

**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

Bridget Cook

Bridget L. Cook, Esq. Lead Negotiator

Ed Knudson

Ed Knudson, Superintendent President

9/28/2020

Date

9/29/20

Date

SCHEDULE PREFERENCE FORM: PAPER VERSION



**Academic Affairs
Schedule Preference Sheet**

FIRST AND LAST NAME	SELECT TERM	MONTH / DATE / YEAR
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FULL-TIME FACULTY: Base Load

Please list the courses and times you would like to teach for your base load (as close to 15 LHE as possible).

Discipline	Course#	M	T	W	R	F	S	Campus/Online	Time (drop-down menus)	LHE
Discipline	Course#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
Base LHE										TOTAL

ADJUNCT FACULTY/FT OVERLOAD

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 and 8 LHE for Intersession. Overload limits for full-time faculty are 10 LHE for Fall/Spring/Summer and 8 LHE for Intersession.

Discipline	Course#	M	T	W	R	F	S	Campus/Online	Time (drop-down menus)	LHE
Discipline	Course#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAN <input type="checkbox"/> PD <input type="checkbox"/> OL <input type="checkbox"/> FF <input type="checkbox"/>	HR : MINS to HR : MINS	#LHE
Overload LHE										TOTAL

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? Yes No

Are there any courses that you would prefer not to teach? Yes No

If the need were to arise, would you be willing to teach any additional courses beyond your base load or overload limits? Yes No

Signature _____

DEADLINE FOR SUBMISSION – _____

PREFERENCES MAY NOT BE CONSIDERED AFTER THE DUE DATE

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

Subject	Course #	M T W R F S	Campus/Online	Time	LHE
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location Lancaster (Blended)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (Dist Ed)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Palmdale (Live Online)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fox Field (Blended)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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Total LHE (calculated after submitted):					<input type="text"/>

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 ▼

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).

Subject	Course #	M T W R F S	Campus/Online	Time	LHE
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="button" value="v"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (Dist Ed)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (F2F)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="button" value="v"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
Total Base LHE (calculated after submitted):					<input type="text"/>

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.

Subject	Course #	M T W R F S	Campus/Online	Time	LHE
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="button" value="v"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (Dist Ed)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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Total Overload LHE (calculated after submitted):					<input type="text"/>

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 ▼

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

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.

Subject	Course #	M T W R F S	Campus/Online	Time	LHE
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location Lancaster (Blended)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (Dist Ed)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (F2F)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (Hybrid)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lancaster (Live Online)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Palmdale (Dist Ed)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Palmdale (F2F)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Palmdale (Hybrid)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Palmdale (Live Online)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fox Field (Blended)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fox Field (F2F)	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select Location <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/>
Total Base LHE (calculated after submitted):					<input type="text"/>

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)

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 ▾

Please provide any additional comments (not required)

Save Your Preferences