Memorandum of Agreement
between
Northern Information Technology Consortium (NITC) &
Valley City State University

The following colleges agree to collaborate on the exchange and delivery of information technology (IT) courses and degrees: Dakota College at Bottineau (DCB), Lake Region State College (LRSC), Turtle Mountain Community College (TMCC), Valley City State University (VCSU), and Williston State College (WSC). The purpose of this collaboration is to facilitate the delivery of IT courses among the five colleges in an effort to maintain IT program viability and increase efficiency of a historically high cost, low enrollment program and to provide students at NITC campuses access to a Bachelor of Science (BS) or Bachelor of Arts (BA) degree in Computer Information Systems through VCSU. This Memorandum of Agreement (agreement) outlines the conditions of this collaboration.

VCSU will develop articulation agreements with each NITC campus outlining the pathway for student's to complete an associate degree at their home campus and smoothly transition into a BS or BA degree in Computer Information Systems (CIS) from VCSU. VCSU will also have the opportunity to receive courses delivered by NITC campuses per the NITC MOA.

Structure
The collaborating colleges and university will be responsible for the exchange and delivery of core and elective IT courses according to the following schedule:

Dakota College at Bottineau

Fall Semester
CIS 180 – Creating Web Pages I
CIS 211 – Website Plan and Design
CIS 232 – Graphics Design

Spring Semester
CIS 147 – Principles of Information Security
CIS 181 – Creating Web Pages II
CIS 233 – Vector Graphics/Web Animation

Lake Region State College

Fall Semester
CIS 128 – Microcomputer Hardware I
CSCI 122 – Beginning Basic/Visual Basic

Spring Semester
CIS 129 – Microcomputer Hardware II
CSCI 172 – Intermediate Basic/Visual Basic
Turtle Mountain Community College

Fall Semester
CIS 104 – Microcomputer Database
CIS 215 – Microsoft Windows Server
CIS 217 – Microsoft Exchange Server

Spring Semester
CIS 162 – Operating Systems – Windows
CIS 216 – Implementing MS Windows Network Infra.
CIS 218 – Planning a Network Infrastructure

Williston State College

Fall Semester
CIS 164 – Networking Fundamentals I
CIS 267 – Intermediate Networking I

Spring Semester
CIS 165 – Networking Fundamentals II
CIS 268 – Intermediate Networking II

Valley City State University

Fall Semester
CIS 229/329 – Information Systems Management
CSCI 160 – Computer Science I

Spring Semester
CIS 269/369 – Enterprise Systems
CIS 281/381 – Project Management
CSCI 127 – Beginning JAVA/J++
CSCI 161 – Computer Science II

All courses will be delivered over the Interactive Video Network (IVN), unless otherwise agreed upon. Each partnering college will make IVN classroom space available for receiving the aforementioned courses. Colleges receiving the following courses will be responsible to staff the laboratory component of these courses:
CIS 128 – Microcomputer Hardware I
CIS 147 – Microcomputer Hardware II

Each college will be responsible for teaching its own section(s) of CSCI 101 – Introduction to Computers.
**IVN Scheduling**

1. The campus will cooperate in regard to class meeting times and dates to eliminate as many conflicts for students as possible.
2. Collaborative IT classes listed under this agreement and taught over IVN will receive the highest scheduling priority.

**Admissions and Course Enrollment**

1. The distinctive admission policies and procedures that pertain to each of the colleges will be honored; each college’s unique policies and procedures will apply to students who seek admission at the respective institutions in the collaboration.
2. Students must be admitted to one of the partnering colleges to enroll in courses offered under this agreement. An exception will be made for collaborative students.
3. All courses mentioned in this agreement are available to any student admitted to one of the partnering colleges.
4. Classes that are part of this agreement will be cross-listed on each partnering college’s class schedule.
5. Upper division courses from VCSU cannot be cross-listed at NITC campuses unless the course is listed as 2XX/3XX on the common course numbering matrix. For courses that cannot be cross-listed, students will enroll utilizing the collaborative student model.

**Tuition and Fees**

1. Students enrolling in a course listed or cross-listed on their home campus class schedule will be charged and pay all tuition and fees to their home campus. Tuition and fees for cross-listed courses will not be exchanged between colleges listed in this agreement and each college will retain tuition and fees for courses listed on their course schedule.
2. The collaborative student process will be utilized for billing and payment of tuition to their provided campus.

**Financial Aid**

1. Students will receive financial aid from their home institution. Students at DCB, LRSC, TMCC, and WSC may not be eligible to receive financial aid for upper division courses from VCSU.

**Costs**

1. Each college will be responsible for incurring expenses associated with the following on their home campus:
   - IT infrastructure, IVN equipment, IVN technicians, hardware, software, internet access, and telephone charges.
Classroom Logistics
1. IT faculty will share the syllabus for the course(s) they teach with the other colleges.
2. Each partnering college will assure that an IVN technician is in the classroom at all times while receiving a collaborative course.
3. Each faculty member will share assessment of student learning data for the course(s) they teach with all campuses participating in the course section. The assessment data will be due at the same time as course grades.

Textbooks and Course Materials
1. Students at each college will be responsible for purchasing their own 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 all partnering colleges at least 60 days prior to the start of the semester 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 in regard to the following:
   - Academic probation/suspension
   - Graduation honors
   - Academic honors
   - Official withdrawal
   - Course load limitations
   - Add/drop dates for individual classes
2. The following academic guidelines, policies, and procedures of the college delivering a course through this agreement will apply to students enrolled in these courses:
   - Incomplete work
   - Attendance

Marketing
1. This agreement shall be recognized by all parties as a collaborative program between DCB, LRSC, TMCC, VCSU, and WSC and, as such, all parties will market this program.
2. This collaboration shall be described as the Northern Information Technology Collaboration or NITC.
3. DCB, LRSC, TMCC, VCSU, and WSC will use the official logo of all partner institutions in program brochures and other marketing or promotional materials related to this collaborative program.

**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 MOA will occur at the end of each spring semester.

**Term**

1. This Agreement shall commence as of the date of the signatures below and continue until any party terminates the agreement. 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.

**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 DCB, LRSC, TMCC, VCSU, and WSC by the authorized agent thereof.

Dr. Ken Grosz, Campus Dean
Dakota College at Bottineau

Larry Brooks, Assoc. Dean for Academic Affairs
Dakota College at Bottineau

Dr. Mike Bower, President
Lake Region State College

Doug Darling, VP for Instructional Services
Lake Region State College

Dr. Jim Davis, President
Turtle Mountain Community College

Sheila Trottier, CTE Director
Turtle Mountain Community College

Dr. Steven Shirley, President
Valley City State University

Dr. Margaret Dahlberg, VP for Academic Affairs
Valley City State University

Dr. Ray Nadolny, President
Williston State College

Wanda Meyer, VP for Instruction
Williston State College

Date

4-26-12

4/26/12

6-18-12

6-18-12

7-9-12

6/27/12

4-24-12

4-24-12

4-24-12

6-20-12