

MEMORANDUM OF AGREEMENT

COOPERATION BETWEEN IUPUI AND IVTC

STATEMENT OF INTENT

The purpose of this memorandum of agreement is to establish specific activities and programs of cooperation between Indiana University-Purdue University at Indianapolis (IUPUI) and Indiana Vocational Technical College (IVTC) at Indianapolis. As the only two public, post-secondary institutions in the greater Indianapolis region, IUPUI and IVTC share overlapping responsibilities in serving the city, region, and state in preparing an educated, skilled, and adaptable citizenry and workforce. While the missions of IUPUI and IVTC are clearly different, students enter post-secondary education from many different approaches and with ever-changing educational objectives. IUPUI and IVTC can promote the full potential of individuals and the community by developing the means for students to succeed regardless of what door they may enter to seek advanced education. Through cooperation and program articulation, the institutions can thus better meet individual needs while contributing to the overall economic, cultural, and educational vitality of the region.

Through this initial memorandum of agreement, the two institutions commit themselves to continuing exploration of ways in which students and the state can be better served through coordinated, cooperative planning and services. This memorandum establishes -- as a base condition -- the commitment to explore a wide range of options over a long period of time. As an initial step, several specific activities are outlined below. Further, during the next three years the two institutions commit themselves to at least two meetings per academic year of the chief executive officers of IUPUI and IVTC to discuss progress and to identify promising new areas of interaction and cooperation. It is anticipated that administrators and faculty throughout the year will implement plans and exchange ideas; however, the meeting of executive officers will help ensure the on-going interactions by demonstrating the importance of cooperation at the highest levels of administration. Further, a steering committee consisting of four representatives from each institution will assume overall management responsibility for implementing this memorandum of agreement. The committee will begin work by March 1, 1990. The co-chairs will be jointly named by IUPUI and IVTC.

The initial memorandum pertains only to IUPUI and IVTC in Indianapolis. However, as soon as practical, a similar memorandum addressing issues of direct concern to IUPUI Columbus and IVTC Columbus will be initiated. In the interim, IUPUI and IVTC officials will begin informal conversations about cooperative arrangements in addition to the shared child care program and the occasional sharing of facilities.

BACKGROUND

IUPUI and IVTC have a long record of cooperation and information exchange through the Consortium on Urban Education, an Indianapolis association of public and private colleges and several informal learning institutions

such as museums. Additionally, IUPUI and IVTC officials have undertaken specific cooperative projects as need and opportunity have allowed. Most recently, IUPUI and IVTC have been developing ways to promote concurrent registration of students and to provide for on-site advising for students registered at one institution but who might like to enroll at the other. Further, they are developing joint proposals to use technology more effectively in educating underserved and disadvantaged students.

The Indiana Commission for Higher Education has developed several initiatives to promote closer collaboration among four-year colleges and IVTC state-wide, including a document titled "Suggested Framework for Cooperative Improvement for Two-Year Program Opportunities." This document, along with other guidelines being developed to promote full potential for individual students and for the state's overall system of higher education, provides a useful framework for assisting IUPUI and IVTC in establishing their cooperative agreements.

INITIATIVE A: DISSEMINATION OF INFORMATION

To facilitate this cooperative agreement and to ensure that faculty, staff, and students at both IUPUI and IVTC are aware of cooperative efforts between the two institutions, the timely dissemination of information will be vital to the success of the project. Therefore, the following actions will be taken:

1. Provide for a joint information and publicity campaign so that faculty, staff, students, and the public clearly understand the opportunities and the conditions of the arrangements detailed in this memorandum. Develop a workshop or seminar to orient IVTC and IUPUI counselors to enrollment procedures and guidelines. Maintain on the IVTC campus an information center for printed materials regarding IUPUI, and maintain on the IUPUI campus an information center for IVTC printed materials.
2. Develop press releases, public service announcements, and other materials to inform the public, the Indiana Commission for Higher Education, and others about the broad range of cooperative services.

To implement this initiative, IUPUI and IVTC will form a joint public information and orientation committee to ensure that accurate coordinated publicity efforts are undertaken within the two institutions and to provide for coordinated public relations. A committee will be formed not later than March 1 with co-chairs drawn from each institution.

