

MEMORANDUM OF UNDERSTANDING

ARKANSAS STATE UNIVERSITY-JONESBORO AND MID-SOUTH COMMUNITY COLLEGE

July 1, 2014-June 30, 2016

Article I

Introduction

Arkansas State University-Jonesboro (ASUJ) and Mid-South Community College (MSCC) agree that Arkansas State University-Jonesboro will continue to operate an Arkansas State University Degree Center on the Mid-South Community College campus. Arkansas State University-Jonesboro will offer junior, senior, and graduate courses in the Degree Center. In addition, selected four-year and graduate degrees will be provided in the Arkansas State University Degree Center. The courses and degrees selected will be offered on a needs basis. The specifics of this relationship are outlined in the conditions included in this Memorandum of Understanding.

Article II

General Purpose

Three additional degrees are proposed for the Arkansas State University Degree Center on the MSCC campus. Those degrees, housed in the College of Education and Behavioral Science (COEBS) are:

Master of Art in Teaching (MAT) in Mid-Level Education
Master of Science in Education (MSE) in Reading
Educational Specialist (Ed.S) in Reading

It is agreed that students who satisfactorily complete all the required courses offered by Arkansas State University-Jonesboro through the Arkansas State University Degree Center and who meet all other program requirements for graduation will earn the appropriate degree from Arkansas State University-Jonesboro.

It is agreed that courses offered through the Arkansas State University Degree Center as part of this program will satisfy Arkansas State University-Jonesboro's residency requirements for degree work. Students who complete an associate degree from Mid-South Community College are eligible for admission and transfer into the programs offered by Arkansas State University-Jonesboro in the Arkansas State University Degree Center. Students meeting the admission requirements specified in the Arkansas State University-Jonesboro's *Undergraduate Bulletin* and the *Graduate Bulletin* will be admitted.

The degrees offered in the Arkansas State University Degree Center will not indicate the location where the degree was earned. The degrees offered will use the same course requirements as stated in the Arkansas State University-Jonesboro's *Undergraduate Bulletin* and *Graduate Bulletin* and are subject to the following interpretation of the "57 hour upper division rule":

Students working on a bachelor's degree at the degree center must complete the junior-senior hours requirement for their major, but not fewer than 45 junior-senior hours. The 57 senior institution hour requirement may be met by appropriate freshman and sophomore elective courses offered by the degree center host institution and/or any other accredited higher educational institution. Arkansas State University will make a good faith effort to offer sufficient numbers of junior-senior electives at the degree center to assist students with their programs. The student and their adviser will decide which specific electives will best meet the individual student needs.

It is agreed that Arkansas State University-Jonesboro will emphasize quality in programs offered through the Arkansas State University Degree Center and will apply its own on-campus Assessment and Quality Assurance measures to evaluate the program and its graduates.

Both institutions agree to provide appropriate services for students. Representatives from both institutions will have input into all decisions that directly impact the program. Prospective degree students will be provided complete information concerning the academic preparation required for enrollment in the courses and programs offered. Students at Mid-South Community College that wish to transfer to Arkansas State University-Jonesboro must meet degree requirements listed in the appropriate bulletin subject to the exception as follows:

Transfer students from the above institution will be required to meet General Education and specific major requirements as well as complete 45 junior-senior hours at Arkansas State University or other accredited four-year institutions of higher education. Thirty two hours, including 18 of the last 24 hours, must be completed in residence at the campus of Arkansas State University in Jonesboro.

Article III

Degree Programs

Arkansas State University-Jonesboro agrees to offer the selected degree programs in a manner that allows a full-time student who has earned an associate degree from the Mid-South Community College to earn the baccalaureate in a timely manner. Students must meet the degree requirements prescribed in the appropriate bulletin subject to the above exception. Any substitutions must be approved by the Registrar at Arkansas State University-Jonesboro.

Arkansas State University-Jonesboro agrees to offer only junior, senior, and graduate level courses in Crittenden County unless there is mutual agreement for the offering of selected freshman and/or sophomore courses. Arkansas State University-Jonesboro occasionally has contracts with industry to provide selected courses at various locations around the state. These

contracted courses are excluded from this agreement.

