

# 2016-2017 Memorandum of Agreement

## Northern Information Technology Consortium (NITC)

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), and Williston State College (WSC). The purpose of this collaboration is to facilitate the delivery of IT courses among the four colleges in an effort to maintain IT program viability and increase efficiency of a historically high cost, low enrollment program. This Memorandum of Agreement (agreement) outlines the conditions of this collaboration.

### Structure

The collaborating campuses will be responsible for the exchange and delivery of IT courses according to the following schedule:

#### **Dakota College at Bottineau**

##### Fall Semester 2016

- CIS 180 - Creating Web Pages I
- CIS 211 – Website Plan and Design
- CIS 232 - Graphics Design
- CIS 201 - Cascading Style Sheets

##### Spring Semester 2017

- CIS 147 - Principles of Information Security (tentative)
- CIS 181 – Creating Web Pages II
- CIS 233 – Vector Graphics/Web Animation

#### **Lake Region State College**

##### Fall Semester 2016

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

##### Spring Semester 2017

- CIS 129 - Microcomputer Hardware II
- CSCI 172 – Intermediate Basic/Visual Basic

#### **Turtle Mountain Community College**

##### Fall Semester 2016

- CIS 104 - Microcomputer Database
- CIS 162/212 - Operating Systems - Windows
- CIS 215 - Microsoft Windows Server
- CIS 217 - Virtualization

### Spring Semester 2017

CIS 216 - Implementing MS Windows Network Infra.

CIS 218 - Planning a Network Infrastructure

## **Williston State College**

### Fall Semester 2016

CIS 164- Networking Fundamentals I

CIS 267 - Intermediate Networking I

### Spring Semester 2017

CIS 165 - Networking Fundamentals II

CIS 268 - Intermediate Networking 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.

### 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 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 must be admitted to one of the partnering campuses 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 campuses.
4. All classes that are part of this agreement will be cross-listed on each partnering campus's class schedule.

### 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 provider campus.

### Financial Aid

1. Students will receive financial aid from their home campus.

### Costs

1. Each campus 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 campus will assure that an IVN technician is available for each collaborative course that campus receives.
3. Each partnering campus will designate one faculty or staff member as the "IT facilitator" for their campus. The name and directory information for this person will be provided to all partnering campuses prior to the start of each semester.
4. 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 campus 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 campuses 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 (he students enrolled in courses through this agreement will apply in regard to (he 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 campus 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, IRSC, TMCC, 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, IRSC, TMCC, 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 agreement will occur at the end of each spring semester.

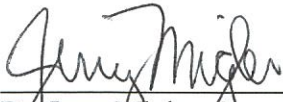
### Term

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 30 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, statements, 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.

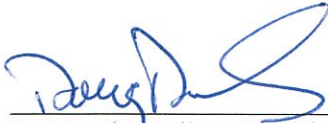
This agreement is entered into as of the date written below and on behalf of DCB, LRSC, TMCC, and WSC by the authorized agent thereof.



Dr. Jerry Migler, Campus Dean  
Dakota College at Bottineau

9/15/16

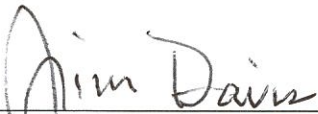
Date



Dr. Doug Darling, President  
Lake Region State College

8/29/16

Date



Dr. Jim Davis, President  
Turtle Mountain Community College

9-6-16

Date



Dr. John Miller, Interim President  
Williston State College

8/31/16

Date