INITIATIVE B: GENERAL EDUCATION COURSES

In the spring 1990 semester, a task force of IUPUI and IVTC faculty will develop a plan for IUPUI's offering general education courses on site at IVTC. General education courses from IUPUI will be offered at IVTC as soon as practical following the development of at least one discipline-related articulation agreement (as described in Initiative C below); a signed agreement will be in place as a prior condition to offering IUPUI

courses on site at IVTC. In the interim, the joint task force has the following specific charges:

1. Identify specific courses to be offered over a three-year period and develop a sequence appropriate to the educational objectives of students who may wish to transfer from IVTC to IUPUI. As a pilot project, at least three sections will be offered at IVTC following the adoption of an articulation agreement in at least one program area as described in Initiative C. However, nothing in the planning should preclude IVTC students' enrolling in IUPUI courses offered elsewhere by IUPUI under existing admissions procedures.
2. Develop a plan to evaluate the success of the course offerings and the effectiveness of the program in meeting the needs of the students.
3. Establish base conditions for the viability of courses and financial responsibility for offering courses which do not generate sufficient revenue to warrant continuation (e.g., minimum section size necessary to offer course and agreement on cost-sharing if course is offered at size below minimum).
4. Define specific institutional responsibilities, including such items as the following: IUPUI to select instructors, to maintain academic records and standards, and to set admissions criteria for specific courses; IVTC to give advice on instructor selection, course standards, and admission criteria, to provide appropriate facilities, to arrange for student registration, and to develop a process for fiscal control.

A joint committee, including the directors of admissions for IUPUI and IVTC, will work with the access center team (Initiative G) and the information committee (Initiative A) to ensure that information disseminated by counselors is accurate and consistent with policies and plans. The committee will oversee the development of computerized counselling information and services.

To implement these initiatives, IUPUI and IVTC will name co-chairs of a task force to organize and plan the necessary administrative structure. The co-chairs will be named by March 1; a fully developed plan for the fall 1990 semester will be in place by June 1; and a long-term (i.e., three-year) plan will be in place by September 1.

INITIATIVE C: PROGRAM ARTICULATION AND CREDIT TRANSFER OF IVTC COURSES

IVTC may be offering courses, including continuing education opportunities, in several program areas that are equivalent or nearly equivalent to courses offered at IUPUI, especially in areas such as technology or career-related education. To provide for the orderly evaluation of existing common curricula and to plan for increased program articulation, several joint faculty program committees will be formed to review course content, to evaluate standards of student performance, to compare course goals and objectives so that issues of prerequisites will

be clearly identified, and to evaluate credentials of instructors. These faculty committees will consider the transfer of articulated programs at the Associate of Science degree (A.S.) level as well as the transfer of specific courses within the Associate of Applied Science degree (A.A.S.) programs. Five joint faculty committees will be formed initially; others may follow by mutual agreement. They are:

<u>IVTC Programs</u>	<u>IUPUI Programs</u>
1. A.A.S./A.S. in Allied Health (Designated Programs)	1. B.S. in Allied Health (Designated Programs)
2. A.S. in Nursing (Proposed)	2. B.S. in Nursing
3. A.A.S./A.S. in Supervision	3. B.S. in Supervision
4. A.A.S./A.S. in Computer Technology	4. B.S. in Computer Technology
5. A.A.S./A.S. in Culinary Arts, Hotel-Motel Mgt.	5. A.S. in Restaurant, Hotel, and Institutional Mgt.

The five study groups will include appropriate representation from IUPUI and IVTC along with two public representatives of each professional area; the study groups will be chaired by a person named by IUPUI in consultation with IVTC. By September 1, 1990, the study groups will have completed a full evaluation of course articulation in their respective areas and submitted reports to IUPUI administration that specify courses that are immediately acceptable for transfer, courses that could be acceptable for transfer with modification, and courses that are not acceptable. The possibility of awarding credit for IVTC courses retroactively, after a higher level IUPUI course has been completed successfully, should be considered. Each committee should also comment on desired qualifications of instructors, new courses which might be jointly developed to ensure transferability, and a time schedule for a transfer program which would permit IVTC students to transfer an Associate of Applied Science degree to IUPUI with maximum credit transferability, and a time schedule for students wishing to enroll simultaneously at both institutions in an articulated A.S. degree program.