Courses for the programs will be taught by Arkansas State University-Jonesboro faculty who are full-time Arkansas State University-Jonesboro faculty assigned to teach on site, Arkansas State University-Jonesboro faculty teaching the course through distance learning technology, or adjunct faculty appointed by Arkansas State University. All ASUJ courses captured via the Tegrity software are exclusively owned by ASU and cannot be reproduced or rebroadcast without ASU's permission.

Degree programs offered through the Arkansas State University Degree Center will be housed in Mid-South Community College facilities. Mid-South Community College will provide appropriate identification for Arkansas State University-Jonesboro offices and provide two furnished classrooms sufficient in size to accommodate the Arkansas State University Degree Center. These classrooms will be equipped with T-1 lines, internet access, and appropriate videoconferencing equipment and accessories. For scheduling purposes, Arkansas State University-Jonesboro would have the first option to schedule these classrooms. Mid-South Community College will provide additional classroom space for on-site classes from Arkansas State University-Jonesboro on a mutually agreeable basis to accommodate additional degree and course offerings.

The Coordinator of the Mid-South Community College University Center and the on-site coordinator for Arkansas State University Degree Center will coordinate program information and room requirements between the institutions. Sufficient quantity and quality space will be provided on the Mid-South Community College campus in order to facilitate the necessary courses to permit students to graduate in a timely manner.

A full-time representative of Arkansas State University-Jonesboro and a secretary or part-time assistant will be assigned to the Arkansas State University Degree Center to represent the university and to provide some advising services. Mid-South Community College will provide office space for these persons as well as for Arkansas State University-Jonesboro faculty assigned full-time to the Degree Center as needs dictate.

The Arkansas State University Degree Center will continue after an annual review in March of each year. Either institution may choose to terminate the agreement with minimum notice, in writing to the partner institution and students, of one year beyond the current academic year.

Arkansas State University-Jonesboro's academic programs at Mid-South Community College will be under the supervision of Arkansas State University-Jonesboro's Vice Chancellor and Provost. Academic guidance for this program will be provided by the Arkansas State University-Jonesboro college in which the courses and/or degrees are located.

Arkansas State University-Jonesboro agrees to purchase needed equipment for full-time Arkansas State University employees as the needs are presented and the budget provides. Mid-South Community College will provide office furniture, telephone service for the Degree Center staff and faculty, and copier access. Mid-South Community College will invoice Arkansas State University-Jonesboro at the end of each semester for telephone and copier expenses. See

Attachment A.

Article IV

Program Operation

The Counseling Center at Mid-South Community College will provide career counseling for students in the Arkansas State University-Jonesboro programs.

Only students who have been officially admitted to Arkansas State University-Jonesboro may enroll for courses offered by Arkansas State University-Jonesboro. Only students who have been officially admitted to the degree program may enroll in specific degree courses.

Class rosters, mid-term grades, final grades, withdrawals, course drops, course additions, enrollment restrictions, and billing will be processed by Arkansas State University-Jonesboro. Any refunds due the student will be made by Arkansas State University-Jonesboro.

Arkansas State University-Jonesboro will transcript all courses taken from the Arkansas State University Degree Center as Arkansas State University-Jonesboro courses.

Arkansas State University-Jonesboro's Office of Institutional Research, Planning and Assessment will be responsible for the preparation and submission of all Arkansas Department of Higher Education Student Information System files pertaining to the enrollment in the programs covered under this agreement.

The Financial Aid Consortium Agreement for the Administration of Title IV Aid will serve as a basis for the financial aid procedures.

All books and course supplies will be available and sold by the Mid-South Community College Bookstore. Arkansas State University-Jonesboro will provide the Mid-South Community College Bookstore with textbook lists and special materials needed by the bookstore's designated order deadline, and the bookstore will ensure that Arkansas State University-Jonesboro students are served in a timely manner.

