



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Human Resource Services  
MOU: Online Grading and Attendance Reporting



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
AND  
CHABOT-LAS POSITAS FACULTY ASSOCIATION

Online Grading and Attendance Reporting

1. The Faculty Association and District agree that both grading and attendance reporting will be online effective Spring 2008.
2. Part-time (Adjunct) unit members who attend one hour of training will be paid the Alternate Duty Rate, per Article 21G.2. The service is to be reported on the Service Report: Academic Non-Instruction, which can be accessed on the Human Resource Services website: [www.clpccd.org/HR](http://www.clpccd.org/HR).
3. Part-time (Adjunct) faculty are expected to attend training in their first semester of employment. Each Part-time (Adjunct) faculty unit member will be paid a maximum of one hour to attend the training session.
4. It is expected that new part-time (Adjunct) faculty will receive their training during their orientation. Further, there shall be additional training sessions offered during evenings and on Saturdays at each college to accommodate the training needs of the Part-time (Adjunct) unit members at each college and such training will be announced in a timely manner.
5. There shall be sufficient training sessions offered between the hours of 9 a.m. to 5 p.m. (Monday-Friday) at each college to accommodate the needs of the full-time faculty members at each college, and management shall announce training dates and times in a timely manner. Full-time (Contract, Regular, and Temporary) faculty members shall be trained as part of their Professional Activity expectations and shall not receive additional compensation for the training.
6. Faculty members shall receive additional assistance in technical aspects of online grading from the ITS staff and the Admissions and Records office during normal operating hours. Staff in the Admissions and Records office will be available to assist the faculty member in submitting their own grades.
7. Detailed instructions related to online grading and attendance reporting shall be provided to faculty on the appropriate Class-Web website for faculty. Any updates to the instructions shall be posted on this website. Instructions shall also be referenced in the faculty handbooks.
8. Both the face-to-face training sessions and the Online Grading and Attendance Reporting Training Guide will include instructions and directions for all aspects of the online grading and attendance reporting system (e.g., positive attendance

*Reference:* Article 90- Faculty Collective Bargaining Agreement

MOU - Online Grading and Attendance Reporting

16 January 2008

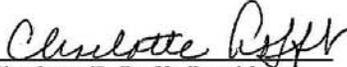
Page 2 of 3

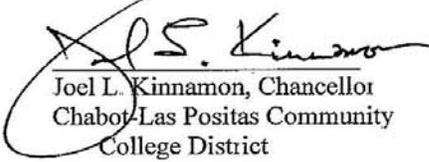
grading, weekly contact grades, how to navigate from one course to another, etc ).  
The instruction guide will be updated when needed.

9. The deadline dates for grade submissions shall be provided by Admissions and Records electronically and by hard copy via the faculty mailboxes every semester. These deadline dates shall be provided with sufficient notice so that unit members can reasonably partake of training sessions before grades or census reports are due.
10. A hard copy of Spring 2008 opening day rosters will be provided to faculty via faculty mailboxes.
11. The deadline dates for census reporting, "W" reporting, and final grade submission for all individual classes shall be provided by Admissions and Records at least one week prior for each deadline requirement (i.e. three times per semester) in hard copy via the faculty mailboxes. These hard copy reminders will be distributed for the Spring 2008, Summer 2008, and Fall 2008 semesters. The District and Faculty Association will continue to discuss ways to effectively and efficiently inform faculty of deadline dates to be implemented after Fall 2008.
12. Submission of the Mid-Term Progress Report and the Retention comments, which are currently on the Class-Web website for faculty, are optional.
13. Faculty are expected to submit their census reporting and grades in a timely manner and to seek assistance in advance of deadlines if they have difficulties with the online submissions. Consistent with current practice, the Admissions and Records office will follow-up with the faculty member and the appropriate dean if census reports or grades are not submitted by the deadlines.
14. It is understood that many faculty members are already comfortable using the Class-Web website and are familiar with its functionality, and these faculty may not require formal training. It is expected that these faculty will be able to complete grading and attendance reporting online using the Class-Web website.
15. It is understood that the current process regarding erroneous dropping of a student will continue. This policy shall be stated clearly in the Online Grading and Attendance Reporting Training guide and covered in the training sessions.
16. It is understood that the current process regarding Incomplete grades will continue. This policy shall be stated clearly in the Online Grading and Attendance Reporting Training guide and covered in the training sessions.
17. It is agreed that this MOU will be revisited December 2008.

*Reference:* Article 90- Faculty Collective Bargaining Agreement

Signed and enter into this date: January 16, 2008

  
Charlotte E. Lofft, President  
Chabot-Las Positas Faculty Association

  
Joel L. Kinnamon, Chancellor  
Chabot-Las Positas Community  
College District

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