

MEMORANDUM OF UNDERSTANDING

Between
ADAMS STATE UNIVERSITY
And
NORTHERN NEW MEXICO UNIVERSITY

1. Introduction

This is a Memorandum of Understanding between Adams State University (ASU) and Northern New Mexico University (Northern). The language contained within the agreement aims to articulate a partnership between ASU and Northern.

The impetus for the partnership is the mutual mission of both institutions to offer the highest quality education to candidates in the region. The partnership will result in access for candidates in northern New Mexico to the graduate programs at ASU thus strengthening the corps of educational leaders and teachers in northern New Mexico and providing increased numbers of highly qualified education professionals.

The cognate coursework will be delivered in a hybrid format, but will have the core coursework (MA degree requirement) delivered online.

2. Scope/Description of Agreement

ASU and Northern shall agree to enter in a partnership to collaborate in the development and delivery of the following graduate level programs as outlined below.

Master of Arts in Education/Educational Leadership - Initial Principal License – 39 credit hours

If the candidate has a Master's degree already, the Initial Principal License may be obtained with 30 credit hours.

Master of Arts in Education/Culturally and Linguistically Diverse Educator Endorsement – 30 credit hours

If the candidate has a Master's degree already, the endorsement may be obtained with 21 credit hours.

3. Time Table

ASU and Northern will agree to identify viable candidates for the MA program start in mid-spring 2015. The initial program to be offered will be the MA in Education/Educational leadership - Initial Principal License. Recruitment of possible candidates for the MA in Education/Culturally and Linguistically Diverse Educator will be ongoing.

4. Admissions

Applicants for the program must apply online to the Graduate School at ASU. Applicants for this program must meet the admission requirements in effect at the time of their application. Applicants will be reviewed for admission using the same criteria as all ASU graduate teacher education programs.

5. Enrollment

Each semester, ASU Department of Teacher Education will provide necessary enrollment/registration instructions to the Northern program candidates. Tuition and fee payment will be paid by the candidate

each term. Late registrations or drops must be done directly through the ASU Department of Teacher Education.

6. Records

The Graduate School at ASU will be responsible for compiling records on each individual candidate from the point of application through graduation.

7. Commencement

Commencement for graduate candidates will be held in the spring term only. The application for the MA degree must be submitted to the ASU Graduate School by the appropriate deadline (see adams.edu/gradschool/deadlines.php). Late applications will be assessed a \$25.00 late fee and may result in not receiving the diploma until the following commencement. At the graduation ceremony, candidates receive a diploma cover. Candidates who have completed all requirements for the MA degree will receive the actual degree approximately eight weeks after the commencement ceremony.

8. Degree Plan/Schedule

The candidate, in consultation with the candidate's ASU Department of Teacher Education advisor, will initiate the degree plan. The ASU graduate advisor will complete the plan, sign it and forward it to the Department of Teacher Education Chair. The original will become part of the candidate's official records. The graduate candidate must request any changes in the plan in writing to the Department of Teacher Education graduate advisor within the first full term of coursework.

Coursework will be offered online and in hybrid formats during summer, fall and spring semesters beginning with the spring 2015 semester. Generally, two - three courses per semester will be offered. Candidates will be able to complete the degree as prescribed by the degree plan provided all courses offered are taken when scheduled.

9. Transfer Credit

Candidates may submit requests for courses to transfer into the degree no later than the first full term, and the request will be evaluated and/or approved by the ASU Department of Teacher Education Chair.

10. Maintenance of Accreditations Status

ASU will take appropriate steps to assure that the quality of the Master of Arts in Education degree program offered meets all standards for continued accreditation by the Colorado Department of Education and the Higher Learning Commission. These responsibilities include assuring that all instructors assigned to teach classes meet all requirements of accrediting agencies and that any information requested by accrediting agencies for evaluation purposes will be supplied to them.

11. Control of Degree Plan

It is agreed that ASU must have control of each aspect of the program in order to be assured that the degree as approved and accredited, maintains its stability. This element of control is most clearly seen in the approval of the courses and instructors utilized in the program. ASU Department of Teacher Education must therefore approve instructor vitae, transcripts and course syllabi.

12. Faculty

ASU will be responsible for the assignment and salary of the instructors teaching their respective classes.

13. Program Administration

The Department of Teacher Education at ASU will carry ASU's responsibility for administering this agreement. In addition, if it is needed or required by lack of program participation, ASU reserves the right to cancel and or discontinue any program offerings with Northern.

14. Transcripts

ASU Graduate School will maintain all transcripts along with original application paperwork submitted by each candidate.

15. Finances

ASU shall collect from each candidate all tuition in accordance with ASU's tuition schedule and shall collect all fees in accordance with ASU's fee schedule for all courses. Candidates shall be responsible for purchasing all course text books.

ASU will share with Northern 50% of the revenue share from tuition after all expenses are paid for from the term. This revenue share will be the result of a full cohort formed at ASU from Northern recruitment efforts.

16. CDHE Reporting

Reports will be submitted by ASU according to CDHE requirements.

17. Institutional Facilities

Northern will provide on-site instructional facilities and computer laboratory facilities as needed to deliver this program. The facilities must be available in the evening and/or weekend for program use. If Northern personnel are needed to operate or oversee the facilities, expenses incurred will be the responsibility of Northern.

18. Policy and Missed Courses

It is almost inevitable that personal circumstances will cause some candidates to miss a course in the program. This poses a serious dilemma with respect to the education courses because this is a cohort program with no guarantee when and where those courses will be offered again. Candidates who miss a course will be responsible for taking it online, in another ASU cohort, or finding a comparable class elsewhere and having it transferred to ASU.

19. End of Program Review

Each candidate will take the Colorado State PLACE exam at his or her own expense for the program license or endorsement no later than the last semester of internship or the summer immediately following. Candidates are expected to take the exam until they pass before ASU can sign their request for license or endorsement.

Each candidate for the M.A. degree will complete a "Capstone Research Project" as outlined in the Graduate Teacher Education Handbook. This project will constitute evidence that the candidate has developed the knowledge, skills and dispositions reflected in the vision and mission of the Teacher Education Department. This project will take place during the last semester of study. The candidate must receive an evaluation of "proficient" or above in order to graduate and receive the degree.

20. Additional Items

- ASU and Northern will enter a true collaboration in the delivery of graduate programs exemplified by a logo that combines Northern and ASU as equal partnering institutions.
- Northern will assume a leadership role in recruitment of candidates by tapping into existing partnerships with stakeholders in area school districts.
- ASU is willing to join Northern in promoting programs through professional development.
- ASU and Northern will engage in collaboration to redesign or custom design the programs to better meet the needs of the recruited candidates.
- The degree will ultimately be aligned to the state of New Mexico, however initial licensing may be available or reciprocity may be issued to New Mexico residents.
- The partnership will use as many faculty as possible from Northern to teach the courses.
- Faculty stipend to be in the amount of \$2500 for a Master's degree holder and \$3000 for a Doctorate degree holder.

The foregoing agreement has been approved on the dates shown by the parties whose signatures appear below.

Approved _____ *Date:* _____
Provost and VP for Academic Affairs, Northern New Mexico University

Approved _____ *Date:* _____
Department of Teacher Education Chair, Adams State University

Approved _____ *Date:* _____
VP for Academic Affairs, Adams State University