

**MEMORANDUM
OF
UNDERSTANDING
BETWEEN
OKLAHOMA STATE UNIVERSITY
AND
NORTHERN OKLAHOMA COLLEGE**

2003

This Memorandum of Understanding (MOU) between Oklahoma State University (OSU) and Northern Oklahoma College (NOC) is entered into freely and with joint benefits to both institutions for the purpose of providing Remedial Education to OSU students and NOC students in Stillwater, Oklahoma. This MOU will remain in effect as long both institutions desire to maintain the understandings expressed below.

WHEREAS: OSU desires NOC to provide zero-level courses in Stillwater in the areas of Mathematics, Basic Science, Reading Skills and Basic Composition;

WHEREAS: NOC desires to deliver such courses beginning with the Fall Semester, 2003;

WHEREAS: An OSU Blue Ribbon Task Force has studied the OSU/NOC delivery proposals and has provided counsel to both Institutions;

WHEREAS: This MOU has incorporated, where applicable, the Blue Ribbon Task Forces' recommendations;

THEREFORE BE IT RESOLVED: OSU and NOC will enter into this MOU with the intent of providing Remedial Education in Stillwater for OSU students unless specifically excepted below beginning with the Fall Semester, 2003.

Be it understood between OSU and NOC that:

1. Delivery of Remedial Coursework

- Remedial coursework will be provided for OSU students by NOC in accordance with this Memorandum of Understanding
- A limited number of remedial sections will be provided by the appropriate OSU College's Extension Services to serve a selected group of OSU students needing remedial courses.
- NOC may provide the opportunity for non-OSU students to take remedial coursework. These students will be defined as "NOC-only" students and will be admitted, enrolled, graded, and transcribed, etc., by NOC as they would on either of the Tonkawa or Enid campuses. The NOC-only students will pay equivalent tuition and fees as OSU students and will have access to student services that are offered the OSU students. The distribution of such tuition and fees are discussed below.

2. Academic Advising & Counseling

- Students enrolled at OSU who take remedial courses at NOC will be advised by their OSU adviser with course information provided to them by NOC.
- NOC and OSU should both be involved in decisions regarding students' placement in remedial courses.

3. Academic Calendar Alignment

- NOC courses will be offered within the OSU academic calendar.

4. Admissions and Enrollment Processes / Grading / Transcripts

- OSU students who are advised to enroll in concurrent remedial courses at NOC will enroll in the same way that they enroll for OSU courses (i.e., sectioning, SIS WEB, SCT in the academic adviser's office).
- The SIS staff at OSU will generate a data set of biographic, demographic, and academic information for OSU students who are enrolled in remedial courses and transmit the data electronically to NOC on a weekly basis beginning with the enrollment process for the semester and concluding the Friday before finals week.
- NOC will transcript students' remedial coursework at the end of the semester. NOC faculty members will be the instructors of record for all remedial coursework provided by NOC.
- The Director of the NOC-Stillwater site will be able to access student enrollments on the OSU system on a daily basis. This information will be used to monitor and adjust enrollment numbers per course section.

5. Assessment

- All first-time students and transfer students with fewer than 24 credit hours who are admitted to OSU will continue to be assessed using Entry-Level Placement Analysis (ELPA).
- An OSU student will enroll in 0-level courses at NOC if the *Student Assessment Report* indicates that remediation is warranted in a particular subject area.

- OSU students for whom remedial coursework is required, but who wish to begin college-level work must take a COMPASS subject area test to demonstrate their readiness for college-level courses in that subject area. Students who need to schedule a COMPASS subject area tests will contact OSU's University Testing & Evaluation Services.
- OSU's COMPASS cut-scores will be used to determine if an OSU student with an ACT subject area score below 19 and a recommendation from ELPA to take a remedial course, qualifies to take college-level courses in that area

6. Class Scheduling Timeline/Format Alignment

- NOC remedial course and final examination schedules will be scheduled to begin at the OSU existing time blocks.
- NOC will set the meeting days and time for NOC classes and pass such information to OSU Classroom Scheduling for inclusion in the appropriate OSU system(s).

