

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs
Consent

AGENDA ITEM: 4 – D

DATE: May 9-11, 2017

**SUBJECT: Memorandum of Understanding – NSU & ACSS/RCS – STEM Certificate
Graduate Program**

Northern State University is seeking to enter in a Memorandum of Understanding (MOU) with the Aberdeen Catholic School System/Rocalli Catholic School (ACSS/RCS). This MOU establishes a partnership for NSU to offer graduate courses at the Aberdeen Catholic School System Central Office which leads to the completion of a Science Technology Engineering and Math (STEM) Certificate (Attachment I). Under this agreement, there is an understanding there will be a minimum of 22 students enrolled in the Graduate STEM Certificate program.

Per BOR Policy 5:5:3, ACSS agrees to pay/reimburse NSU for 100% of customary instructional expenses and an administrative fee of \$25.00 for each credit hour students are enrolled. Each Term NSU will submit the required documents to the SDBOR to request the self-support externally funded tuition rate.

DRAFT MOTION 20170509_4-D: I move to approve the Memorandum of Understanding between Northern State University and the Aberdeen Catholic School System/Rocalli Catholic School (ACSS/RCS).

**Memorandum of Understanding
For Northern State University
STEM Certificate Graduate Program
Delivered at Roncalli**

Northern State University
1200 South Jay Street
Aberdeen SD 57401

Aberdeen Catholic School System
Roncalli Catholic School
1400 N Dakota Street
Aberdeen SD 57401

Referred to as NSU

Referred to as ACSS or RCS

This Memorandum of Understanding (MOU) is prepared in response to a request by the Aberdeen Catholic School System/Roncalli Catholic School (ACSS/RCS). The Aberdeen Catholic School System invited NSU to make a formal proposal to offer graduate courses at the Aberdeen Catholic School System Central Office which leads to completion of a Science Technology Engineering and Math (STEM) Certificate. This agreement is created with the understanding there will be a minimum of 22 students enrolled in the Graduate STEM Certificate program.

This MOU outlines and addresses the management of services supporting the agreement between NSU and ACSS in the delivery of graduate academic STEM certificate courses for ACSS employees.

I. RESPONSIBILITIES

Beginning spring 2017 through summer 2017 NSU agrees to offer graduate courses required for the NSU Graduate STEM Certificate as outlined in Addendum A which includes the EPSY 741 class offered fall 2016. Changes to Addendum A may be requested as outlined in Section III of this MOU.

Per The South Dakota Board of Regents policy 5:5:3 ACSS agrees to pay/reimburse NSU for 100% of customary instructional expenses (which may include but are not limited to instructor pay, required benefits, and/or travel) and 100% of disability support services (which may include interpreter services, equipment, materials, etc.) associated with the delivery of the courses associated with the Graduate STEM Certificate courses/program. Aberdeen Catholic School System agrees to pay NSU an administrative fee of \$25.00 for each credit hour students are enrolled. Each term NSU agrees to submit the required documents to The South Dakota Board of Regents to request the self-support externally funded tuition rate.

- a. Upon approval of the South Dakota Board of Regents the self-support externally funded tuition rate will be applied to NSU Graduate STEM Certificate courses delivered at ACSS.
- b. A student's request to drop or withdraw will be processed according to SDBOR policy.

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- c. The NSU Finance Office will invoice ACSS at the beginning of each semester for instructional expenses, tuition, and administrative fee after the published Census Date. Payment is due 30 days from the date of invoice.
- d. The NSU Finance Office will invoice ACSS at the end of each semester for applicable faculty travel (mileage, state vehicle, per diem, hotel, etc.) and disability service expenses incurred.
- e. Final course grades will be awarded in accordance with the evaluation procedures listed in the course syllabi.

II. Program

The NSU Director of Online & Continuing Education (OCE) is responsible for managing the day-to-day administrative operations of NSU courses/programs delivered at ACSS. The Director of OCE is the official liaison between NSU and ACSS. However, academic issues remain the responsibility of the respective Academic Units at NSU. The Director of OCE will collaborate with the President of Roncalli Catholic School or designee on a routine basis.

