

Memorandum of Understanding

Northshore Technical Community College and Southeastern Louisiana University

Connect to Success Program

Purpose

The *Connect to Success Program* between Northshore Technical Community College, herein called NTCC, and Southeastern Louisiana University, herein called Southeastern, will continue to enhance both the efficiency and effectiveness of post-secondary education for southeast Louisiana, particularly the Northshore region which consists of Tangipahoa, St. Tammany, Washington, St Helena, and Livingston parishes. This partnership provides solutions to expanding college student access and preparation of students who will transfer into a baccalaureate program at Southeastern Louisiana University. Outcomes of this partnership will include successful completion of developmental coursework and a minimum of 18 credit hours of general education coursework required for students to be eligible for transfer to Southeastern. Additionally, students will have an opportunity to complete a Certificate of General Studies or an Associate of General Studies degree through Northshore Technical Community College, pending approval by the Louisiana Board of Regents.

The *Connect to Success Program* will continue to help ensure access to post-secondary education, enhance ease of transfer credits, and increase efficiency through sharing of resources between Northshore Technical Community College and Southeastern Louisiana University.

Ensuring access is of particular importance as Southeastern Louisiana University continues to raise admission standards, thus increasing the likelihood that some prospective students will not achieve admission. Additionally, incomplete or inconsistent access to community college services and constrained financial resources has heightened the need for a partnership approach across the Northshore region.

Legislative Justification and Support

The *Connect to Success Program* also helps ensure that both institutions are being proactive in addressing challenges in the economy and resulting changes in the higher education landscape. In addition, the partnership ensures the participating institutions are responsive to relevant actions of the Louisiana Legislature, including specific provisions of the LA GRAD Act as well as encouraging ease of transfer credits between post-secondary institutions and comprehensive community college services throughout the Northshore region.

Implementation

The *Connect to Success Program* will provide students with a transparent and systematic outline for successfully completing a baccalaureate degree and/or an associate degree. Students will be incoming freshmen and transfer students who do not meet Southeastern Louisiana University's admission requirements. The institutions will partner to facilitate student access through joint admissions, registration, and academic/career counseling throughout the student's enrollment at NTCC in the *Connect to Success Program*.

Northshore Technical Community College will offer developmental and general education courses at Southeastern Louisiana University in Hammond, LA and the St. Tammany Center in Mandeville, LA as practicable and available.

All components of the *Connect to Success Program* MOU are limited to the instruction of developmental and General Education courses taught by Northshore Technical Community College faculty and that are transferable to Southeastern Louisiana University.

Northshore Technical Community College's components of the *Connect to Success Program*:

- NTCC will provide access to appropriate database systems to facilitate its obligations contained within this agreement. Southeastern acknowledges and accepts NTCC's mandates under FERPA regulations and all applicable Louisiana laws, which protect the privacy of certain student records.
- NTCC will provide multimedia equipment for dedicated classrooms where multimedia equipment does not exist and will retain ownership of said equipment. Examples of multimedia equipment include, but are not limited to: projectors, digital instruction boards, and computers (hardware and software).
- NTCC will pay Southeastern a mutually agreed upon fee that will cover the use of computers on Southeastern's main campus and the St. Tammany Center, as practicable, for students participating in the *Connect to Success Program*.
- NTCC will be responsible for a mutually agreed upon rental fee for any facilities in which Southeastern is obligated to a lease payment.
- For all facilities owned or leased by Southeastern, NTCC will be responsible for any out-of-pocket expenses, which are defined as any costs incurred by Southeastern that Southeastern would not otherwise incur. Any facility modification will be performed by Southeastern personnel or designated sub-contractor and billed to NTCC. A copy of NTCC's Risk Management policy will be provided to Southeastern and updated as necessary.
- NTCC faculty and staff will adhere to Southeastern's Building Security and Office Keys policy (http://www2.selu.edu/documents/policies/empl/p4_bldg_security_keys.pdf)
- Until such time that NTCC is SACS accredited and in order to facilitate the transfer of NTCC credit to Southeastern, faculty credentials for General Education and Developmental Courses will be assessed and approved by Southeastern.
- Faculty hired by NTCC will adhere to NTCC Human Resources policies and salary scales.
- Students in the *Connect to Success Program* will adhere to NTCC's student policies regarding tuition/fees, payment, financial aid, and refunds.
- NTCC will charge and collect appropriate Southeastern ID, course/lab fees, and textbook rental fees and will submit payment to Southeastern based on received invoice as outlined in Appendix A.
- All charges, excluding parking fines, incurred by NTCC, its faculty, staff, and students will be invoiced to NTCC. Payment of such invoices will be made as outlined in Appendix A "Accounting". Any charge not covered in Appendix A will be paid directly to Southeastern. Students participating in the *Connect to Success Program* with outstanding balances at NTCC or Southeastern will not be allowed to continue in the program.
- NTCC will adhere to Southeastern's policies for fines and fine appeals, including but not limited to library and textbook rental fines as described in the Southeastern General Catalogue (http://www.selu.edu/admin/rec_reg/university_catalogue/index.html).