7. Curriculum Content Alignment/Articulation

- NOC will provide the following zero-level credit hours courses.

MATH 0023	Concepts of Algebra
MATH 0123	Intermediate Algebra
BSCI 0123	Basic Science
ENGL 0123	Basic Composition
CIED 0123	Improving College Reading Skills

- OSU and NOC will establish a Coordinating Committee to provide continuing coordination and, especially, to ensure that the remedial courses adequately prepare students for full transition to OSU.

8. Extension Services Agreement for Special Sections

- The appropriate College Extension Office will contract with NOC to provide two-three sections of Math 0123 and appropriate sections of Basic Composition, Basic Science, and Reading Skills to provide coursework for students whose scholarship prohibits them from counting courses at another institution toward full-time status.

9. Faculty

- NOC faculty will teach remedial courses in Stillwater. Part-time faculty at NOC may include part-time OSU faculty and graduate students.
- Full-time OSU faculty will be permitted to teach courses at NOC during the regular academic year only with written approval of their department head and dean.
- If a graduate teaching assignment must be reduced at OSU because of the move of remediation to NOC, OSU affected departments should work to ensure that graduate teaching assistants are hired for other duties at OSU.

10. Scholastic Requirements for Continuing Enrollment

- Students enrolled at OSU who take a remedial course at NOC will follow OSU policies for continuing enrollment at OSU.

11. Student Services

- NOC will provide academic tutors at their Stillwater site during operational hours Monday through Friday.
- NOC-only students will have access to OSU's academic support services (e.g., Writing Center, Math Learning Resource Center). Fees for such access are included in the tuition and fee structure for NOC-only students.

12. Identification Card

- All students will be required to obtain an identification card.
- OSU students enrolled concurrently at NOC will be issued an OSU identification card automatically.
- NOC-only student information (not including a photograph) will be submitted electronically to OSU for the creation of student identification cards. The student will go to the Student Union to have a picture taken and receive a "NOC-Only" identification card. These students will be assessed a student identification fee for the cost of the identification card. When students transfer from NOC to OSU the cost of the OSU cards will be in accordance with existing OSU Policies and Procedures.

13. Resident Tuition Waivers—Faculty and Staff

- Waiver of tuition charges for faculty and staff are institutional specific. All resident and nonresident waivers for faculty and staff will be administered by the institution in which the employee holds faculty or staff status. Institutions will pay full tuition to the institution providing the course(s) for the employee.
- All nonresident tuition will remain with the employee's institution of record, no matter the waiver status.

14. Resident Tuition Waivers—Students

- Institutions may waive tuition charges, however the total cost of tuition must be remitted to the institution providing instruction by the other institution.
- Any nonresident tuition charged will remain with the student's institution of record.

15. Student Systems—Bursar Accounts

- OSU students enrolled in NOC remedial courses will be billed by OSU in order to facilitate the student receiving only one statement of charges due. These students will adhere to the policies and procedures established by OSU in regard to bursar accounts.
- An additional course fee for the software license and book related to the remedial math courses will be assessed and will also be noted in the class schedule comments.
- The Director of NOC—Stillwater will communicate with OSU bookstore personnel to coordinate the distribution and sale of textbooks needed for remedial courses in English, Science, and Reading. Students may charge such materials to their Bursar accounts in accordance with existing OSU Policies and Procedures.
- NOC will not allow NOC-only students to reenroll if they have an outstanding balance on the OSU Bursar's system.

16. Financial Aid

- NOC and OSU will enter into a consortium agreement to allow students' combined enrollment in OSU courses and NOC remedial courses in Stillwater to be considered in calculations for need based financial aid.

This will be a “blanket” agreement for all concurrently enrolled OSU/NOC students.