III. Course Scheduling

The NSU School of Education Addendum A list courses required to complete the Graduate STEM Certificate. The courses will be scheduled for delivery by the School of Education 210 days prior to the start of each term. Courses will be scheduled to make it possible for graduate students admitted to the Graduate STEM Certificate program at ACSS to complete the certificate within 18 months. The Director of OCE and President of Roncalli Catholic School will present the required course listing to NSU Deans Council and ACSS Administrators for concurrence. Schedule change requests must be submitted in writing to the Director of OCE at least 180 days prior to the term start date. NSU or ACSS may cancel classes that do not meet minimum enrollment standards at any time prior to the beginning of the class.

Term	Term Start Date	180 Days Schedule Deadline
Spring 2017	January 09, 2017	July 13, 2016
Summer 2017	May 22, 2017	November 23, 2016

IV. Faculty Assignments

Northern is responsible for recruiting and hiring qualified faculty to deliver the scheduled courses each term. Qualified adjunct faculty as described in the South Dakota Board of Regents (SDBOR) Policy 2:13 when possible will be assigned to courses scheduled for delivery at ACSS. Northern may assign full-time faculty to teach courses scheduled for delivery at ACSS upon mutual agreement between NSU and ACSS.

Teaching assignments are at the discretion the Academic Department Chair, Dean, Associate VP of Academic Affairs and/or the Provost/VPAA. Non-NSU faculty/employees assigned to teach NSU graduate classes must submit a CV/Resume, Official Transcripts, References, and required employment documents. Per NSU Graduate Council policy, individuals who teach graduate level courses must have graduate faculty status.

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Individuals assigned to teach courses coordinated with OCE must submit a Course Proposal available at https://northern.formstack.com/forms/online_continuing_education_course_proposal_20152017. To complete the Request for Reduced Tuition (RRT) process the course proposal, syllabus, CV/Resume, and employee personal information form must be submitted to OCE no later than 90 days prior to the term start date. Courses/Request for Reduced Tuition not approved prior to the deadline may not be delivered for the scheduled term.

Term	90 Day Deadline
Spring 2017	October 11, 2016
Summer 2017	February 21, 2017

V. Delivery Site

Aberdeen Catholic School System will make available the necessary space to deliver the scheduled courses each term at Roncalli Catholic School, 1400 North Dakota Street, Aberdeen SD, 57401. To accommodate the requirements of a specific class, alternate locations may be assigned as necessary. The President of Roncalli Catholic School is responsible for coordinating the alternate delivery site.

If a local, qualified adjunct is not available in the Aberdeen area or within reasonable travel distance, NSU may cancel scheduled course(s). The President of Roncalli Catholic School and Director of OCE may request the course delivery via the Dakota Digital Network (DDN), online, or Hybrid with the approval of the Academic Department Chair, Dean, or Provost/VPAA.

VI. Admissions

The ACSS administration is responsible for determining individuals eligible to apply for the Graduate STEM Certificate program. Students attending NSU classes at ACSS seeking a graduate certificate must submit a graduate application for admission. Students must meet all admissions requirements listed in the current catalog. Students who do not meet admissions requirements may be admitted conditionally as determined by the NSU Graduate Studies Office.

VII. Non-Degree Seeking Student

The Graduate STEM Certificate program is sponsored by ACSS and only ACSS approved participants may participate in the Graduate STEM Certificate program.

VIII. Registrations

Students participating in the Graduate STEM Certificate program at ACSS must contact NSU Graduate Studies Program Advisor at 6056262558 for registration assistance. Information, including present and future schedules, will be provided to President of Roncalli Catholic School and students prior to each term registration period.

IX. Student Issues

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The Director of OCE may act as the initial contact for student issues and concerns. Student academic/non-academic petitions will follow standard NSU processes. Northern students enrolled at ACSS may submit administrative and academic concerns to the Director of OCE for initial consultation and resolution if possible. Issues not resolved by the OCE Director will be directed to the appropriate administrative department or Academic Department Chair/Dean or Associate VP of Academic Affairs or Provost/VP of Academic Affairs.