- NTCC will adhere to Southeastern's Selection of Textbooks policy for NTCC courses taught as part of the *Connect to Success Program* (Appendix B http://www2.selu.edu/documents/policies/empl/p4_textbk_selection.pdf).
- Faculty, staff and students will adhere to NTCC's academic calendar as well as other dates as established in the NTCC College Catalog.
- All ADA accommodations will be approved and funded by NTCC. Southeastern's Office of Disability Services and Human Resources, as applicable, will be notified of such accommodations in order to provide services as practicable and available to NTCC students, faculty and staff.
- NTCC will provide student transcripts to Southeastern following the end of each semester prior to the start of the next academic semester.
- NTCC students participating in the *Connect to Success Program* will familiarize themselves with Southeastern's Student Code of Conduct (http://www.selu.edu/admin/stu_conduct/policies/). Student misconduct on Southeastern's campus or at Southeastern's off-campus facilities will be addressed jointly by Southeastern and NTCC.
- NTCC students, faculty and staff participating in the *Connect to Success Program* will have a valid Southeastern or NTCC parking decal registered with Southeastern's University Police Department and adhere to Southeastern's Parking Rules and Regulations when on Southeastern's campus (<http://www.selu.edu/admin/police/parking/index.html>).
- NTCC students choosing to utilize the Pennington Student Activity Center may do so and will be assessed a fee that is consistent with the rate assessed to Southeastern students.
- NTCC will provide advertisement such as print and radio mediums and provide information materials such as handouts and flyers, with mutual consent of Southeastern.

Southeastern Louisiana University's components of the *Connect to Success Program*:

- Southeastern will provide access to appropriate database systems to facilitate its obligations contained within this agreement. NTCC acknowledges and accepts Southeastern's mandates under FERPA regulations and all applicable Louisiana laws which protect the privacy of certain student records.
- Southeastern will provide NTCC with dedicated classrooms and office space as practicable and available and will charge NTCC a mutually agreed upon rental fee for any facilities in which Southeastern is obligated to a lease payment.
- Southeastern will provide computer access to NTCC students in the *Connect to Success Program* on Southeastern's main campus and the St. Tammany Center as practicable and for a mutually agreed upon fee.
- For all facilities owned or leased by Southeastern, NTCC will be responsible for any out-of-pocket expenses, which are defined as any costs incurred by Southeastern that Southeastern would not otherwise incur. Any facility modification will be performed by Southeastern personnel or designated sub-contractor and billed to NTCC. Southeastern will maintain a copy of NTCC's Risk Management policy on file.
- General Education courses taught by NTCC as part of this partnership are limited to courses specifically required for either a Certificate of General Studies (pending approval by the Board of Regents) or Associate of General Studies (pending approval by the Board of Regents) for students with the intention of transferring to Southeastern.


