NORTHWEST TECH

NORTHWEST KANSAS TECHNICAL COLLEGE

CONCURRENT ENROLLMENT PARTNERSHIP AGREEMENT MEMORANDUM OF UNDERSTANDING FOR DELIVERY OF ACADEMIC COURSES

THIS MEMORANDUM OF AGREEMENT is made and entered into this 1st day of November, 2018, by and between the Unified School District 293, hereafter "USD 293", and Northwest Kansas Technical College, hereafter "NT, to memorialize the understanding of the parties concerning the delivery of Concurrent Enrollment Partnership, hereafter "CEP".

The purpose of this Agreement is to fulfill the policy of the State of Kansas that secondary school students should be challenged continuously in order to maintain their interest in the pursuit of education and skills critical to success in the modern world.

DEFINITION: "CEP student" is a student who is enrolled in courses at a high school at which approved high school teachers teach college credit courses during the regular school day, who is in grades 10, 11 or 12. A freshman student who has been designated as "gifted" may enroll only upon submission of a complete and current (dates must cover time of enrollment) Individualized Education Plan (IEP) and that IEP must indicate that the student is recommended for college classes as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

WHEREAS, this agreement embodies the purposes of CEP programs outlined in Chapter III, Section 12, of the Kansas Board of Regents, hereafter "KBOR", policy to reduce the time-to-degree completion, lower costs, challenge high school students, promote college-level success, and foster improved relationships between public postsecondary institutions and secondary schools; and

WHEREAS, KBOR policy requires a formal agreement between USD 293 and NT;

NOW, THEREFORE, IN CONSIDERATION of the following mutual promises, the parties agree as follows:

1. USD 293 RESPONSIBILITIES

USD 293 agrees and covenants is shall hereafter:

A. Advertise the CEP Program to eligible students and their parents;
B. Provide students with advising and assistance with CEP course registration process;
C. Provide classroom space, textbooks for CEP courses, and the necessary instructional equipment.
D. Appoint CEP program affiliate faculty members, in consultation with NT, to provide the CEP course instruction in consultation with the NT academic liaison; and
E. Adhere to the following applicable KBOR and NT Policies:

1. Master's degree or higher in the teaching discipline or related field; or
2. Successful completion of at least 18 graduate credit hours in the teaching discipline or related field, with a Bachelor's degree in the academic discipline/related field; or

3. Master's degree in an educational area (i.e. education, technology, curriculum and instruction, etc.) with a Bachelor's degree in the academic discipline/related field; or
4. In extenuating circumstances: Bachelor's degree in the teaching discipline or related field with at least 3 years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard requires review and approval of the Director of Outreach, an annual student and administrative evaluation, and the stipulation that the same final exam is given in a representative section of the same course taught at the college will be used as the final exam in this course per standards of the KBOR Concurrent Enrollment Partnership Agreement.

2. NT RESPONSIBILITIES

NT agrees and covenants it shall:

A. Provide advising to students and award academic credit for the successful completion of the designated CEP courses that can be applied at all NT degree programs.
B. Charge students one hundred dollars per credit hour tuition rate for CEP courses;
C. Provide guidance on curriculum, faculty, students, assessment and professional development activities;
D. Appoint NT faculty members to serve as the CEP program academic liaisons and instructors of record for the courses;
E. Compensate all faculty that fall under the CEP program agreement based on NT Adjunct Pay Schedule; and
F. Adhere to all other applicable KBOR policies.

3. CEP CURRICULUM AND PRINCIPLES OF QUALITY ASSURANCE

All CEP curriculum will be limited to designated courses that have been approved by NT. The NT academic department will approve all CEP course textbooks and materials. All CEP courses will be reviewed annually, reflect the same student learning outcomes, and be delivered and assessed using the same methods as the same courses taught on the NT campus or online.

4. CEP FACULTY AND PROFESSIONAL DEVELOPMENT

All CEP course instructors will be appointed by USD 293 to serve as the CEP affiliate faculty members for the program and approved by Northwest Tech in accordance with the applicable KBOR and Higher Learning Commission criteria. Students enrolled in the NT CEP courses will use the same teaching evaluations as those used on the NT campus. The results will only be provided to NT and the teacher, not to USD 293.

NT academic affairs personnel and departmental faculty appointed as academic liaisons for the program will provide the orientation to the CEP affiliate faculty on college policies, curriculum, assessment criteria and related administrative requirements. The academic liaisons will serve as the official faculty of record for the courses and will meet with the CEP instructors at least once during the duration of the course to exchange information on course philosophy and objectives, curriculum adjustments, instructional strategies and learning outcomes.

5. CEP STUDENTS AND ASSESSMENT

CEP courses will be offered to sophomores, juniors and seniors who have at least a 3.0 cumulative high school GPA, and meet the NT Placement requirements for specified courses.

Students must also be authorized by a school representative to apply for enrollment. All of the CEP students will receive a CEP Student Guide and attend an online orientation session at the beginning of the program. All NT policies will apply to the CEP program. The NT academic liaison/instructors of record will submit the final course grades to the Assistant Registrar via Empower.

Should the CEP affiliate faculty member and the college instructor of record differ on the assignment of final course grades, the CEP affiliate faculty member will need to follow the guidelines in the NT Grade Appeals process.

6. NON-DISCRIMINATION

The parties agree and covenant that no person shall be denied participation in the school training programs on account of race, color, sex, religion, national origin, ancestry, creed, age, disability, sexual orientation or and other basis prohibited under federal, state or local law.

7. AGREEMENT COMPLETE

The parties agree and covenant that this agreement constitutes the entire agreement between the parties and that no prior agreement or representation, oral or written, shall be binding or of any force or effect. Further, the agreement may not be amended or enlarged except by written document signed by the duly authorized representatives of the parties, but will be reviewed every five years.

8. ASSIGNMENT PROHIBITED

The parties agree and covenant that neither shall have the right to assign any interest in the agreement to any other party.

9. INDEMNIFICATION

The parties agree to indemnify and hold harmless one another from and against any claim, injury, damage or suit from any third party arising out of or arising from the CEP courses.

10. TERM AND TERMINATION OF AGREEMENT

This agreement will remain in effect for five years, unless and until a written notice of intent to terminate the agreement is provided in writing at least ninety (90) days prior to the start of the next semester by one party to the other. Secondary and postsecondary partners have the right to review, edit or terminate this agreement for reasons including but not limited to: significant changes in requirements, for example-- instructor qualifications; failure/inability to comply with terms of the agreement. Should the termination occur during an academic term it shall not preclude the completion of any CEP course by any concurrently enrolled student who is making satisfactory academic progress. This agreement will be reviewed annually, and changes to personnel will be updated as needed.

11. LIAISON INFORMATION

The parties designate the following individuals to serve as liaisons for the purpose of this program:

USD 293	Northwest Tech
Sandii Ostmeyer	Hayley Hales
CEP Site Coordinator	Director of Outreach
(785) 754-3660	(785) 890-1516
SOstmeyer@quinterschools.org	Hayley.Hales@nwktc.edu

NT will make a concerted effort to have CEP Agreements and Concurrent Instructor/Course Agreements issued/signed by July 1st each year. Employment contracts for each concurrent credit instructor will be issued in the fall and spring semesters. Contracts for concurrent instructors list each course and the compensation for that course.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have hereunto set their hand the day and year written above.

Toby Countryman
USD 293 High School Principal

11-12-18
Date

Kari Kephart
USD 293 Superintendent

11-12-18
Date

Ben Schears
NT President

11-5-18
Date