

Proposed MOU to replace section 17.7 in the Current CTA Contract (2016-17) and to be included in future contracts (as discussed April 5, 2017)

17.7 Administering Credit by Examination for College Courses

~~Members of the bargaining unit shall be paid one hundred fifty dollars (\$150.00) per unit, per student, up to a maximum of three hundred dollars (\$300.00) per course for administering an examination for a student seeking credit by examination.~~

17.7.1 Preparation and Administration of Credit by Examination

Members of the bargaining unit shall be paid one hundred dollars (\$100) per unit or credit hour of instruction for each course for which they prepare and administer an examination for credit for a single student who formally requests a credit by examination in a single course in a single semester.

This fee compensates the unit member for the preparation and administration of the examination for credit by examination, as well as the grading of said examination, and the submission of all District paperwork required to grant or deny the credit to the student. The unit member will not be compensated unless the student actually completes the credit by examination process and takes the examination, though the unit member will be compensated regardless of the ultimate success or failure of the student on the examination.

An examination prepared for credit by examination must be fully comprehensive and must properly assess the student's knowledge of, comprehension of, and skills gained as described in the entire Course Outline of Record for the course. In courses for which a formal, written examination is not appropriate for evaluating the knowledge and skills of the student requesting credit by examination for a given course (eg. Welding), a unit member shall prepare and administer a practical examination in which a student is asked to complete an activity or project that demonstrates the student's mastery of the skills described in the entire Course Outline of Record.

17.7.2 Administration of Credit by Examination to Multiple Students in the Same Course during the Same Semester

In situations where a unit member is asked to prepare and administer credit by examination to an entire group or class of students, such as high school students completing articulated courses, unit members will receive compensation as follows:

1. The unit member will receive the preparation and administration fee as described in section 17.7.1 only once per academic semester for each unique course for which they prepare and administer credit by

examination, regardless of the number of students to whom they administer the exam during the same semester.

2. The unit member will be compensated one hundred dollars (\$100) for each unique high school that they must travel to in order to meet with high school teachers and/or administer the examination for credit during a given semester.
3. The unit member will be reimbursed for their actual mileage, at the current District mileage rate established in accordance with federal standards during each fiscal year, for their necessary travel to and from Imperial Valley College and the high school at which they are administering the examination for credit during the semester.
4. The unit member will receive an additional ten dollars (\$10) for each student to whom the same examination is administered within the same academic year, provided that the administered examination is an objective (ie. Scantron type exam) or practical examination OR
5. The unit member will receive an additional fifteen dollars (\$15) for each student to whom the same examination is administered with the same academic year, provided that the administered examination contains essay question(s) and the point value of the essay question(s) is at least 25% of the total point value of the entire examination.

The type of examination to be administered, whether practical, objective, essay, or some combination thereof, shall be determined by the unit member, with the approval of the supervising administrator, based upon the requirements of the course as described in the official Course Outline of Record and must be consistent with the type of examinations given to students in the courses as they are typically taught at Imperial Valley College.