

MSCF  
COPIES

**TENTATIVE AGREEMENT:  
JOINT LABOR/MANAGEMENT TECHNICAL CHANGE PKG PROPOSAL #15\*  
Appendix G Footnotes**

*\*Note: This document will serve as both the final version of the joint proposal as well as the parties' Tentative Agreement on the topic addressed herein. This topic was discussed between the parties' negotiators between the parties' September 2025 and October 2025 negotiation sessions. As part of those discussions, the parties agreed to memorialize orally at the bargaining table on Friday, October 10, 2025, their agreement to the terms now memorialized in writing in this TA document.*

Minnesota State and the MSCF ("the parties") jointly propose and agree to the technical and clarifying changes described in this document for the collective bargaining of the 2025-2027 MSCF CBA.

**Summary**

To each of the two "Schedule[s] of Assignments" in Appendix G of the MSCF CBA, move the number that signifies a footnote to behind the term being footnoted, rather than its current position in front of the term.

The intent behind the change is that the current placement (i.e., with the footnote number in front of the term subject to the footnote, rather than following it) has led to reader confusion related to the line on the respective chart regarding science labs and "all other labs." Specifically, some readers of the CBA have been misinterpreting Footnote 2 as applying to science labs, rather than to "all other labs." Consistent with Article 11, Section 1, Subdivision 13 of the 2023-2025 MSCF CBA, Footnote 2 in Appendix G has never applied to science labs.

Another reason in support of this change of positioning of all footnote references is to conform with readers' normal expectations for placement of footnote references in professional and academic writing.

*This tentative-agreement package covers only the changes indicated herein. Other proposals may be pending concerning some of these provisions, sections, and/or articles.*

## APPENDIX G Schedule of Assignments

| <b>MSCF Faculty Workload Calculations - Former MCCFA-Green</b>         |  |  |   |
|--|--|--|---|
| <i>December 19, 2023 INSERT NEW DATE</i>                               |  |  |   |
| Assignment   | Workload Basis                                     | Workload Calculation<br>Credits to Contact Hours | Language Reference<br><del>2023-2025</del> <u>2025-2027</u> CBA |
| Lecture  | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 2, Subd 3   |
| <sup>4</sup> Combined Classes <sup>1</sup> - Lecture                   | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 1, Subd 10  |
| Distance Learning - Lecture  | Credits  | 1 Cr : 1 Chr                                     | Appendix B; Art 11, Sec 8, Subd 1                               |
| <sup>5</sup> Student-Choice Multi-Modal Courses <sup>5</sup> - Lecture | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 8, Subd 3   |
| Team Teaching - Lecture  | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 1, Subd 4   |
| Tutorial - Lecture   | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 1, Subd 6   |
| Labs   | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 2, Subd 3   |
| <sup>4</sup> Combined Classes <sup>1</sup> - Lab                       | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 1, Subd 10  |
| Distance Learning - Lab  | Contact Hrs  | 1 Cr : 2 Chrs                                    | Appendix B; Art 11, Sec 8, Subd 1                               |
| <sup>5</sup> Student-Choice Multi-Modal Courses <sup>5</sup> - Lab     | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 8, Subd 3   |
| Team Teaching - Lab  | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 1, Subd 4   |
| <sup>2</sup> Art Studios <sup>2</sup>                                  | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 2, Subd 3   |
| <sup>2</sup> Clinicals <sup>2</sup>                                    | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 2, Subd 3   |
| <sup>3</sup> Flex Labs <sup>3</sup>                                    | Contact Hrs  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 8, Subd 2   |
| Science Labs, <sup>2</sup> All Other Labs                              | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 2, Subd 3; Art 11, Sec 1, Subd 13                   |
| <u>All Other Labs<sup>2</sup></u>                                      | <u>Contact Hrs</u>                                 | <u>1 Cr : 2 Chrs</u>                             | <u>Art 11, Sec 2, Subd 3; Art 11, Sec 3, Subd 2</u>             |
| All Student Activity Assignments                                       | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 9, Subd 1.A, B, C, D, E                             |
| Non-Uniform [Student] Activity Assignments                             | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 9, Subd 3   |
| Other [Student Activity] Assignments                                   | Credits ( <i>Only if granted as release time</i> ) | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 9, Subd 2   |
| Applied Music Credit Equivalency                                       | Credits  | 1 Cr : 1.3333 Chrs                               | Art 13, Sec 17, Subd 1  |
| Athletic Coordination  | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 9, Subd 1.B   |
| Department/Div/Coord/Chair   | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 10, Subd 5.A  |
| Occupational Program Coord   | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 10, Subd 5.B  |
| High School Mentors  | Credits  | 1 Cr : 1.3333 Chrs                               | Art 13, Sec 10  |
| Independent Study  | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 1, Subd 5   |
| Internship Supervision   | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 1, Subd 2   |
| Non-Credit Instruction   | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 1, Subd 8   |
| Reasonable Credit Equivalence  | Credits/Contact Hrs                                | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 7   |
| Preparations ( <i>exceeding 7</i> )                                    | Credits  | 1 Cr : 1.3333 Chrs                               | Art 11, Sec 2, Subd 5   |
| Assignment   | Workload Basis                                     | Workload Calculation<br>35 Hours to Credits      | Language Reference<br><del>2023-2025</del> <u>2025-2027</u> CBA |
| Counselors   | 35 Hour Week                                       | Hrs÷35Hrs=%x15 crs                               | Art 11, Sec 5   |
| Librarians   | 35 Hour Week                                       | Hrs÷35Hrs=%x15 crs                               | Art 11, Sec 4   |
| <sup>4</sup> Other Assignments <sup>4</sup>                            | 35 Hour Week                                       | Hrs÷35Hrs=%x15 crs                               | Art 11, Sec 6   |