X. Support Services

Northern will provide the necessary administrative support to schedule and deliver courses at ACSS. Support services include: Hiring required staff, initiating teaching contracts, scheduling courses, preparing necessary registration forms, providing requested reports (Enrollment reports, class rosters, admission status reports, and drop/withdrawal reports), and travel arrangements as necessary.

The School of Education Dean or designee is tasked with conducting teaching evaluations for adjunct faculty assigned to teach NSU courses at ACSS at least once each term. The Dean will debrief adjunct faculty after each evaluation. The teaching evaluations will be provided to the respective instructor, Academic Department Chair, Dean, Associate VP of Academic Affairs and/or Provost/VP of Academic Affairs. The original copy of the evaluation will be forwarded to the Office of Online & Continuing Education for filing.

Aberdeen Catholic School System agrees to provide consumable supplies necessary to teach scheduled classes; markers, chart packs, chemicals, specimens, and materials. The ACSS is responsible for providing needed/necessary student support activities such as face-to-face tutoring services, or supplemental instruction. Additionally, ACSS will be responsible for all services required to comply with disability accommodations as defined by NSU Disability Services Office. Northern will provide ACSS students access to online tutoring/writing services provided by Smarthinking for courses included in the Smarthinking tutoring program until the agreement between NSU and Smarthinking is terminated.

Northern and ACSS will collaborate to develop appropriate marketing materials and advertising to promote the NSU programs at ACSS. Northern will create easily accessible and searchable information regarding its partnership with ACSS to be displayed on its website while this agreement is in effect. Northern and ACSS will collaborate on the design of all creative proofs for review and approval by the OCE and ACSS Directors. Northern and ACSS will share the expense of mutually agreed upon marketing materials.

Northern and ACSS may develop marketing materials or advertising independently at the respective institution's expense. When NSU and ACSS are included in the marketing/advertising the proofs must be submitted to the other institution for review and approval prior to release/publication.

XI. Term of Agreement

The term of this agreement is for the period beginning August 1, 2016 and lasting through July 31, 2017.

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Addendum A
Northern State University
Graduate STEM Certificate Program
Delivered at Aberdeen Catholic School System
Fall 2016 through Summer 2017

Term	Course	Credits
Fall 2016	EPSY 741 Psychology of Learning*	3
Spring 2017	ELRN 750 Teaching and Learning with Digital Technology*	3
Summer 2017	ELED 792 TP: Math and Engineering Applications in the Classroom**	2
Summer 2017	ELED 792 TP: Science Applications in the Classroom**	2
Summer 2017	ELED 792 TP: Reading and Writing in the STEM Classroom**	2
	And No Others	
		12

* Existing Course

** New Course

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XII. Indemnification

Nothing in this Agreement shall be construed as an indemnification by one party of the other for liabilities of a party or third persons for property loss or damage or death or personal injury arising out of the performance of this Agreement. Any liabilities or claims for property loss or death or personal injury by a party or its agents, employees, contractors or assigns or by third persons, arising out of and during this agreement shall be determined according to applicable law.

XIII. Amendment Provision

This agreement contains the entire understanding between the parties, unless otherwise noted, and is subject to and will be construed under the laws of the State of South Dakota, and may only be amended with written consent of both parties.

XIV. Agreement to Memorandum of Understanding

The signatures affixed below agree to the Memorandum of Understanding described above. Northern State University or Aberdeen Catholic School System may request modification/amendment to the MOU in writing at any time. The parties listed below must approve modifications/amendments to the MOU. Northern State University and Aberdeen Catholic School System will review this MOU annually. Modifications may be made to the MOU upon mutual agreement between NSU and ACSS. Northern or ACSS may cancel the Graduate STEM Certificate program with sixty days written notice prior to term start date.

Jelly Duncan 12-12-16
Dean, School of Education (Date)

Jeff Lemmon
President, Roncalli Catholic School (Date)

Jelle Lohr 12-20-16
Director of Graduate Studies (Date)

[Signature] 12/6/2016
School Board President,
Aberdeen Catholic School System (Date)

[Signature] 12-20-16
Director, Online & Continuing Education (Date)

Alan D. Johnson 12-20-16
Provost/VP of Academic Affairs (Date)

Timothy M. Jones 12/21/16
NSU President (Date)