

CBA section 25.13 clarification 4-10-09

In an attempt to gain clarity for section 25.13 new course development in the CBA, the concept requires definition.

New Course development entails new content and a thorough curriculum not currently in the discipline/area prior to its development.

The following tasks are components of new course development:

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| 1. | Faculty members developing a new course are responsible for preparation and presentation to the curriculum committee, placement of the course on the curriculum worksheet as well as the course data sheet. | 20% |
| 2. | Quarter schedule of the course, complete study guides, lectures and handouts | 70% |
| 3. | Development of the schedule for and content of quizzes, tests/final and papers/projects used in the evaluation of student mastery of the course content. | 10% |

When the faculty member completes 100% of the above guidelines, then the compensation is as per the CBA. If the faculty member completes portions of the above guidelines, then the compensation should reflect the percentage as noted per the above chart.

In the event that the faculty member determines the need to rework curriculum or adjust a course to meet accreditation requirements, then dean approval should be sought. Once approval is obtained and the faculty member utilizes no more than 50% of previous curriculum while making 50% changes, then the faculty member should receive 50% of the compensation per the above guidelines.