<sup>1</sup>Combined Class calculations for lectures and labs are based on the highest credit value of the combined courses plus one credit.

<sup>2</sup>Ratio may differ if approved through the AASC process.

Characteristics of a Flex Lab: i. A flex lab is a delivery mode, like a lecture, lab, online, hybrid and distance delivery, ii. Flex Labs do not have discrete course components scheduled at specific times, iii. Flex Labs are asynchronous, and students' progress at their own pace, iv. A Flex Lab is a physical place, v. Students register for a course(s) in a Flex Lab. Course components will include an outline, syllabus, assessment and stated outcomes, vi. Students in a Flex Lab may receive a packet of materials in support of their individualized instruction and learning.

<sup>4</sup>Other assignments include "Other Assn Labs" which are instructional labs that require no special advance preparation and no evaluation expectations during the lab periods.

**Note:** the proportional value of credits to contact hours calculation  $(1:1.3333) = \#crs + 15 crs = percent \times 20 Chrs = contact\ hours$

<sup>5</sup>Student-choice multi-modal is a delivery mode in which students have the option of choosing throughout the duration of the course between in-person instructional delivery and either (or both): (1) synchronous online instruction occurring simultaneously with the in-person delivery, and/or (2) asynchronous online instruction. **[Note:** The student-choice multi-modal delivery mode is a pilot that is scheduled to sunset on June 30, ~~2025~~ 2028.]

