



# Minot State UNIVERSITY

## Memorandum of Understanding between Three Affiliated Tribes Head Start and Minot State University

**Introduction:** This memorandum of understanding formally recognizes that Minot State University (hereinafter MiSU) and the Three Affiliated Tribes Head Start (hereinafter TATHS) agree to work together to provide educational opportunities for the employees at TATHS.

**Purpose:** The purpose of this memorandum is to provide a Bachelor of Science degree (B.S.)\* to employees of TATHS who are federally mandated to acquire a bachelor's degree in Early Childhood Education (ECE). Employees of TATHS (hereinafter students) will earn a B.S. degree from MiSU.

\*The B.S in Early Childhood Education is currently being proposed at the North Dakota University System level and is moving through the curriculum process at MiSU. We expect this degree to be fully approved. If for any reason it is not approved, delegates from MiSU and TATHS will meet to identify next possible steps, including, but not limited to: termination of this agreement, adjusting agreement for delivery of B.S.Ed., or other options.

### **Motivating Principles and Values:**

1. Students will be well served by the partnership and the high quality Early Childhood program set forth in this memorandum.
2. This partnership will benefit the needs of the region by providing high quality graduates who meet the federal mandate requiring a four-year degree for Head Start teachers.
3. MiSU will maintain compliance with state and national accreditation guidelines that ensure quality.

4. This partnership will provide a high-quality collaborative program to students in a convenient, timely, flexible and cost-effective manner.

**Accreditation:** MiSU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

**Longevity of Memorandum:** This memorandum will be in effect from January 8, 2018 through August 1, 2019 and reviewed annually. Appendices can be updated upon agreement of the parties. If the program is terminated, students who have begun the program and are in the process of completion will be allowed to finish as set forth in this memorandum.

**Termination or Revisions:** TATHS and MiSU agree to provide at least 90 days advance written notification of their intent to terminate this memorandum. All revisions of this memorandum require written approval by those who sign this memorandum or their successors. Mutually agreed upon amendments to this memorandum may be approved by those who sign this memorandum or their successors.

**Governance and Management:** This memorandum shall be governed by the academic policies and procedures of MiSU according to the requirements and conditions of the program and accreditation guidelines. The programs at MiSU will be governed by the Vice President for Academic Affairs or an assigned designee. Representatives from each entity will resolve any instructional and logistical issues.

TATHS Representatives:

- Head Start Director

MiSU Representatives:

- ECE Program Coordinator
- Vice President for Academic Affairs or an assigned designee

**MiSU Responsibilities for Delivery of Instruction:** Coursework in the MiSU B.S. program will be delivered in multiple formats by qualified faculty, with the following understandings:

- The required coursework for the B.S. degree in ECE is listed in Appendix A.
- Courses within the ECE major will be offered following the schedule in Appendix B. Changes can be made to this schedule through consultation and agreement of MiSU's ECE coordinator, affected ECE faculty, and the director of TATHS.
- Seventy-five percent or more of required coursework for the ECE major (not including general education or electives) will be offered by qualified MiSU faculty members at the TATHS New Town site. The number of minutes of face-to-face class time and the scheduling of classes at the TATHS New Town site will be determined by the ECE coordinator, MiSU faculty, and the TATHS director.
- No more than 25% of coursework for the ECE major will be offered online by qualified MiSU faculty members.
- The students are responsible for completing the general education requirements (required core and foundational) separate and apart from this agreement. Courses which meet the requirements of MiSU's general education program (required core and foundational) may be taken through on-campus or online offerings at MiSU

or through other state-approved and/or regionally-accredited higher education institutions.

- Transfer credits which meet either the developmental or foundational general education requirements of MiSU will be substituted or made equivalent to MiSU coursework based on the recommendation of the ECE coordinator, in conjunction with program advisors.
- The students are responsible for completing elective credits (credits needed to reach 120, but that are not general education and ECE major credits) separate and apart from this agreement. Electives may be taken through on-campus or online offerings at MiSU or through other state-approved and/or regionally-accredited higher education institutions.

**Graduation Requirements:** Candidates in the ECE program will meet the requirements of the program as approved by the faculty at MiSU. Students must complete a minimum 60 credits from a four-year institution, of which at least 30 must be from MiSU. Students who are unable to meet these requirements but have the necessary 120 credits for graduation as described below may appeal to the Vice President of Academic Affairs at MiSU. Such exemptions will only be given in extreme circumstances.

A combination of 120 credits which meet MiSU's general education requirements (required core, foundational, and developmental) and the specific program requirements of the B.S. degree in ECE will qualify a student for graduation.

Please note: Nueta Hidatsa Sahnish College is a two-year institution.