INITIATIVE D: FACULTY EXCHANGE AND FACULTY DEVELOPMENT

To promote better inter-institutional understanding and to develop a basis for future cooperation, IUPUI and IVTC will arrange for limited faculty exchanges during the fall and spring semesters of 1990-91. Although the most likely areas for such exchanges are those noted above in Initiative C, exchanges might occur in other areas as well. On a one-for-one basis, an IUPUI faculty member would teach at IVTC and an IVTC faculty member would teach at IUPUI; these faculty must be acceptable to both institutions. The Dean of Instruction of IVTC and an Associate Dean of the Faculties at IUPUI will develop a plan for the exchanges during the spring 1990 semester.

As a second initiative in this area, the academic officers of both institutions will review the potential for instituting a faculty development program for IVTC faculty who may wish to pursue graduate degrees or complete additional graduate courses at IUPUI. IVTC, in turn, will consider providing technical courses or workshops for IUPUI staff and faculty, including staff employees who are seeking skills-related education to enhance career advancement.

INITIATIVE E: GENERAL STUDIES

IUPUI will appoint a study committee to review the possibility of adapting the associate of arts in general studies degree currently offered at IUPUI to serve as a general studies degree that might be available to IVTC students. The study committee will confer with an advisory committee appointed by IVTC to provide information and to assist the IUPUI committee in reviewing its own policies and requirements. This review will be coordinated with any University-wide study which may be undertaken and with any initiatives of the Indiana Commission for Higher Education. Although the time schedule may be altered to meet extra-institutional needs, the study committee should report before September 1, 1990, on the feasibility of adapting the AA in general studies for transfer purposes.

INITIATIVE F: COUNSELING

Student counseling regarding admissions, course and degree options, and personal levels of preparations for advanced study will be essential to the success of cooperative efforts. To enhance coordination and to improve the information available to students, the following initiatives will be taken:

1. Develop advising services; IVTC counselors should be on-site at IUPUI during certain critical times and, reciprocally, IUPUI advisors should be on-site at IVTC at specified times to ensure that individual students gain access to the best possible information about education options available at both institutions.
2. Continue development of computerized advising systems to assist individual students understand the implications of course selection on transferability of courses and requirements to complete degrees at either IVTC or IUPUI.
3. Specify the admissions standards for IVTC students who will enroll in IUPUI courses on site at IVTC and define a registration process that serves the interests of the students (e.g., students should be able to enroll in these courses on site at IVTC without having to travel to IUPUI to register). IUPUI retains the authority to specify admissions standards for students, but the intent of this agreement is to facilitate the entry of qualified students into general education courses as expediently as possible.

4. Coordinate admissions policies, using placement testing as noted in Initiative L to assist students identify the proper post-secondary institution for their academic goals and level of preparation.

INITIATIVE G: ACCESS CENTERS

Both IUPUI and IVTC have established access programs designed to assist students who may not have adequate skills to prepare for college-level work. IUPUI and IVTC will designate a team to exchange information, to compare objectives, and to plan for a coordinated approach to access with a differentiated mission for the respective centers. Among the specific issues to be discussed and coordinated are:

1. Testing and placement along with admissions standards; students not accepted for IUPUI programs should have referral to other programs including those offered by IVTC.
2. A collaborative plan for public relations and dissemination of information about access should be developed (possibly including other institutions such as IPS and Martin Center College) with the goal of helping the general public understand what the shared and distinctive roles of the respective institutions are and to ensure that there are levels of services available for all prospective students.
3. Information about testing and placement standards, including actual test instruments for mathematics, reading, and writing.

INITIATIVE H: FACILITIES AND TECHNOLOGY

In several areas, IVTC has or will have educational facilities that are superior to those of IUPUI; similarly, IUPUI has facilities and learning technologies which may be more advanced than those at IVTC. To explore the ways in which the two institutions might better cooperate in the use of each other's equipment, classrooms, facilities, and technological services, a study group will be formed to inventory possible overlapping interests and to identify opportunities for cooperation. The charge to the committee will be to look at facilities and technologies which might allow the delivery of certain courses to the respective campuses by means of television. The study group will consist of equal representation from each institution and will have co-chairs named by each institution. The task force will be asked to submit its report by September 1, 1990, organized according to potential cooperation in the use of equipment, facilities, libraries, and television for instructional purposes. One specific charge will be to review available computer-aided instructional programs that will assist under-prepared students develop adequate reading, writing, mathematics, and study skills through individual tutorials and self-guided study as supplements to classroom instruction.

