

Graduate Math Course Instruction Memorandum of Agreement

Valley City State University Minot State University

The following institutions agree to collaborate on providing instruction for graduate-level MATH courses included in each institution's M.Ed. program.

Valley City State University (VCSU)
Minot State University (MiSU)

The purpose of this collaboration is to facilitate the delivery of online graduate-level MATH courses amongst the two institutions to both improve instructor-to-student ratios and utilize faculty expertise within certain math content areas. Specifically, this agreement outlines the conditions and requirements in which faculty members from each institution will teach coursework for both their students and the students of the other institution enrolled in their own separate but parallel and merged course.

Structure

The two collaborating institutions will be responsible for providing math instructors for the courses agreed upon by both institutions.

1. MATH courses included in this agreement are those that both institutions include in their M.Ed. programs. The exact course titles and descriptions of these courses may vary.
2. Prior to each term's course offerings, the two collaborating institutions will determine which course(s) will be offered and who the primary instructor will be for each course.

Courses will be delivered online asynchronously using Blackboard as the primary Learning Management System (LMS). Each institution's individual courses will be merged into one Blackboard course to provide seamless instruction to all enrolled students, regardless of in which institution's course they are enrolled.

Admissions and Course Enrollment

1. The distinctive admission policies and procedures that pertain to each of the campuses will be honored; each campus's unique policies and procedures will apply to students who seek admission at the respective institutions in the collaboration.
2. Students will enroll in courses offered by their own individual campus (i.e., their home campus).
3. All courses that are part of this agreement will be listed on each partnering campus's class schedule. (Note that course titles and descriptions will match, yet course numbering schema may vary).

Tuition and Fees

1. Students enrolling in a course listed on their home campus class schedule will be charged and pay all tuition and fees to their home campus. Each institution will retain tuition and fees for courses listed on their course schedule.

Financial Aid

1. Students will receive financial aid and/or other discounts/waivers from their home campus.

Costs

1. Each campus will be responsible for incurring expenses associated with IT infrastructure, hardware, software, internet access, and telephone charges on their own campus.
2. The receiving (non-teaching) institution will provide monetary compensation to the teaching institution to help cover the cost of instruction for each individual course. The amount paid will be based on both the total enrollment in the course and the fraction of total enrollment comprised by the receiving institution's enrolled students. The formulas in Appendix A will be used to determine the amount paid to the teaching institution.
 - a. Note that regular enrollment size is 6-20 students. Enrollment < 6 or > 20 will use scaled amounts to reflect total enrollment.
 - b. Note that courses with enrollment < 6 may be cancelled due to low enrollment.
 - c. Total enrollment (and enrollment of each institution) will be determined immediately following the "Last Day to Add a Course," as determined by the NDUS calendar for that term.
 - d. Payments from the receiving institution to the teaching institution will be made shortly thereafter (i.e., within the term the course(s) are offered).

Course Logistics

1. The department chair at each institution will serve as the primary contact for all curricular and/or student concerns.
2. Each institution's math faculty will share the syllabus for the course(s) they teach with the other institution.
3. Each partnering campus will provide institution-specific links and/or information concerning student support and policies. This information will be provided in the merged Blackboard course for ease of student access.
4. Each faculty member will share assessment data of student learning outcomes for the course(s) they teach with the other institution, assuming enrollment exists from both institutions. This includes final grade information that each institution's faculty representative (instructor of record) may need to post at the end of the term as well as program assessment data.

Textbooks and Course Materials

1. Students at each campus will be responsible for purchasing textbooks and other required courses materials. Textbooks and other course materials will be made available to students through the bookstore of their home campus.

2. Faculty will make textbook and other information available to the bookstore managers at each partnering campus at least 60 days prior to the start of the term in which those materials will be used. This information includes, but is not limited to, the following: title, edition, author, publisher, and ISBN.