**Advising:** MiSU will provide an on-site advisor once a semester at the TATHS New Town site. The advisor will be the source of information for advisees concerning any special considerations relating to this cooperative program and will provide expertise regarding MiSU policies and procedures (e.g., transfer, general education, graduation requirements, pre-requisites).

**Admission:** Students taking MiSU course(s) must apply and be accepted for admission at MiSU. All admission policies at MiSU will apply.

**Registration:** MiSU will follow its own policies and procedures for registering students for their programs(s).

**Tuition and Fees:** Students taking courses offered by MiSU will be charged and pay all MiSU tuition and fees, including technology fees.

**Funding:** MiSU will offer courses in the ECE major at the TATHS New Town site with the following funding stipulations:

- For courses in which twelve or more students are enrolled on the first day of a class, MiSU will pay for the salary and benefits of the instructor, mileage costs for the instructor for a minimum of four face-to-face classes in New Town, and per diem meals for the instructor.
- For courses in which fewer than twelve students are enrolled on the first day of class,

MiSU will pay for the salary, benefits, mileage and per diem meals for the instructor for a minimum of four face-to-face classes in New Town. TATHS will further compensate MiSU per the following schedule:

- ✓ Two credit classes: \$567 for each student fewer than the standard 12 student enrollment.
- ✓ Three credit classes: \$850 for each student fewer than the standard 12 student enrollment.

**Textbooks:** Textbooks for the MiSU courses may be purchased through the MiSU bookstore.

**Financial Aid:** Minot State University will be responsible for awarding aid to students who have been accepted to the MiSU EC program. Students will have all aspects of their Federal Title IV Financial Assistance administered by MiSU Student Financial Aid Office. This includes, but is not limited to:

- Processing of applications, evaluation of eligibility, awarding, and disbursement of funds;
- Assessment and enforcement of satisfactory academic progress standards;
- Calculation and distribution of refunds;
- Billing and collection for Federal Perkins loans;
- Notifying changes in enrollment status to lenders under the Federal Direct Loan Program.

During enrollment in the MiSU ECE program, MiSU policies and procedures will apply. Student budgets (cost of attendance) used in establishing aid amounts will be the same as those used for awarding federal aid to other MiSU students.

After students are admitted to MiSU, satisfactory progress will be monitored based on MiSU policy to assure that satisfactory progress requirements are met.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website <https://StudentLoans.gov>.

**Student Life:** Rules, regulations, and policies that govern student life that are listed in the MiSU Student Handbook will be applicable to students enrolled in courses offered by MiSU. For example, housing, parking, and conduct policies will be governed by MiSU.

**Academic Support Services:** MiSU will provide tutoring and disability support services for MiSU courses pursuant to MiSU policies and procedures,

**Technology and Support Services:** MiSU will provide students in this program adequate technical support in a timely manner for the courses taken from MiSU. Students enrolled in MiSU courses will have full access to MiSU technology services, including MiSU wired and wireless computer network, Blackboard account, MiSU email/messaging account, printer access, and computer peripheral equipment checkout.

**Academic Procedures:** MiSU's respective academic guidelines, policies, and procedures for students enrolled in courses through this arrangement apply, which include:

- Academic probation/suspension

- Graduation honors
- Academic honors
- Official withdrawal
- Course load limitation
- Course repetition
- Incomplete work
- Course challenges
- Attendance
- Add/Drop dates for individual classes

**MOU Management:** MiSU's manager for this memorandum of understanding is the Vice President for Academic Affairs or an assigned designee. TATHS's manager for this memorandum of understanding is the TATHS director.

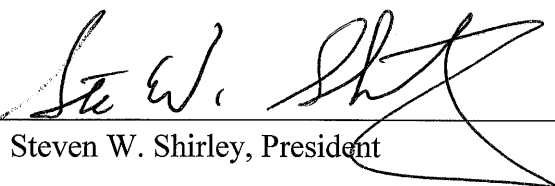
**Signatures:**

**Three Affiliated Tribes Head Start:**

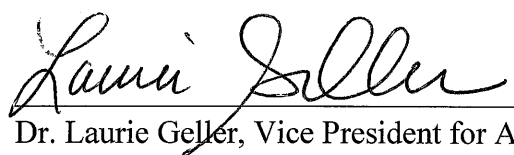
  
\_\_\_\_\_  
Kelly Bradfield, Director

12-21-17  
Date

**For Minot State University:**

  
\_\_\_\_\_  
Dr. Steven W. Shirley, President

12-20-17  
Date

  
\_\_\_\_\_  
Dr. Laurie Geller, Vice President for Academic Affairs

12/20/2017  
Date