## Schedule of Assignments

### MSCF Faculty Workload Calculations - Former UTCE-Blue

~~December 19, 2023~~ INSERT NEW DATE

| Assignment   | Workload Basis                                     | Workload Calculation<br>Credits to Contact Hours | Language Reference<br><del>2023-2025</del><br>2025-<br>2027 CBA |
|--|--|--|---|
| <b>Lecture</b>   | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 3, Subd 2   |
| <sup>4</sup> <b>Combined Classes<sup>1</sup> - Lecture</b>                   | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 1, Subd 10  |
| <b>Distance Learning - Lecture</b>   | Credits  | 1 Cr : 1 Chr                                     | Appendix B; Art 11, Sec 8, Subd 1                               |
| <sup>5</sup> <b>Student-Choice Multi-Modal Courses<sup>5</sup> - Lecture</b> | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 8, Subd 3   |
| <b>Team Teaching - Lecture</b>   | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 1, Subd 4   |
| <b>Tutorial - Lecture</b>  | Credits  | 1 Cr : 1 Chr                                     | Art 11, Sec 1, Subd 6   |
| <b>Labs</b>  | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 3, Subd 2   |
| <sup>4</sup> <b>Combined Classes<sup>1</sup> - Lab</b>                       | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 1, Subd 10  |
| <b>Distance Learning - Lab</b>   | Contact Hrs  | 1 Cr : 2 Chrs                                    | Appendix B; Art 11, Sec 8, Subd 1                               |
| <sup>5</sup> <b>Student-Choice Multi-Modal Courses<sup>5</sup> - Lab</b>     | Credits  | 1 Cr : 2 Chrs                                    | Art 11, Sec 8, Subd 3   |
| <b>Team Teaching - Lab</b>   | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 1, Subd 4   |
| <sup>2</sup> <b>Art Studios<sup>2</sup></b>                                  | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 3, Subd 2   |
| <sup>2</sup> <b>Clinicals<sup>2</sup></b>                                    | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 3, Subd 2   |
| <sup>3</sup> <b>Flex Labs<sup>3</sup></b>                                    | Contact Hrs  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 8, Subd 2   |
| <b>Science Labs,<sup>2</sup> <del>All Other Labs</del></b>                   | Contact Hrs  | 1 Cr : 2 Chrs                                    | Art 11, Sec 3, Subd 2; Art 11, Sec 1, Subd 13                   |
| <b><u>All Other Labs<sup>2</sup></u></b>                                     | <u>Contact Hrs</u>                                 | <u>1 Cr : 2 Chrs</u>                             | <u>Art 11, Sec 3, Subd 2; Art 11, Sec 3, Subd 2</u>             |
| <b>All Student Activity Assignments</b>                                      | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 9, Subd 1.A, B, C, D, E                             |
| <b>Non-Uniform [Student] Activity Assignments</b>                            | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 9, Subd 3   |
| <b>Other [Student Activity] Assignments</b>                                  | Credits ( <i>Only if granted as release time</i> ) | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 9, Subd 2   |
| <b>Applied Music Credit Equivalency</b>                                      | Credits  | 1 Cr : 1.6875 Chrs                               | Art 13, Sec 17, Subd 1  |
| <b>Athletic Coordination</b>   | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 9, Subd 1.B   |
| <b>Department/Div/Coord/Chair</b><br>[includes Program Coord's]              | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 10, Subd 5.C  |
| <b>High School Mentors</b>   | Credits  | 1 Cr : 1.6875 Chrs                               | Art 13, Sec 10  |
| <b>Independent Study</b>   | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 1, Subd 5   |
| <b>Internship Supervision</b>  | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 1, Subd 2   |
| <b>Non-Credit Instruction</b>  | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 1, Subd 8   |
| <b>Reasonable Credit Equivalence</b>   | Credits/Contact Hrs                                | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 7   |
| <b>Travel Time</b>   | Contact Hrs  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 3, Subd 5   |
| <b>Preparations (<i>exceeding 7</i>)</b>                                     | Credits  | 1 Cr : 1.6875 Chrs                               | Art 11, Sec 3, Subd 6   |

| Assignment                                  | Workload Basis | Workload Calculation<br>35 Hours to Contact Hours | Language Reference<br><del>2023-2025</del> 2025-<br>2027 CBA |
|---|----------------|---|--|
| Counselors                                  | 35 Hour Week   | Hrs÷35Hrs=%x27 Chrs                               | Art 11, Sec 5  |
| Librarians                                  | 35 Hour Week   | Hrs÷35Hrs=%x27 Chrs                               | Art 11, Sec 4  |
| <sup>4</sup> Other Assignments <sup>4</sup> | 35 Hour Week   | Hrs÷35Hrs=%x27 Chrs                               | Art 11, Sec 6  |

<sup>1</sup>Combined Class calculations for lectures and labs are based on the highest credit value of the combined courses plus one credit.

<sup>2</sup>Ratio may differ if approved through the AASC process.

<sup>3</sup>Characteristics of a Flex Lab: i. A flex lab is a delivery mode, like a lecture, lab, online, hybrid and distance delivery, ii. Flex Labs do not have discrete course components scheduled at specific times, iii. Flex Labs are asynchronous, and students' progress at their own pace, iv. A Flex Lab is a physical place, v. Students register for a course(s) in a Flex Lab. Course components will include an outline, syllabus, assessment and stated outcomes, vi. Students in a Flex Lab may receive a packet of materials in support of their individualized instruction and learning.

<sup>4</sup>Other assignments include "Other Assn Labs" which are instructional labs which require no special advance preparation and no evaluation expectations during the lab periods.

**Note:** the proportional value of credits to contact hours calculation (1:1.6875) = #crs ÷ 16 crs = percent x 27 Chrs = contact hours

<sup>5</sup>Student-choice multi-modal is a delivery mode in which students have the option of choosing throughout the duration of the course between in-person instructional delivery and either (or both): (1) synchronous online instruction occurring simultaneously with the in-person delivery, and/or (2) asynchronous online instruction. [**Note:** The student-choice multi-modal delivery mode is a pilot that is scheduled to sunset on June 30, ~~2025~~ 2028.]

For MSCF:

Carolyn Cook 10/15/2025

Carolyn Cook (Oct 15, 2025 11:03:20 CDT)

Carolyn Cook Date

Co-Negotiator for MSCF

Kevin Lindstrom 10/15/2025

Kevin Lindstrom (Oct 15, 2025 09:34:14 CDT)

Kevin Lindstrom Date

Co-Negotiator for MSCF

For Minnesota State:

Betsy Thompson 10/14/2025

Betsy Thompson (Oct 14, 2025 16:13:09 CDT)

Betsy Thompson Date

Negotiator for Minnesota State

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