MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND THE
SOCCCD FACULTY ASSOCIATION

The South Orange County Community College District and the SOCCCD Faculty Association agree to the following regarding the establishment of a Laboratory Task Force to review requests submitted by full-time faculty members for laboratory assignments that they feel may qualify for compensation on a 1:1 ratio as identified in the collective bargaining agreement for 2011-2014.


B. Criteria: The Task Force will use the definitions for Labs defined in the attachment, "Criteria for High Intensity Labs."


For SOCCCDFA
Lewis Long, President

Date 11/25/11

For SOCCCDFA
Lee Haggerty, Chief Negotiator

Date 11/23/11

For SOCCCD
David Bugay, Ph. D., Vice Chancellor Human Resources

Date 11/23/11
# LABORATORY REVIEW TASK FORCE

## Purpose of the Committee:
The purpose of the committee is to review all requests for petition of faculty members who believe that their course requirements meet the standards for the laboratory standards defined in the collective bargaining agreement for payment on a one-to-one basis.

## Meets:
The Task Force will meet as needed with the intent to accept and review all appeals/reviews by February 28, 2012 and make all determinations by March 31, 2012.

## Chair:
- Co-Chair Vice Chancellor Human Resources
- Co-Chair SOCCCD FA Chief Negotiator

## Members:
- Faculty Association Representative SC
- District Director Human Resources
- Faculty Association Representative IVC
- Vice President Instruction SC
- Consultant for Laboratories (non-voting)

## Reporting/Recommending Responsibilities:
Upon conclusion of the review the committee will recommend its finding for review by the Chancellor and Board of Trustees.

## SharePoint Site:
[https://sharepoint.socccd.edu/sites/dwc//default.aspx](https://sharepoint.socccd.edu/sites/dwc//default.aspx)

## Decision-Making Process:
The decision-making process will be to reach consensus if possible and vote if necessary.

## Communication Process:
Communication will be through formal notification to those petitioning a change in their current status for lab loading and the Board of Trustees through a report. The recommendations will result in an MOU between the District and the SOCCCD Faculty Association.
Criteria for High Intensity Labs

The determination of the criteria for "high intensity" labs or labs paid on a 1 to 1 basis is based upon the college curriculum, not the practices of an individual instructor. All criteria listed below must be met. All petitions for consideration by the Lab Review Task Force must be submitted in writing and address all required criteria. Submission deadline is January 31, 2012. Supporting documentation should include a cover letter addressing all criteria listed below, a course outline(s), and supplemental documents to support the petition.

1. Lab Preparation: The amount of time spent in preparation, including grading, evaluation and coordination, is equal to or greater than the time spent with students during the lab. Preparation time is comparable to the amount needed for a lecture class. Preparation does not include maintaining currency in subject content.

2. Lab Schedule: Students attend the lab at a scheduled time; the lab is not embedded or taught during a lecture and is clearly separate from any lecture portion of a course, or is a stand-alone lab. Example – The lecture meets Monday and Wednesday from 8 to 9:50 am while the lab meets on Tuesday and Thursday from 1 to 3:50 pm.

3. Lab Grade: The lab has a separate grade from the lecture portion of the course. The lab either receives its own grade, or its grade is a distinct component of the final grade of the course. Example – A course and its associated lab have separate ticket numbers and report separate grades. Example – For a course that has an integrated lab component, one grade is issued for the lecture portion while a separate grade is issued for the lab portion (not necessarily the same instructor) determining the final grade for the course.