Students enrolled in the Arkansas State University Degree Center programs will receive Mid-South Community College identification cards which identify them as Arkansas State University Degree Center students. As such, these students will be granted privileges such as parking, library services, computer center services, student activities, etc. Students enrolled in Arkansas State University-Jonesboro courses are also eligible to receive a student ID card from the university. The card will entitle the students to specific student rights and activities. Those rights and activities will be determined by the fees paid for those services.

All program information will be coordinated between the two institutions. Arkansas State University-Jonesboro will provide Mid-South Community College with class schedules and information on registration for publication at requested times. Students registering for Arkansas State University-Jonesboro courses will register for classes on-line.

Arkansas State University-Jonesboro will assist in the collection of all data necessary for the completion of all required reports in connection with the Arkansas State University Degree Center program. Arkansas State University-Jonesboro's Office of Institutional Research, Planning and Assessment will provide Mid-South Community College with the names, ASU identification and/or social security numbers, demographics, and declared majors of all Arkansas State University-Jonesboro students enrolled on the Mid-South Community College campus as of the official enrollment day no later than mid-term of each semester for billing and state reporting purposes.

Arkansas State University-Jonesboro and Mid-South Community College will work together to provide program information, communication, and public relation activities. Both institutions recognize the need to have the appropriate news and publication offices of both campuses involved in the process. Joint advertising, promotions, or news releases will have prior approval from the publication offices of both institutions.

The Code of Conduct and Student Affairs policies of Arkansas State University-Jonesboro shall be applicable for students enrolled in Arkansas State University-Jonesboro courses offered under this agreement.

Arkansas State University-Jonesboro employees and students are expected to follow Mid-South Community College's safety policy and procedures when they are on campus. These policies and procedures are available on the MSCC web-site, in the college catalog and/or in the MSCC Employee Handbook or available by request to the MSCC Director of Campus Safety.

Arkansas State University personnel housed or working on the MSCC campus should immediately notify MSCC's Director of Safety or a uniformed security officer of any perceived threat or emergency situation to ensure MSCC can respond appropriately. Reports should also be made to Arkansas State University-Jonesboro as required by university policy.

Article V

Financial Arrangements

Tuition and fees for the Arkansas State University Degree Center will be set by the Arkansas State University Board of Trustees. Arkansas State University-Jonesboro will collect all student tuition and fees. Arkansas State University-Jonesboro will collect a host fee of \$8 per credit hour as set for Mid-South Community College's technology fee charged to all credit students. This fee will be returned to Mid-South Community College. The Arkansas State University Board of Trustees may adjust tuition rates and fees from year-to-year as they deem necessary. Arkansas State University-Jonesboro will provide information on such rate changes to the appropriate

Mid-South Community College officials in a timely manner. Mid-South Community College's Board of Trustees may adjust fees from year-to-year as they deem necessary, which may apply to Arkansas State University-Jonesboro students or to services provided to Arkansas State University-Jonesboro as part of this agreement. Mid-South Community College will provide information on such fee changes to the appropriate Arkansas State University-Jonesboro officials in a timely manner.

Students who live in a neighboring state will qualify for in-state tuition at Arkansas State University-Jonesboro if they reside in a county that borders the state of Arkansas. This in-state tuition policy will apply to any student who is enrolled in Arkansas State University-Jonesboro courses in the Mid-South Community College Degree Center.

Arkansas State University will return \$5 per credit hour of the tuition collected to Mid-South Community College to enhance library holdings including associated technology at Mid-South Community College.

Article VI

General Agreements

Mid-South Community College will make building use guidelines available to Arkansas State University-Jonesboro and to program staff at the Arkansas State University Degree Center. These guidelines include but are not limited to parking, security arrangements, emergency procedures, and school closing.

The schedule of classes at the Arkansas State University Degree Center may not match the schedule of classes followed at Mid-South Community College. Every attempt will be made to have a calendar match. However, that may not be possible. Also, the Arkansas State University Degree Center may operate at hours or on days when Mid-South Community College does not offer classes. Any classes scheduled by Arkansas State University-Jonesboro that conflict with the Mid-South Community College calendar must receive prior permissions of the Mid-South Community College's Associate Vice President for Learning and Instruction, who serves as the University Center Coordinator prior to the beginning of the semester involved. If Arkansas State University-Jonesboro offers classes at Mid-South Community College by special approval when Mid-South Community College is closed, then Arkansas State University-Jonesboro agrees to pay \$35 per hour for maintenance and security personnel to ensure building access and student safety for the class time period plus one hour.

