

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs
Consent

AGENDA ITEM: 4 – H

DATE: March 28-30, 2017

SUBJECT: Memorandum of Understanding – USD & LERN

The University of South Dakota is seeking to enter in a Memorandum of Understanding (MOU) with the Learning Resources Network (LERN). This MOU establishes a partnership to jointly provide USD Master of Arts in Educational Administration with a specialization in Adult and Higher Education (Attachment I). This degree combines the academic, theoretical, and research findings of adult and continuing education with the practical application of the responsibilities and duties of adult and higher education administrators. In keeping with good practices in contractual arrangements involving university courses and programs, this agreement assures that it is the organization carrying regional accreditation (The University of South Dakota) which extends the degree.

DRAFT MOTION 20170328_4-H: I move to approve the Memorandum of Understanding between the University of South Dakota and the Learning Resources Network (LERN).

Learning Resources Network and The University of South Dakota**Master of Arts in Education Administration
Adult and Higher Education Emphasis****Memorandum of Understanding
Among:**

Learning Resources Network (referred to as LERN)
P.O. Box 9
River Falls, WI 54022

The University of South Dakota (referred to as USD)
414 E. Clark Street
Vermillion, SD 57069

1. Introduction

This Memorandum of Understanding (MOU) establishes a partnership to jointly provide The University of South Dakota (USD) Master of Arts in Educational Administration with a specialization in Adult and Higher Education. This degree combines the academic, theoretical, and research findings of adult and continuing education with the practical application of the responsibilities and duties of adult and higher education administrators. In keeping with good practices in contractual arrangements involving university courses and programs, this agreement assures that it is the organization carrying regional accreditation (The University of South Dakota) which extends the degree.

2. Background on the Parties:

- a) The Learning Resources Network (LERN) is the world's largest association in continuing education and lifelong learning, offering information and consulting expertise to providers of continuing education and customized training. Founded in 1974, LERN is the largest adult and continuing education association in the world, with more than 4,000 members in 16 countries. LERN also is the largest provider of education for administrators of continuing education programs in the world, serving more than 3,000 administrators a year.
- b) Founded in 1862, USD is designated as the only public liberal arts university in the state and is home to a College of Arts and Science, a School of Education, a School of Business and the state's only School of Law, School of Medicine, and College of Fine Arts. USD has an enrollment of approximately 9,900 students.

3. Partnership Qualities and Contributions

- a) LERN will provide:
 - i. The ability to identify potential students and market the degree.
 - ii. Professional curriculum with proven strategies, techniques and research applications.
 - iii. Quality instructors for recommendation and approval that meet USD graduate faculty status requirements.
 - iv. Select courses which are pre-approved by USD for university credit submitted three months prior to the course start date.

- b) USD will provide:
 - i. Online curriculum in adult learning theory, teaching of adult continuing education and administration, and adult education research
 - ii. Quality faculty.
 - iii. Review of the credentials of LERN's recommended faculty and assure that the faculty meets the requirements of USD by experience, academic qualifications, and training.
 - iv. Review and approval of the courses and course content sponsored by LERN to USD's quality assurance process.
 - v. The systematic process and oversight for advertisement and recruitment, admission, appointment of faculty, content review and rigor of courses, evaluation of student work, and the awards of the degree
 - vi. An appointed representative to work with LERN to meet student and LERN needs
 - vii. Transcription of university credits to students who have been recruited and accepted to the program through LERN and who have successfully completed the courses sponsored by LERN and approved for University credit.

4. The Curriculum, Courses and Credit

- a) USD will award the degree and carries full responsibility for the degree.
- b) The program will be governed by the policies of the Division of Educational Leadership of USD and the South Dakota Board of Regents including BOR Policy 2:13 as amended per previous agreement and good practices in contractual arrangements with organizations not accredited by a regional institutional accreditation association.
- c) The degree will consist of 33 graduate credit hours.
 - i. LERN educational content will comprise a maximum of 15 of the 33 graduate hours.
- d) Degree requirements are summarized in the following two tables:

Degree Completion Plan

(33 total graduate credit hours, 15 credits of USD courses include LERN course content)

Online Core Requirements

(all students must complete the core)

Prefix/Number	Title	Hr.	Course Rotation	Delivery Method
AHED 701	Adult Learning Theory	3	Every Fall	USD/Online
AHED 710	Sociology of Adult Education	3	Every Spring	USD/Online
AHED 752	College and University Administration	3	Every Spring	USD/Online
AHED 775	Trends & Issues in Training & Development	3	Every Fall	USD/Online
EDER 761	Research Methods in Education	3	Every Semester	USD/Online
Elective Courses (Choose one of the following, 3 hours)				
AHED 553	Organizational Transition and Change Management	3	Every Summer	USD/Online
AHED 730	Community College	3	Every Summer	USD/Online
AHED 735	Instructional Strategies for Adult Education	3	Every Fall	USD/Online
AHED 740	Continuing Education	3	Every Spring	USD/Online
AHED 765	Distance Learning	3	Fall Odd Years	USD/Online
AHED 780	Advanced Instructional Design	3	Spring Even Years	USD/Online
AHED 792	Adult Development & Aging	3	Spring Odd Years	USD/Online

*USD/LERN Required Courses¹ (15 hrs)

(15 credit hours chosen from the following)

Prefix/Number	Title	Hr.	Course Rotation
AHED 790 (Required)	Program Management Institute (Certified Program Planner)	3	LERN
Choose from the following (11 hrs)			
AHED 790	LERN Online Courses and Institutes	1-3	LERN
AHED 790	LERN Face to Face Institutes	3	LERN

***Please Note:** If students expect LERN courses to apply to the USD degree, they must apply for full admission to the Graduate School prior to enrollment in the 10th credit hour.*

¹ The “790” course number is used for special topic courses in the Regental system and students are expected to complete a sequence of special topic courses to meet the 15 credit hour requirement for degree completion. Examples of special topic courses using the “790” course number at USD include: Advanced Programming Institute; Advanced Teaching Online; CE and Credit Institute; Certificate in Blended Instruction; Certificate in Data Analysis; Certificate in Teaching Adults; Certified Faculty Developer Training; Certified Program Planner, etc.

