

**Memorandum of Understanding  
#2010-01**

RE: Semester Conversion Course Conversion Compensation

This agreement is made by and between:

The North Central State College Board of Trustees (hereafter, "College") and the North Central State Faculty Association – American Association of University Professors (hereafter, "NCSFA-AAUP") together collectively (hereafter, "Parties").

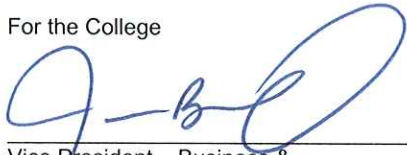
It is agreed semester conversion course conversions as set forth in this agreement will be compensated according to the following provisions:

1. The current maximum overload hourly rate in effect at the time the work is approved will be used.
2. Course "contact hours" will be used as the basis for the hour calculation.
3. Three (3) hours of overload/adjunct hourly pay will be compensated per semester hour of converted coursework (e.g., A three (3) semester contact hour course equals nine (9) hours of overload compensation) with the exception of the following courses:
  - a. Courses where contact hours are significantly disproportionate to assigned credit hours for the course. These courses will be evaluated and approved on a case-by-case basis by the appropriate Academic Dean. A list of example courses that may be subject to this exception is attached (Exhibit A).
4. Standard set of material and documentation to be completed prior to compensation and the percentage breakdown of compensation for each component include:
  - a. 20% of compensation for **preparing and presenting to the curriculum committee and insuring notification for the course to be placed on the curriculum worksheet and the course data sheet.**
  - b. 70% of compensation for a **semester schedule of the course, complete study guides, lectures and handout.**
  - c. 10% of compensation for **development of the schedule for and the content of quizzes, tests/final and papers/projects used in the evaluation of student mastery of the course content.**
5. In order to be eligible for compensation, each component of the course conversion must be approved by the department dean and completed according to the following:
  - a. Through Spring Quarter 2012, all converted class materials must be completed 1 quarter prior to the semester the course is scheduled to be taught for the first time (e.g., Fall 2012 scheduled course must be completed by the end of Spring 2012.)
  - b. Starting with Fall Semester 2012, all converted class materials must be completed 8 weeks prior to the semester the course is scheduled to be taught for the first time (e.g., Winter Semester 2013 scheduled course must be completed by the midpoint or 8 weeks prior to the end of Fall Semester 2012.)
6. Academic Deans and Department Personnel (Chairs and Faculty) will work collaboratively in developing appropriate timelines for course conversions as well as determining individual responsibilities for material and documentation work (to include team approaches to course conversion).

Signed this 20<sup>th</sup> day of April, 2010 by the designated representatives of the Parties hereto in duplicated originals.

It is so agreed,

For the College




Vice President – Business &  
Administrative Services



Director of Human Resources

For the NCSFA-AAUP



President



Grievance and Contract  
Administration Officer