- Southeastern will assist in locating SACS-qualified faculty for NTCC courses related to the *Connect to Success Program*.
- Until such time that NTCC is SACS accredited and in order to facilitate the transfer of NTCC credit to Southeastern, faculty credentials for General Education and Developmental Courses will be assessed and approved by Southeastern.
- Southeastern will provide appropriate faculty and staff classroom and office keys as necessary under the conditions of the *Connect to Success Program*.
- Southeastern will assist with NTCC orientation programs including, but not limited to, participation in planning and organizing, production and distribution of student orientation materials (with mutual consent of NTCC) and facilitation of the orientation program.
- Southeastern will honor NTCC's parking decal for faculty, staff and students participating in the *Connect to Success Program* as a legitimate parking decal once registered with Southeastern's University Police Department.
- Students participating in the *Connect to Success Program* with outstanding balances at NTCC or Southeastern will not be allowed to continue in the program.
- Southeastern's Office of Testing will assist in providing admissions testing such as the Compass exam and providing ADA accommodations for student testing that have been approved and funded by NTCC's ADA representative.

Program Modification

Changes may be made to this agreement at any time with a 60 day notice and mutual agreement of Southeastern Louisiana University and Northshore Technical Community College. This agreement is effective upon signing and can be terminated only through a written notice to the other party 90 days prior to the date of termination.

Approval

Signatures below demonstrate an understanding and agreement with the above listed provisions and that to the extent permitted by law Northshore Technical Community College will hereby hold harmless, discharge, and release Southeastern Louisiana University from any and all liability, claims, causes of actions, damages or demands of any kind and nature whatsoever that may arise from or in connection with the participation in the *Connect to Success Program*.



 John L. Crain, President
 Southeastern Louisiana University
 November 29, 2012



 William S. Wainwright, Chancellor
 Northshore Technical Community College
 November 29, 2012

Appendix A

Fee structure for *Connect to Success Program* Students

Student enrolled on Southeastern's main campus and the St. Tammany Center as NTCC students shall be subject to the following course/campus fees as mutually agreed upon by Southeastern and NTCC:

- Identification card
- Textbook rental/textbook replacement costs (Southeastern's textbook rental system can be used only for textbooks being used in Southeastern courses and in accordance with Southeastern's textbook rental policy; http://www.selu.edu/admin/tb_rental/index.html)
- Course/laboratory fees
- Shuttle fee
- Counseling Center fee (effective Spring, 2013)
- Health Center fee (effective Spring, 2013)

ACCOUNTING:

- Within thirty (30) days after the first day of each semester, Southeastern, in partnership with NTCC, will perform a reconciliation of enrolled students for the current semester. Southeastern will then invoice NTCC for all charges incurred by NTCC students enrolled at a Southeastern location within ten (10) days of such reconciliation.
- Within ten (10) days after the last day of each semester, Southeastern will invoice NTCC for any additional charges as outlined within this agreement.
- Within thirty (30) days prior to NTCC's first day of each semester, Southeastern will provide all amounts for student fees, pending required approval, as outlined within this agreement.
- All invoices submitted by Southeastern shall be paid within thirty (30) days of the invoice date. In the event invoices are not paid within ninety (90) days of the invoice date, interest and penalties shall apply as set forth in La. RS 39:1695 and RS 13:4202. The right of Southeastern to charge interest for late payment shall not be construed as a waiver of Southeastern's right to receive payment within thirty (30) days of the invoice date.

Appendix B

Southeastern Louisiana University Selection of Textbooks Policy

Southeastern Louisiana University utilizes textbook rental and retail systems to provide academic texts. The rental system accommodates the textbooks, which have a useful life of two or more academic years. Books not eligible for adoption by the rental system are sold by the retail bookstore, operated by Follett Higher Education Group, Southeastern's current bookstore contractor. The retail store also provides support materials such as workbooks, reference manuals, or dated materials. In order to minimize book costs to our students, adoptions of required texts in both retail and rental sections are not allowed.

Departments and faculty are asked to adhere to the following guidelines and deadlines for textbook adoption. Following these guidelines will help ensure students have the materials they need when classes begin. The adoption deadlines also allow Textbook Rental and/or the retail bookstore time to address any concerns such as new editions, out of stock titles, out of print titles and vendor changes. In addition, timely response by faculty to the adoption process allows the retail bookstore to give students the best price possible at buyback. Textbook prices are a concern to students and the best way the retail bookstore can help is by buying used textbooks back from students at the end of the term. If the book is not adopted, students will not receive the best price at buyback.

Both the textbook rental and retail systems report to the Department of Auxiliary Services in the Division of Administration and Finance. Questions may be directed to the Director of Auxiliary Services at 985-549-2094.