17. Administrative Systems—Financial Reporting System

- A mid-term settlement of institutional payables/receivables will be utilized in order to allow adequate time for enrollment to stabilize.
- Settlement amounts will be based on the allocation of tuition and fees to be retained by each institution. Appropriate documentation will be provided to support settlement amounts.
- The Bursar, OSU, and Vice President for Financial Services, NOC, will be designated to coordinate business affairs

18. Allocation of Tuition and Fees

- The Bursar, OSU, and the Vice President for Financial Services, NOC, will coordinate institutional business affairs to ensure that parity exists in relation to tuition and fee charges.
- The special fees charged by OSU will be adopted by NOC for all students attending the Stillwater site.
- Tuition and fees should be allocated to the institutions on the following basis for OSU/NOC and NOC-only students, including OSU extension courses.
 - NOC will retain/receive the following:

Resident Tuition; Remedial Fee; General Facility Fee.
 - Oklahoma State will retain/receive the following:

Library Resource; Activity Fee; Campus Recreation Facility Fee; Cultural & Recreation Fee; Student Health Fee; Health Risk Assessment Fee; Daily O’Collegian Fee; Transit Fee.
 - The institution where the enrollment is processed would retain the following fees (i.e. OSU/NOC student – OSU would retain; NOC-only student – NOC would retain).

Assessment Fee; Nonresident Tuition; Records Maintenance Fee; Application Fee; International Student Fee; Association Fee.

- The Technology Fee collected for remedial courses taught at NOC will be in the same amount charged to general education students in OSU's College of Arts and Sciences { *What about the CIED course offered by Education?* }. The fee will be split the same as an Arts and Sciences fee with the designated Institutional amount going to OSU and the designated college amount going to NOC.
- NOC-only students will have access to campus academic and other student support services and will be charged the same fees as OSU students.
- Special events such as Orange Peel, All Sports Tickets (students only), Allied Arts, theatre performances, etc will be offered to NOC students, faculty, and staff at the rates established by the appropriate OSU entity.

19. NOC Lease with the Education and Research Foundation, INC. (ERF)

- The lease between NOC and ERF will specify parking arrangements associated with Cowboy Mall. OSU students taking remedial courses at NOC—Stillwater will be required to obtain parking privileges in accordance with existing OSU Policies and Procedures. NOC—Only students taking courses at NOC—Stillwater will be required to obtain parking privileges in accordance with existing OSU Policies and Procedures if they bring a vehicle to campus and use campus parking facilities.
- It is NOC's responsibility to contract for adequate safety and code-compliance services.
- NOC is responsible for the entry and exit keying of its facilities.
- NOC will provide electronic security devices at NOC's cost as it deems appropriate.
- NOC will provide video surveillance at NOC's cost as it deems appropriate.
- Classroom configuration and scheduling are the responsibility of NOC.
- NOC will follow OSU's classroom labeling and numbering system.
- NOC will insure their classes are set up in the OSU SIS computer system.
- NOC will control scheduling of their classrooms

- NOC is responsible for custodial services for their leased space.
- NOC is responsible for equipping (i.e., chairs, desks, computers, etc.) their leased space.
- Data Communications infrastructure is NOC's responsibility. All extensions from the NODE room and jacks are NOC's responsibility.
- OSU's CIS will provide networking service to OSU students and OSU/NOC classes at no charge as long as technology fees are collected and distributed in accordance with the agreement above and such methodology does not significantly change.
- NOC network servers are deemed to be insignificant at this time and will not be charged. This issue is subject to review on at least an annual basis.
- NOC will use OSU's phone system and will be charged the same as any other OSU unit.
- NOC will pay rent to ERF in accordance with the lease agreement between NOC and ERF.

The above understandings constitute the entirety of understandings between NOC and OSU pertaining to delivering remedial courses in Stillwater by NOC. Any modifications, additions or deletions to the understandings must be in writing and agreed to by both parties. This MOU will be evaluated annually at the end of the Spring Semester for modification. The annual evaluation will be the responsibility of the Vice President for Administration and Finance, OSU, and the Vice President for Financial Services, NOC.

Recommendations by the Joint Coordinating Committee will be forwarded to the Vice President for Administration and Finance, OSU, and the Vice President for Financial Services, NOC, for action. The two Vice Presidents will recommend final action on any recommendation made by the Joint Coordinating Committee to the Presidents of the two Institutions.

Agreed to this _____ day of March, 2003 by:

OKLAHOMA STATE UNIVERSITY

NORTHERN OKLAHOMA COLLEGE

David Schmidly, President

Joe Kinzer, President