

**Side Letter of Agreement 2022-23.4**

**Cabrillo Community College District (District)  
and the  
Cabrillo College Federation of Teachers (CCFT)**

**Adding History 23 to Section 11.2.2.11 Writing Factor**

The District and CCFT agree to the changes in Section 11.2.2.11 Writing Factor effective upon ratification of this Side Letter for the year 2022-23 and subsequent years and agree to incorporate this change into the contract at the conclusion of the current 2022-25 contract.

The curriculum of History 23 requires 4,000 words of critically analytical work in the semester. It is not known why History 23 was not included in section 11.2.2.11 to receive a writing factor, but it is one of the only history classes not included in that section. CCFT and the District agree that History 23 will receive the 1.25 teaching unit writing factor load.

11.2.2.11

Writing Factor

Each hour of courses requiring a minimum of 4,000 words of critical analytic written work per semester (essay examinations and/or major papers), assigned, read and evaluated by the unit member. The written work must be the primary mode for evaluating students' performance. Such courses shall be so designated in the *Cabrillo Schedule of Classes* and *Cabrillo College Catalog*:

1.25 Teaching Unit

Writing Factor classes:

Anthropology 2, 6, 7, 8

ECE 31/131, 32

History 2A, 2B, 4A, 4AH, 4B, 4BH, 14, 14H, 15, 16C, 17A, 17AH, 17B, 17 BH, 19B, 19C, 20A-Z, 21A, 21AH, 21B, 21BH, 23, 24,29A, 29B, 39A-Z,

Philosophy 39A-Z, 49

Political Science 1, 5

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Date

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Date

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For Cabrillo Community College  
District

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For Cabrillo College Federation of  
Teachers (CCFT)