

**PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the
ANTELOPE VALLEY COLLEGE FEDERATION OF TEACHERS**

October 17, 2025

The following proposal was presented during negotiations by the Antelope Valley Community College District ("District") to the Antelope Valley College Federation of Teachers for the duration of the negotiations leading to a successor agreement to the 2023-2025 Collective Bargaining Agreement (CBA), to be discussed in good faith as required by the Educational Employment Relations Act and the ground rules adopted by the parties. Except as otherwise noted below, the remainder of the status quo Article shall be deemed to remain unchanged:

**ARTICLE XI
WITHDRAWAL OF CLASSES**

1.0 Class Size:

1.1 Minimum class size is 20 or 80% of the class maximum, whichever is smaller.

1.2 Maximum class size is maintained by Academic Affairs, and currently noted in Banner.

1.3 Maximum class size is determined by the Board of Trustees, based on the recommendation of the Academic Policies and Procedures Committee.

1.4 Maximum class size shall be limited to the number of workstations, maximum allowable occupancy, or physical limitations of the facility made by the District.

2.0 Cancellation of classes

2.1 If enrollment trends indicate that a course will have insufficient enrollment to meet minimum class size, a course may be cancelled four weeks before the beginning of its respective part of term if the faculty member assigned to teach this course is assigned another course that represents an equivalent workload. This provision is primarily intended for courses with multiple sections (3 or more) being offered in order to manage courses based on student demands. Courses may also be canceled by mutual agreement between the dean and the assigned faculty member.

2.2 Changes in instructor to a section that is not being cancelled may only be made if all parties agree.

2.3 If the minimum class size is met by five business days (excluding Saturdays) before the beginning of its respective part of term, the class will meet as scheduled.

Part of Term: A defined unit of time within which a course is scheduled. For example, Part of Term #1 is the full term; #2 is the first 8-week session; #3 is the second 8-week session; #4 is a 5-week session and so on.

2.4 Classes that do not meet the minimum class size with fewer than 15 students enrolled five business days (excluding Saturdays) before the beginning of each part of term may be cancelled.

~~2.5 Those classes with fewer than 15 students that are not cancelled will be held until four days before each part of term. Classes with at least 15 students but fewer than the minimum class size will be kept until four days before each part of term. These classes may be cancelled on the last work day (excluding Saturdays) before the beginning of each part of term if they do not meet the minimum class size.~~

2.6 Classes that do not meet the minimum class size may be allowed to meet on the first class meeting. If the minimum class size is not met after the first meeting, the class may be cancelled in consultation with the dean, vice president and faculty member if two the three agree to cancel it. Faculty members will be paid for the class meeting. If the class does not meet for the entire time scheduled because it is cancelled, the instructor will be paid for a minimum of one hour based on the lecture/lecture-lab or labappropriate adjunct/overload salary schedule.

3.0 Exceptions to the above are:

3.1 Independent Study. The vice president of academic affairs must approve the independent study classes, which shall be offered in a manner consistent with approved guidelines developed by the AVCFT and the vice president of academic affairs. (see Article IX, Section 6.2 g)

3.2 Programs that are to be discontinued. Decision is to be made mutually by the vice president academic affairs, the division dean, and the appropriate faculty. Recommendations from program review must be considered in decisions to discontinue programs.

3.3 College newspaper course.

3.4 Classes with enrollment limits that are less than the minimum class size.

3.5 Full-time instructors who need to make load and no other courses are available. Available courses may include those that have been assigned to an adjunct faculty member.

3.6 Honors courses. The vice president academic affairs and Honors Committee shall mutually determine the number of honors courses to be offered each semester.

4.0 Any requests for additional exceptions will be decided by the vice president of academic affairs in consultation with the president of AVCFT and the academic senate president.

~~5.0 When a minimum class size is not met, AVCFT will be notified of the withdrawn course and the number of students enrolled at the time of withdrawal within a week after the classes are withdrawn. AVCFT will be notified of classes that were cancelled after the first class meeting and the number enrolled.~~

[Note: This occurs 100-200 times per term.]

6.0 The District and the Federation agree to negotiate class size if the issue is not resolved in the shared governance process.

~~7.0 Maximum class size shall be limited to the number of workstations or physical limitations of the facility as made by the District or the class maximum as set~~

~~by the Academic Policies and Procedures Committee. In no case shall the maximum classroom occupancy exceed maximum allowable occupancy as established by the fire agency having jurisdiction over the facility where courses are being scheduled.~~

8.0 Wait List and Enrollment Procedures

The District and the Union agree that it is in the best interest of the college to enroll the maximum allowable number of students in all classes, especially before the census date. The number of students enrolled should not exceed the maximum class size allowable, both for safety and pedagogical reasons. The District and the Union also agree that it is pedagogically sound to allow classroom faculty control over who enrolls in their courses once those courses have met for the first time.

To these ends, the District and the Union have constructed a procedure for the enrollment of students from the first day of class until census date, ~~which. This procedure~~ requires that:

- (a) During the enrollment period, when a class has reached its maximum enrollment the District may create a waiting list of up to 80% of the course maximum, from which to add students until the census date in case of no shows and drops.
- (b) If a class has not reached its maximum enrollment on the first day, the faculty must add students until that maximum is reached or until the class census date, whichever occurs first.
- (c) When the course type does not allow for a waiting list in the live schedule (ex: BIO 101) and~~if~~ the class has reached its maximum enrollment by the first day of the term, the faculty must create a waiting list of 280% of the course maximum, from which to add students until the census date in case of no shows and drops.
- (d) Once a class has met for the first time, no one will be added to a class without the explicit~~express~~ permission of the faculty member.
[Note: Incorporating language from 4/24/24 MOU, updated based on information and observations during pilot period.]

Once the procedure is written and agreed to, it may undergo revision without the need for a formal MOU, so long as the above principles are adhered to. However, both sides agree that in the interest of good communication and implementation, the administration will discuss revisions with the Union before implementing them.

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