171 students annually constitutes 1.0 FTE. Less than full-time assignments shall be prorated based on the ratio 1.0 FTE = 57 students.	
Counseling and WIT	15	45	30 (Scheduled weekly counseling hours = 0.5 TLCs)	3			The maximum class size for CG100, CG140, CG203 is 35. CG 207 and 213 are 30. The assignable class size for CG 100BC is 26. CG140T and CG220 are 34. -Two one-credit sections of CG100 BC are the equivalent of .2 FTE -Every 3 scheduled weekly contact hours is equivalent to .1 FTE so a 30-hour/week counselor = 1.0 FTE or 18 contact hours per week is equal to a .6 FTE assignment.	
Culinary	17	51					CA160 lab, 162 lab, 163 lab, 163A, 163B, 163C, 121, 122, 123, 124, 125, have a max of 16. CA160 lecture, CA162 lecture, and CA163 lecture have a max of 36. CA292, 293, 294 have a max of 18. CA130, CA175 has a max of 30. CA 200 has a max of 32. CA176 has a max of 36. Maximum of 24 weekly contact hours. MOA exists.	
Dental Assisting	15	45		3	4		Lecture classes are limited to 30 students at a 1:30 ratio. Materials labs are limited to 15 students with a 2:15 ratio. Procedural labs are limited to 30 students with a 1:10 ratio. Exception is radiology lab which is limited to 6 students with a 1:6 ratio per accreditation standard. All clinicals have a 1:6 ratio per accreditation standard.	
Dental Hygiene	15	45		3	4		20	

Early Childhood Education	15	45		4	4	ECE 170 and 240 have max size of 25; ECE 260 has max of 35. All other ECE have maximum of 30.	ECE 240 requires 9 lab hours per week with 6.138 TLCs (9 x 0.682).
Earth and Environmental Science	15	45		2		Maximum class size is 24.	See 35.1.3
EMS Program	15	45				EMT and Paramedic lecture courses (EMS 111, 201, 211, 212, 221, 222, 231, 232, 233, 241, & 242) have a maximum class size of 24. EMS lab courses (112, 251, 252, & 253) have a maximum class size of 12 (with a 4 students to 1 instructor ratio). All other EMS 100 level courses have a maximum class size of 30 (EMS 101, 102, & 103).	EMT Program admits one cohort per term. Paramedic program admits one cohort per year.
English	12	36		3		In cases where three (3) credit lecture courses in writing are taught, four (4) lecture courses with twenty-four (24) students each or 18 students in WR115, which meet for three (3) hours per week for three (3) hours of credit (12 contact hours per week). Or, in cases where four (4) credit lecture courses in writing are taught, three (3) lecture courses with twenty-four students each or 18 students in WR115, which meet for four (4) hours per week for four (4) hours of credit (12 contact hours per week). Maximum of three (3) preparations. For literature and other courses with the ENG prefix, the assignable class size is 35. Regardless of the combination of writing, literature, or creative writing courses taught, 12 credits (12 contact hours per week) is 1.0 FTE.	Maximum enhanced class sizes are: 21 in WR115, 26 in WR 121, 122, 123, and 227.
ESL	15	45		3		Intensive English program courses have an maximum class size of 22; Community English program courses have an maximum class size of 25.	

Exercise Movement Science	15	45				FLS 190 has max of 30. FLS 110, 150, 160, 170, 185, 214 have max of 32. FLS 120, 130, 140 have max of 34.	
Health	15	45		3	4	Maximum class size is 30 except for HE 152, 209, 252, and 275 which are 34.	
Health Information Management	15	45			5	Max class size for HIM 270, 271, 275 (Coding) is 25. All other HIM have a max size of 35.	
Hospitality	15	45				HRTM 292 has max of 10. HRTM 110, 205, 209, 227, 228, 231, 260, 265, 275, 290 have max of 30. HRTM 100, 104, 106, 109, 140, 220, 230, 286 have max of 31. HRTM 105 has max of 35. HRTM 226 has max of 40.	
Languages	15	45		3		Maximum assignable class size of thirty (30) students, except for conversation classes, which have an assignable class size of twelve (12).	Fifteen (15) credit hours per term with a maximum of three (3) preparations per term and six (6) preparations per year
Math	15	45		3		Maximum class size for MTH 231 and 232 is 28; max for MTH 25 is 29. Maximum class size for MTH 20, 60, 65, 70, 82, 97, 98, 211, 212, and 213 is 31; maximum class size for MTH 242 is 33; MTH 105, 106, 107, 112 have a max of 34. MTH 241, 243 have max of 35. MTH 52, 75, 85, 95, 111, 251, 252, 253, 254, 255, 256, 260, 261, and 265 have max of 36. ENGR 221 has max of 24. ENGR 211, 212, 213 have max size of 33. ENGR 101, 102, 115 have max of 36.	A five-hour (5) MRC assignment is the equivalent to three (3) TLCs. A 1.0 FTE assignment may range 44-46 TLCs/year
Medical Assisting	15	45				Maximum class size is 24. Max size for lab is 8; max size for Co-Op clinic is 24.	

Nursing	15	44-46				Forty-four (44) to forty-six (46) TLCs annually, which includes teaching and/or clinical assignments. Each weekly hour of clinical equates to .841 TLCs. Each actual teaching hour equates to .098 TLCs (based on 10.25 denominator). Each team lead assignment equates to 1.25 TLCs.	
Physical Education	15	45				PE101, 104, 106, 107, 108, 110, 111, 117, 119, 120, 133, 136, 137, 138, 146, 147, 237 have max size of 30. PE122, 142, 143, 144, have max of 25. PE134, 139 have max of 20. PE113 and 114 (fitness center) have max of 150. PEAT 245 has max of 15; Track & Field PEAT classes have max of 40; all other PEAT have max of 20.	Seven 1-credit PE sections per term at .143 FTE each = 1.0 FTE. A three-hour FEC assignment is equivalent to a 1-credit PE section at .143 FTE. A PE 113/114 assignment = .314 FTE.
Physical Therapy Assistant	15	45				Online lecture class max is 28. Max class size for labs is 20. (20 at LCC; 8 is max at RCC) Clinical max class size is 14.	Lab class sizes are dependent on campus. (e.g. 8 at RCC). Lab instruction ratio is 1:12.
Physics	15	45		2		Maximum class size is 24.	A 1.0 FTE assignment may range 42-48 TLCs/year
Social Science	15	45	450	3	4	Maximum 450 weekly student contact hours can be obtained in the following workload examples: Five 3-credit classes with assignable class size of 30 students. Four 3-credit classes with assignable class size of 37.5 students. Four 4-credit classes with assignable class size of 30 students. Three 4-credit classes with assignable class size of 37.5 students.	Maximum class sizes: CJA 214 is 24; ANTH101, 103, ECON 200, PSY201, 202, 203, 215, SOC204, 206 are 34 (or 41 for "biggs").

Speech Communication	16	44		3	Maximum class sizes are 25 with the following exceptions. COMM105 has a maximum class size of 33. Maximum class sizes are: COMM100, 112, 115, 218 are 28; COMM 111 is 27.	Three (3) or four (4) four-credit sections per term for a maximum of twelve (12) or sixteen (16) credit hours per term and an annual maximum of 44 credits with a maximum of three (3) preparations each term and a maximum of six (6) preparations each year.
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