

B

BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today*      *Leading Tomorrow*

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: October 24, 2022

Contract/Agreement Vendor: Northeastern State University (NSU)    Lisa Bisogno

Name of Vendor & Contact Person

bisognol@nsuok.edu

Vendor Email Address

Memorandum of Understanding between NSU and Broken Arrow Public Schools.

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Eligible Junior and Senior High School Students

Reason/Audience to benefit

November 7, 2022

BOE Date

No Cost

Amount of agreement

Person Submitting Contract/Agreement for Review: Sharon James

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: *Sharon James*

Does this Contract/Agreement utilize technology? YES/NO  NO

If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member: *Karla Dyes*

Funding Source: No Cost

Fund/Project

No Cost to District

OCAS Coding

**Consent**

**Action**

Accept and approve the NEW agreement between Broken Arrow Public Schools and Northeastern State University (NSU). NSU will offer concurrent enrollment for eligible high school students.  
 This is a partnership with NSU to offer the course Grow Our Own Teachers Course and Pathway to eligible juniors and seniors of Broken Arrow Public Schools.  
 There is no cost to the District. /S. James

**Summary**

This area must be complete with full explanation of contract

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



**NORTHEASTERN**  
STATE UNIVERSITY

## **CONCURRENT COURSE OFF-CAMPUS DELIVERY MEMORANDUM OF UNDERSTANDING**

### **OVERVIEW**

Concurrent enrollment provides eligible high school students the opportunity to earn college credit in a collegiate experience characterized by rigorous coursework taught by college-level faculty. Through concurrent enrollment, students meet course requirements for high school graduation and at the same time, get a head start on their college career.

**Authority.** As a state institution, Northeastern State University (NSU) is governed by the Oklahoma State Regents for Higher Education (OSRHE) which provides the framework to offer concurrent enrollment opportunities to eligible juniors and seniors. *Policy 3.10 Concurrent Enrollment* governs admission, course placement, retention, and standards associated with concurrent enrollment. It also defines the class environments and conditions required for concurrent enrollment and establishes annual reporting requirements.

**Accreditation.** NSU is accredited by the Higher Learning Commission (HLC). Concurrent courses must adhere to HLC criteria and guidelines in faculty credentials, course rigor, student learning expectations and learning outcomes, student access to learning resources, and institutional oversight outlined in the accreditation criteria and dual credit guidelines.

**Collegiate Experience.** NSU provides two distinct opportunities for concurrent enrollment. The first allows students to travel to NSU-Tahlequah to attend college courses with collegiate students and be fully integrated into the campus learning experience. This delivery format is ideal for students whose schedule allows appropriate travel time during the regular school year or during the summer. Or, students may enroll in online delivery courses, again attending a course with collegiate students.

A second opportunity facilitates college-level courses taught at the high school site. These courses do not include collegiate students from the general NSU population. In these situations, the collegiate experience is evidenced by course rigor and learning outcomes, faculty qualifications and student readiness. This memorandum addresses off-campus arrangements.

**CONCURRENT COURSE OFF-CAMPUS DELIVERY  
MEMORANDUM OF UNDERSTANDING  
Northeastern State University and Broken Arrow Public Schools**

Northeastern State University and Broken Arrow Public Schools seek to facilitate academic opportunities for qualified junior and senior high school students by entering into this Concurrent Course Off-Campus Delivery Memorandum (hereinafter MOU) and hereby agree to the following terms:

**Northeastern State University Responsibilities**

1. **Point of Contact:** NSU will designate a point of contact to facilitate communication between the high school site and NSU's offices including admissions, academic departments, advisors, financial aid, etc.
2. **Admission and Recruiting:** NSU will work with school site personnel to provide assistance to students wishing to enroll in concurrent coursework. Upon request, NSU will participate in school-sponsored activities with parents and students to share information about concurrent enrollment.
  - a. Students and school personnel must complete the *Concurrent Enrollment Agreement* form. Students must also complete the *Financial Responsibility Agreement* form.
  - b. Students are responsible for the application fee and all tuition and fees not paid by the Oklahoma State Regents for Higher Education. OSRHE will pay tuition for seniors up to six hours per semester, and seniors are responsible for fees. Juniors are responsible for all tuition and fees.
  - c. NSU will provide a copy of or online access to the NSU Concurrent Enrollment Handbook which contains useful information for parents and students making the transition to college-level courses.
3. **Course Offerings and Student Expectations**
  - a. Working collaboratively, NSU and the school site will determine each semester and year which courses are available and will be offered at the school site.
  - b. Off-campus, concurrent enrollment courses are the same catalogued courses offered on campus. Course syllabi, content, rigor, and student learning outcomes will be identical to those used when a course is taught on NSU's campus.
  - c. Students enrolled in off-campus concurrent enrollment courses are held to the same standard of achievement as students in on campus courses.
4. **Student Support Systems:** Concurrent students have access to the same support systems available to the NSU student population. These include:

- a. Campus tutoring centers (both Tahlequah and Broken Arrow), and online tutoring available 24/7 through the learning management system (LMS).
- b. University Advising Center for assistance with course selection, enrollment and additional resources.
- c. Tech Support for access to Blackboard, go NSU, or basic computer issues.
- d. Hawkreach Counseling Services (both Tahlequah and Broken Arrow) as well as emergency information.
- e. Student Disability Services. Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. See Concurrent Enrollment Handbook for further information.

#### **5. Faculty Qualifications and Expectations**

- a. Faculty teaching off-campus concurrent enrollment courses must meet the academic requirements for faculty and instructors specified by the Higher Learning Commission, NSU's accreditor.
- b. Academic deans will collect and send forward credential information for any potential adjunct faculty considered to teach off-campus, concurrent courses. The Provost or designee will review credentials and approve faculty appointments prior to allowing such individuals to teach.
- c. Faculty are expected to adhere to all NSU policies regarding student attendance reporting, preparing syllabi, grade reporting, and use of the LMS.