**Beginning July 2017, only USD/LERN courses carrying the AHED prefix will be included in the program.*

- e) USD courses will be provided online providing the ability for students to study anytime, anywhere.
 - f) All coursework to be considered for the degree must be completed not more than seven years before the date of graduation.
 - g) New workshops/institutes will be approved through the established process for externally funded courses to USD's quality assurance process.
5. Admissions, Advising, and General Administration:
- a) Persons will be admitted to the program according to USD graduate admissions policies and this agreement, a maximum 15 of USD/LERN credits as identified in this agreement, will be accepted toward the M.A. in Educational Administration/Adult and Higher Education Specialization. Students must apply to the USD Graduate School online at: <http://www.usd.edu/gradsch/admissions.cfm>
 - b) New students who meet admissions requirements may be admitted each term (summer, fall, spring) and special sections of USD/LERN cohorts may be developed if student demand warrants.
 - c) Each party may inform the other of its intention to withdraw from this agreement by giving advance notice of six months; all formally accepted students into the program will be permitted to complete their degrees.
 - d) Each party will identify a contact person to handle inquiries from prospective students.
 - o USD will assign: Andrew Nilges, Coordinator, Customized and Professional Education, Division of Continuing Education
 - o LERN will assign: Julie Coates, Vice President for Information Services
 - e) USD will send a representative to the LERN annual convention to provide prospective students with information.
 - f) USD will designate a faculty advisor for each student admitted to the program. Dr. Susan Santo, Division of Educational Leadership, will serve as the official faculty advisor for The University of South Dakota.
6. Coordination and Communication:
- a) Each party will designate at least one and not more than three persons to serve on a coordination committee.

- b) The purpose of the degree program coordination committee will be to advance the LERN/USD relationship and realize success of the master's program and to provide direction concerning program management.
- c) The program coordination committee will meet at least once annually at the LERN annual convention and at other times at the request of either party.

7. Registration Logistics:

- a) LERN will provide the following information to the above identified USD representative at least three months prior to the start of each LERN Institute:
 - o Course Prefix, Title, Dates and Credit Hour
 - o Instructor of Record/resume
 - o Location
 - o Syllabus
- b) USD representative will facilitate required approval and prepare each course for web registration.
- c) LERN students will register for each course via USD/CDE website; <http://www.usd.edu/online-edad-lern>.
- d) Instructor of record for the respective LERN Institute will be responsible to submit grades electronically via an official grade roster provided by the USD representative.
- e) USD will provide to LERN the names of the students who graduate from the program each semester, and a summary of the program activity annually for discussion at the annual face-to-face meeting.

8. Financial Agreement:

- a) Students enrolled in the courses offered by USD will be charged the graduate credit self-support rate as established annually by the BOR (currently at \$442.05 per credit hour for 2016-17 with typical increases of under 5%). New rates will take effect on the same schedule as other USD courses.
- b) Students will directly pay to USD the graduate self-support tuition rate and will be billed online by USD as per established policy.
- c) Students will directly pay to USD the externally funded tuition rate (\$40.00 per credit hour for 2016-17) for all USD/LERN credits applicable to this agreement.
- d) USD will provide transcription functions of the LERN credit.
- e) USD will be responsible for the costs of admissions processing, advising, course development, delivery, and instruction. LERN will be responsible for the costs of providing course information to USD and the cost of delivering the agreed upon workshops. Each party will be responsible for the travel costs of its representatives.

9. Student Services:

- a) USD will provide typical services online, including registration and payment for courses.

10. Marketing:
- a) LERN will provide marketing information on its web site and link to the USD web site.
 - b) USD will provide marketing information on its web site and link to the LERN web site.
 - c) All parties will approve the content of marketing materials content distributed and used by any party.
 - d) The cost of marketing materials may be shared if appropriate for specified marketing items if financially possible and beneficial to both parties. Each party may decide whether to contribute to marketing costs.
11. Any dispute resolution or litigation will take place within the State of South Dakota and will be governed by and subject to South Dakota law.
12. This agreement will be reviewed annually and revised as needed. Continual renewal will be in effect until such time either party provide notice of termination. At the time of notice, currently admitted and enrolled students will be provided the opportunity to complete the degree.
13. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate or grant expenditure authority or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the University of South Dakota. Termination for any of these reasons is not a default by the University of South Dakota nor does it give rise to a claim against the University of South Dakota.

The above items have been agreed to by LERN and USD as documented in signature by the representatives identified and signed below.

William A. Draves
 President
 Learning Resources Network

Date

James W. Abbott
 President
 The University of South Dakota

Date

Cc

9/6/2016

USD/LERN/MOU

Dr. James Moran, Provost and V.P. for Academic Affairs
Dr. Michael Card, Associate Provost and Dean, Distance Education
Dr. Ranjit Koodali, Dean, Graduate School
Dr. Donald Easton-Brooks, Dean, School of Education
Dr. Karen Card, Chair, Educational Leadership
Dr. Deb Gearhart, Director of Operations, Distance Education