RENTAL TEXTBOOK ADOPTION GUIDELINES

1. Upon adoption, rental books must be used two years or three semesters, whichever is greater. If the course is taught once a year, the book must be used four years. Once the book has been used the required period of time, it may be replaced or discarded.
2. New Adoptions - The adoption must be approved and submitted by the Department Head.
3. If there is one rental book per course, all sections must use the book.
4. If there are two rental books per course, faculty has the option to use one or both books. A later edition of the same title cannot be adopted as the second book.
5. Online forms are available to adopt, change or discard a rental book:
http://www.selu.edu/admin/tb_rental/adoption_discard/index.html
Information requested for adoption includes ISBN number, title, author, volume, edition, copyright year, publisher, estimated quantity, book type (paper/hardback) and all semesters in the academic year that the course is taught. *Book Orders are placed by the listed ISBN number.*
6. Fill out, print, and forward the form to the Department Head for approval. The Department Head will submit the request to Textbook Rental for processing.
7. Each adoption form lists the semester deadline to submit all adoption or discard requests.
Adoptions for the Spring semester are due by October 15th.

Adoptions for the Summer semester are due by March 15th.

Adoptions for the Fall semester are due by April 15th.

8. The following textbooks should not be included in the rental system:
 - a. Textbooks designed for a single semester use (workbooks, course packs).
 - b. Textbooks that become outdated within a year (tax manuals).
 - c. Textbooks for courses with changing topic of study (special topic seminars).
 - d. Paperbacks costing less than \$50.00 retail.
9. Textbook Rental requests notification of course section additions, deletions, or revisions so as to ensure accurate inventory. Notification may be emailed to Textbook Rental at textbooks@selu.edu.

DESK COPIES

The academic department head is responsible for securing all faculty desk copies from the publisher. Textbook Rental may loan desk copies to the department if additional copies are available. The desk copies will be checked out to the class instructor and should be returned by the scheduled book return deadlines. Faculty should contact Textbook Rental to request an extension if the book(s) cannot be returned by the deadline.

Please refer to the Textbook Rental web page for the book return policy, deadlines, and the adoption form (http://www.selu.edu/admin/tb_rental/faculty_policies/index.html).

RETAIL BOOKSTORE TEXT ADOPTION GUIDELINES

COURSE INFORMATION DUE DATES:

Adoptions for the Spring semester are due by October 15th.

Adoptions for the Summer semester are due by March 15th.

Adoptions for the Fall semester are due by April 15th.

ADOPTION PROCESS

The University Bookstore offers an online textbook adoption process. This adoption system provides a more streamlined ordering process making it more convenient for the user.

A manual is available through the University Bookstore that provides step-by-step directions on using the online adoption procedure. When using this method, the adoptions are submitted to the University Bookstore directly from the University Bookstore Web site. Upon submitting your adoption(s), an email confirmation will be sent to you with the book(s) that you requested for adoption.

Please note the online system provides a screen for entering whether or not the book that is being adopted for the Fall is also currently being used for the Spring and, therefore, can be bought back from the students. The University Bookstore wants to buy back as many books as possible from students at the end of the semester. The information that you provide will be critical in determining the buyback quantities needed.

Should you have questions or need assistance in completing the online textbook adoption process, please the University Bookstore at (985) 549-5393.

Some important notes:

- Make sure all of the information is correct for your classes, including section number, instructors name, estimated enrollment. Indicate whether the book is required or optional and if the class is a Term I or a Term II. The adoption form must have the department head's signature. Without complete information the adoption cannot be processed timely.
- Even if a class does not require a text, please let the bookstore know, so students can be informed.
- If a course pack is being used, please submit as early as possible due to the printing time required for these items.
- The bookstore does not automatically re-adopt books from a previous semester. A new adoption form must be completed and submitted to the bookstore each semester that the book will be used.
- The retail bookstore does not have a minimum adoption period. There is no limit to the number of books per course.
- The bookstore request notification of course section additions, deletions, or revisions to ensure accurate quantities of texts are on hand.
- Departments should order all desk copies directly from the publisher.

Please refer to the bookstore web page at <http://www.selu.edu/admin/bookstore/index.html> for more information.