Side Letter of Agreement Between Antelope Valley College Federation of Teachers (AVCFT) And Antelope Valley Community College District (AVCCD)

RE: Online Faculty Schedule Preference Sheet

Since October 2017, The AVCFT and AVCCD have engaged in discussions to improve Appendix N, the negotiated schedule preference sheet, in the current collective bargaining agreement (CBA) between the AVCFT and AVCCD effective July 1, 2018 through June 30, 2021.

The schedule preference sheet has been in paper form and is now presented in an online format for completion and electronic submission by faculty. Members of the faculty, administration and IT staff have provided recommendations to that improved the utility and functionality of the form and agree that the current iteration of the form attached hereto as "Exhibit A" will allow Faculty members to properly report scheduling preferences. The form replaces Appendix N in the CBA. The paper version of the form consists of seven (7) pages and shall be labeled "Appendix N rev. 092520" and deemed incorporated in the CBA. The form will be located on the AVCCD website at: https://webservices.avc.edu/ and will be listed under Faculty Schedule Preference.

Antelope Valley College Federation of Teachers		
Aurora Burd Digitally signed by Aurora Burd Date: 2020.09.28 12:27:03 -07'00'		
Dr. Aurora Burd, President	Date	
Antelope Valley Community College District		
Pridget Cook	9/.	28/2020
Bridget L. Cook, Esq. Lead Negotiator	Date	7
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Ed Knudson, Superintendent President	Date	



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PREFERENCES MAY NOT BE CONSIDERED AFTER THE DUE DATE

EXHIBIT A APPENDIX N rev. 092520

ONLINE SCHEDULE PREFERENCE SHEET: ADJUNCT (FALL/SPRING) - Pg 1

Adjunct Load - Fall 2021 If you teach in two departments (whether within the same or separate divisions), please enter ALL courses for ALL departments on this page. Please list the courses and times you would like to teach in order of preference. · Adjunct faculty load limits are 10 LHE for Fall/Spring/Summer LHE Subject Course # MTWRFS Campus/Online Time v : √ to Select Location Select Location v : ∨ to Lancaster (Blended) Lancaster (Dist Ed) √ to v : Lancaster (F2F) Lancaster (Hybrid) √ to v : Lancaster (Live Online)

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APPENDIX N rev. 092520 ONLINE SCHEDULE PREFERENCE SHEET: ADJUNCT (FALL/SPRING)—Pg 2

Additional Information
Please answer each of the following questions prior to submitting your Schedule Preferences.
1. Please select the time blocks you are available to teach.
Morning (8 – 12) Afternoon (12 – 4) Evening (4 − 10)
2. Are there any other courses that you would be willing to teach? Please indicate those courses in the box below.
Please Choose One 🗸
3. Are there any courses that you would prefer not to teach? Please indicate those courses in the box below.
Please Choose One 💙
4. If the need were to arise, would you be willing to teach any additional courses beyond your base load or overload limits?
Please Indicate those courses in the box below. Please Choose One
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Please provide any additional comments (not required)
Save Your Preferences

EXHIBIT A APPENDIX N rev. 092520 ONLINE SCHEDULE PREFERENCE SHEET: FULL-TIME FACULTY (FALL/SPRING) - Pg 1

Base Load - Fall 2021 If you teach in two departments (whether within the same or separate divisions), please enter ALL courses for ALL departments on this page. Please list the courses and times you would like to teach for your base load (as close to 15 LHE as possible). LHE Subject Course # MTWRFS Campus/Online v : ~ v : ~ √ to Select Location Select Location v v : √ to v : Lancaster (Blended) Lancaster (Dist Ed) ~ : v ~ to Lancaster (F2F) Lancaster (Hybrid) √ to Lancaster (Live Online) Palmdale (Blended) v to Palmdale (Dist Ed) Palmdale (F2F) √ to Palmdale (Hybrid) V v : Palmdale (Live Online) ~ to Fox Field (Blended) v to ~ Fox Field (F2F) ~ v to Select Location ~ to Select Location Total Base LHE (calculated after submitted): Overload - Fall 2021 Please list the courses and times you would like to teach in order of preference. Overload limits for full-time faculty are 10 LHE for Fall/Spring. MTWRFS Time LHE Subject Course # Campus/Online v : Select Location √ to v : Select Location ~ : ~ V √ to Lancaster (Blended) Lancaster (Dist Ed) √ to Lancaster (F2F) Lancaster (Hybrid) √ to Lancaster (Live Online) Palmdale (Blended) v to Palmdale (Dist Ed) Palmdale (F2F) ~ v to Palmdale (Hybrid) Palmdale (Live Online) √ to v : Fox Field (Blended) ~ Fox Field (F2F) √ to v to v Select Location √ to Select Location

Total Overload LHE (calculated after submitted):

EXHIBIT A APPENDIX N rev. 092520 ONLINE SCHEDULE PREFERENCE SHEET: FULL-TIME (FALL/SPRING) - Pg 2

Additional Information
Please answer each of the following questions prior to submitting your Schedule Preferences.
1. Please select the time blocks you are available to teach.
Morning (8 − 12) Afternoon (12 − 4) Evening (4 − 10)
2. Are there any other courses that you would be willing to teach?
Please indicate those courses in the box below.
Please Choose One 🗸
3. Are there any courses that you would prefer not to teach? Please indicate those courses in the box below.
Please Choose One V
4. If the need were to arise, would you be willing to teach any additional courses beyond your base load or overload limits?
Please indicate those courses in the box below.
Please Choose One 💙
Please provide any additional comments (not required)
Save Your Preferences

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APPENDIX N rev. 092520 EXHIBIT A

ONLINE SCHEDULE PREFERENCE SHEET: FULL-TIME (SUMMER) - Pg 1 Full-time faculty are considered adjunct in the summer

Adjunct Load - Summer 2021							
If you teach in two departments (whether within the same or separate divisions), please enter ALL courses for ALL departments on this page.							
Please list the courses and times you would like to teach.							
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APPENDIX N rev. 092520 ONLINE SCHEDULE PREFERENCE SHEET: FULL-TIME (SUMMER) - Pg 2

Additional Information
Please answer each of the following questions prior to submitting your Schedule Preferences.
1. Please select the time blocks you are available to teach. Morning (8 – 12) Afternoon (12 – 4) Evening (4 – 10)
Are there any other courses that you would be willing to teach? Please indicate those courses in the box below.
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3. Are there any courses that you would prefer not to teach? Please indicate those courses in the box below.
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4. If the need were to arise, would you be willing to teach any additional courses beyond your base load or overload limits? Please indicate those courses in the box below.
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Save Your Preferences

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