Academic Procedures

1. Home campus academic guidelines, policies, and procedures for the students enrolled in courses through this agreement will apply regarding the following:
 - Academic probation/suspension
 - Graduation honors
 - Academic honors
 - Official withdrawal
 - Course load limitations
 - Add/drop dates for individual classes
 - Academic integrity
 - Final exam schedule

Marketing

1. This agreement shall be recognized by all parties as a collaboration between VCSU and MiSU for course instruction purposes only (i.e., collaboration of faculty). Each institution will market and manage their individual programs as they see fit.

Monitoring and Review

1. Any aspect of this agreement is subject to revision. All partners of this agreement must agree in writing before any changes may be implemented. An annual review of this agreement will occur at the end of each summer term.

Term

1. This memorandum will be in effect from 2022 through 2027 and reviewed annually. Appendices can be updated as needed. Any party may terminate this agreement by written notice to the other parties at least thirty days prior to the start of the next term. If the program is terminated, students who have begun the program and are in the process of completion will be allowed to finish as stipulated by this memorandum.

General Provisions

1. This agreement supersedes any and all other agreements, either oral or written, between the parties with respect to the subject matter of this agreement and contains all covenants and agreements between the parties. Each party acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any party, which is not contained in this agreement; and that no other agreement, statement, or promise shall be valid or binding. Any modification shall be effective only if it is in writing and signed by the party to be charged in the form of an amendment to this agreement. This agreement shall be governed by and construed according to the laws of the State of North Dakota.

This agreement is entered into as of the date written below and on behalf of VCSU and MiSU by the authorized agent thereof.



Dr. Alan LaFave, President
Valley City State University

1/28/22
Date



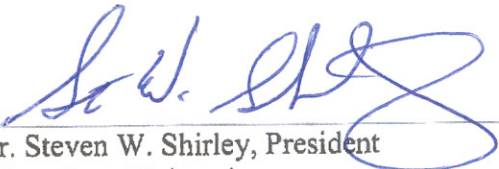
Dr. Margaret Dahlberg, VPAA
Valley City State University

1-28-2022
Date



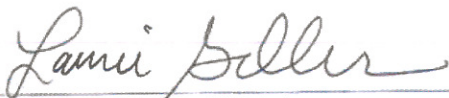
Dr. Jamie Wirth, Chair
Department of Mathematics
Valley City State University

1-25-2022
Date



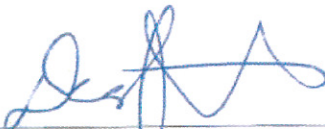
Dr. Steven W. Shirley, President
Minot State University

2-7-2022
Date



Dr. Laurie Geller, VPAA
Minot State University

02/04/2022
Date



Mr. Darren Seifert
Department of Mathematics & Computer Science
Minot State University

2/7/22
Date

Appendix A

Institutional Compensation Model

The amount used to determine the monetary compensation paid to the teaching institution for a three-credit course is \$3250. This amount does not necessarily reflect the amount paid to the instructor at each institution.

$$\text{Total Enrollment (1 student): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * \$400$$

$$\text{Total Enrollment (2 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * \$800$$

$$\text{Total Enrollment (3 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * \$1200$$

$$\text{Total Enrollment (4 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * \$1600$$

$$\text{Total Enrollment (5 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * \$2000$$

$$\text{Total Enrollment (6-20 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * \$3250$$

$$\text{Total Enrollment (21 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * (\$3250 + 400)$$

$$\text{Total Enrollment (22 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * (\$3250 + \$800)$$

$$\text{Total Enrollment (23 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * (\$3250 + \$1200)$$

$$\text{Total Enrollment (24 students): } \frac{\text{receiving institution enrollment}}{\text{total enrollment}} * (\$3250 + \$1600)$$

Total Enrollment (25+ students): the course is split into two sections with at least 12 students in each section, and the teaching institution is compensated according to the model above.

Example: A course has a total enrollment of 18 students with 13 enrolled from the teaching institution and 5 enrolled from the receiving institution. The receiving institution pays the teaching institution:

$$\frac{5}{18} * \$3250 = \$902.78$$