The non-degree professional development programs offered for business and industry are not included in this agreement. Arkansas State University-Jonesboro will have Mid-South Community College, if desired, listed as a Co-Sponsor for any professional development programs provided in Crittenden County.

Arkansas State University-Jonesboro will be responsible for preparing new Degree Center

Proposals for submission to the Arkansas Higher Education Coordinating Board. The implementation of a resident Degree Center where the credit hours earned are treated as resident on-campus for funding purposes is dependent upon the approval of the Arkansas Higher Education Coordinating Board.


It is understood by both parties that not all conditions or arrangements can be anticipated. Consequently, a committee composed of two individuals from each institution will be formed to evaluate and deal with unanticipated issues that may arise. The committee consists of the Associate Vice President for Learning and Instruction and the Vice President for Finance and Administration of Mid-South Community College, the Arkansas State University-Jonesboro Dean of Continuing Education and Community Outreach, and the Coordinator of Arkansas State University Degree Center at Mid-South Community College from Arkansas State University-Jonesboro.


This Memorandum of Understanding is between the institutions described herein, but is not intended to necessarily restrict these institutions: Arkansas State University-Jonesboro may create additional degree centers at other locations; Mid-South Community College may work with other universities to provide degrees at Mid-South Community College.

All Arkansas State University Degree Center programs will be agreed upon by both institutions and approved for offering by the Arkansas Higher Education Coordinating Board.

Article VII
Official Signatures

We agree to the above conditions and indicate by our signatures our commitment to a quality Arkansas State University-Jonesboro degree center program for students in the Mid-South Community College service area.



Dr. Tim Hudson
Chancellor,
Arkansas State University, Jonesboro

Dr. Glen Fenter
President,
Mid-South Community College

Date 3/14/14

Date 2-24-14

Degree Program Courses Follow:

Master of Arts in Teaching – Mid-Level Education

Master of Science – Reading

Educational Specialist – Reading

Master of Arts in Teaching
Mid-Level Education

<i>Year I</i>			
Fall	Spring	Summer I	Summer II
TE 6253 Perspectives on Professionalism RDNG I 6013 TE 6223 Effective Teaching Strategies	TE 6243 Tech as a Tool RDNG Advanced 6493 ELSE 3643	MLED 6403 World of the Middle Child MLED 5023 M/M Science and Math	MLED 5013 M/M LA/SS MLED 6423 Teaming, Teaching, Learning MS
<i>Year II</i>			
Fall	Spring	Summer I	Summer II
TE 6299			

Master of Science in Education
Reading

<i>Year I</i>			
Fall	Spring	Summer I	Summer II
TE 6253 RDNG 6313	ELFN 6773 RDNG 6573	Literacy for Diverse Learners	RDNG 6383
<i>Year II</i>			
Fall	Spring	Summer I	Summer II
RDNG 6243 RDNG 6333	RDNG 6563 RDNG 6353	RDNG 6513	RDNG 6553

Educational Specialist
Reading

<i>Year I</i>			
Fall	Spring	Summer I	Summer II
<u>Track 1:</u> RDNG 7653 RDNG 7543 ----- <u>Track 2:</u> RDNG 6313	<u>Track 1:</u> RDNG 7473 RDNG 7643 <u>Track 2:</u> RDNG 6563	<u>Track 1:</u> RDNG 7273	<u>Track 1:</u> RDNG 7393
<i>Year II</i>			
Fall	Spring	Summer I	Summer II
<u>Track 2:</u> RDNG 6243 RDNG 6333 RDNG 7451-6	<u>Tracks 1 & 2:</u> RDNG 7613 <u>Track 2:</u> RDNG 6353 RDNG 7451-6	<u>All:</u> RDNG 7451-6	<u>Tracks 1 & 2:</u> RDNG 7283