#### **6. Orientation and Professional Development**

- a. Before teaching an off-campus concurrent enrollment course, faculty shall participate in an orientation about the course they are to teach and applicable NSU policies and procedures if the faculty member is an adjunct. This orientation may be provided by a course coordinator or an administrator of the college from which the course originates.
- b. NSU will provide faculty teaching off-campus concurrent enrollment courses access to the same professional development opportunities available to all faculty. Faculty are encouraged to participate in online as well as face to face professional development opportunities as their schedule allows.

## 7. Evaluation

- a. Students evaluate courses every semester using a survey delivered through the learning management system, typically delivered during weeks 14 and 15 for a 16 week term. Results from course evaluations are available to faculty in the LMS after the final grade submission date. Results are also reviewed by department chairs and deans.
- b. Data from course evaluations are used to improve course content, learning activities, and delivery and teaching methods. Course evaluation data are a factor in faculty retention decisions.

## School Site Responsibilities

1. **Point of Contact:** The school site will designate a point of contact to facilitate communication between the high school site and NSU's point of contact. This person is typically the high school principal or counselor. NSU requests a single point of contact to avoid confusion unless extraordinary or emergency circumstances require the involvement of more school personnel.
2. **Admission and Recruiting:**
  - a. School site personnel will screen and identify students who may benefit from concurrent enrollment and assist them with completing the *Concurrent Enrollment Agreement* form and the *Financial Responsibility Agreement* form.
  - b. Through the point of contact, school site personnel will communicate to NSU any special financial arrangements (foundation funds, etc.) that impact the assessment and collect of student tuition and fees.
  - c. School site personnel will become familiar with the NSU Concurrent Enrollment Handbook to help students and parents make the transition to college-level courses.
3. **Course Offerings and Student Expectations**
  - a. Working collaboratively, NSU and the school site will determine each semester and year which courses are available and will be offered at the school site.
  - b. The school site is responsible for verifying that any NSU courses students take count toward each individual's high school graduation requirements.
  - c. The school site is responsible for providing classroom space and appropriate learning technology and materials needed to teach the course onsite. Faculty need internet access through the school network to access NSU's learning management system.

- d. Students are expected to follow the NSU academic calendar, to attend class regularly, and to complete all assignments. Students are expected to adhere to the NSU Student Code of Conduct.

**4. Student Support Systems:** School site personnel agree to

- a. Communicate resources and expectations to students and families as well as provide advisement and assistance for course selection and enrollment.
- b. Communicate excused absence information related to extracurricular activities (e.g. athletics, band, choir, etc.) to the NSU point of contact prior to the event so that it may be communicated to faculty via NSU's regular procedures. Excessive absences, whether for extra-curricular activities or not may impact student grades.
- c. Contact NSU's point of contact immediately with concerns. As needed, the NSU point of contact will notify the appropriate administrators and staff so that the issue can be resolved quickly.
- d. If a disciplinary issue arises that prevents a student from attending concurrent courses at the school site, the site contact person should contact NSU immediately. If an appropriate, alternative arrangement cannot be made (online course, alternate section, etc.), then the student will be advised to drop the college course which can have GPA and financial aid ramifications in the future.

**5. Faculty Qualifications and Expectations:** When possible, NSU will provide instructors for off-site concurrent courses from its regular, full-time faculty ranks. If not possible, an appropriately credentialed adjunct may be hired.

- a. All adjuncts must have a master's degree and a minimum of 18 graduate-credit, content-specific hours in the field. K-12 personnel who lack these qualifications are excluded from consideration as adjuncts.
- b. Individuals seeking to serve adjuncts will be required to submit original transcripts verifying degrees and number of graduate credit hours in the field.

**PRIVACY OF STUDENT INFORMATION AND EDUCATIONAL RECORDS**

Northeastern State University agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Policies and procedures detailed in NSU's Undergraduate Catalog outline the university's commitment to managing and maintaining student records.

According to FERPA, college students (regardless of their age) are considered responsible adults and are allowed to determine who will receive information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of the student. A student who wants information contained in his/her educational record shared with a 3rd party (including parents)

shall make such request in writing utilizing the FERPA release form to the Registrar's Office. The request shall clearly identify what information is to be disclosed or shared and time frame for permission to share records. If parents provide the Registrar's Office evidence that they declare the student as a dependent on their most recent Federal Income Tax form (Form 1040), then access to education records may be allowed.

In situations where the sending high school or third party provides financial support for the concurrent student, NSU may share financial information with that entity related to cost, billing, and payment information. Enrollment and transcript information may be released to appropriate high school personnel such as counselors or principals as detailed in the *Concurrent Enrollment Agreement* form that each student signs.

**NO JOINT VENTURE OR PARTNERSHIP**

The parties agree that they are independent parties contracting together, and that nothing contained herein is to be construed as making the parties joint venturers or partners.

**NOTICE**

Either party may terminate this agreement by providing written notice to NSU's Provost / Vice President for Academic Affairs or a senior level administrator from the school site / district at least 90 days prior to termination. In the event of termination, both parties will complete obligations in progress prior to the effective date of termination.

**SIGNATURES**

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**School / District Point of Contact**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**NSU Point of Contact**

Name: Dr. Lisa Bisogno

Title: Associate Dean of the COE

Phone: 918-449-6591

Email: bisognol@nsuok.edu

**School/District Authorized Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**NSU Authorized Representative**

Name: Dr. Pamela K. Fly

Signature: 

Title: Associate Vice President  
Academic Affairs