

CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 6

Collaborative Agreements

Plan Procedures

Revised August 13, 2004

NOTE: The North Carolina Administrative Code Section 23NCAC 2E.0604 has been revised, changing the collaborative agreement process. The new procedure for Instructional Service Agreements (ISA) is covered in Section 6A.

The revised code became effective on August 1, 2004. System Office staff believe colleges will find less restrictions with the revised process and we encourage **immediate** utilization; however, collaborative agreements submitted under the former process will be accepted until August 1, 2005.

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COLLABORATIVE AGREEMENT PLAN PROCEDURES

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1. The applying college (approved by the State Board of Community Colleges to offer the curriculum program) should submit the Collaborative Agreement Plan to the Vice President for Academic and Student Services. **Three copies of the Plan with original signatures on each copy** should be submitted to:

Vice President for Academic and Student Services
North Carolina Community Colleges System Office
5016 Mail Service Center
Raleigh, North Carolina 27699-5016

The Plan must be signed by the College President and the Board of Trustees Chairperson of each of the participating colleges using the attached Signature Page. A stamped or electronic Board of Trustee signature may only be utilized if the agreement is accompanied by approved Board Minutes.

2. The Plan must be approved **prior** to implementation of the curriculum program. The processing time between submission of the Plan to the Vice President of Programs and the reply to the colleges will be approximately six weeks.
3. The Collaborative Agreement Plan should include the following:
 - a. Signature Page with original signatures;
 - b. Specification of the program to be shared;
 - c. Outline of the plan for sharing the program, including the college that shall earn the FTE and grant the award;
 - d. Statement of certification that appropriate and adequate resources are available at each participating college;
 - e. Statement assuring that consideration of the joint utilization of physical facilities, equipment, materials, and instructional faculty was made where feasible;
 - f. Specification of conditions and time frame of agreement termination;
 - g. Statement of certification that the program(s) of study meet the standards of the appropriate accrediting agency; and a
 - h. Copy of the host's approved program of study.

4. The termination of a collaborative agreement requires written notification to the System President prior to the effective termination date. (This notification should be sent by the host college and should indicate that the participating college(s) have been notified of the termination.)

Reference: 23NCAC 2E.0604

Note: To avoid duplication of grades on transcripts, the agreement must list only one college that will record the letter grade for the students and be responsible for preparing the student transcripts. The remaining college(s) must use indicators for course credit other than a letter grade.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLABORATIVE AGREEMENT PLAN**

Signature Page

Date: _____

Program of Study Title: _____ **Code:** _____

Concentration Title (if applicable): _____

College Approved or Applying to Offer Program of Study: _____

College Responsible for Student Transcript: _____

Contact Person: _____ **Phone:** (____) _____ **Ext:** _____

E-mail Address: _____

Level of Approval/Credential: ___ AAS ___ Diploma ___ Certificate
 ___ AA ___ AS ___ AFA

Proposed Starting Date: ___ Fall ___ Spring ___ Summer **Year:**

(The collaborative plan must be submitted to the System Office at least thirty (30) days prior to the proposed implementation date.)

Signing this document certifies that: appropriate and adequate resources are available at your college; joint utilization of physical facilities, equipment, materials, and instructional faculty has been considered for this program wherever feasible and the curriculum program meets the standards of the appropriate accrediting agency. Original signatures must be provided. A stamped or electronic Board of Trustee signature may only be utilized if the agreement is accompanied by approved Board Minutes.

_____	_____	_____	_____	_____
College	Signature, College President	Date	Signature, Board of Trustees Chair	Date
_____	_____	_____	_____	_____
College	Signature, College President	Date	Signature, Board of Trustees Chair	Date
_____	_____	_____	_____	_____
College	Signature, College President	Date	Signature, Board of Trustees Chair	Date

Please remember to attach the program of study and to specify in the attached collaborative agreement: plan for sharing the curriculum, the college that earns the FTE, the college that grants the award(s) and the conditions of agreement termination.
(Rule 23NCAC 2E.0604)

North Carolina Community Colleges System Office Use Only

Date Received: _____ **Recommendation:** ___ Approve ___ Disapprove

Signature of Program Coordinator, Programs Date Signature of Vice President, AS/S Date

Signature of President, NCCCS Date

PROGRAM OF STUDY DESIGN AND APPROVAL PROCEDURES FOR COLLABORATIVE AGREEMENT PROGRAMS OF STUDY

This process is to be used for filing a program of study that is offered under an approved collaborative agreement.

1. Once a collaborative agreement is approved by the System President, the college(s) will be notified and instructed to enter electronic programs of study.
2. The college with State Board approval for the program is the designated host. When more than one college is State Board- approved for the program, the colleges must identify a host college.
3. The host college must enter a *complete* program of study for the curriculum involved the same way that a regular program of study is entered under menu item #4 *Program of Study Maintenance*.
4. The participating college(s) should **only** enter the courses offered locally in a collaborative program of study under menu item # 5 *Collaborative Program of Study*. The electronic program of study will show an "**Incomplete**" status.
5. An e-mail message is generated and sent to the host college by entering the appropriate e-mail address into the e-mail address field in the POS Design and Acceptance System. This message notifies the host college that a participating college has entered a program of study (POS). The POS is ready for review by the host college.
6. The host college will then go into #6 *Host College Approval* and enter **HA** (host approval) if the program appropriately reflects the intentions of the collaborative agreement. If the host college does not feel as though the intentions have been met, then the host should contact the participator and notify them of necessary changes.
7. Once the program of study receives host approval it will be automatically forwarded to the appropriate System Office staff member for review. The staff member will either **CA** (coordinator approve) the program of study or **CD** (coordinator disapprove) the program of study. If the program is disapproved the coordinator will provide the reasons for disapproval in the Coordinator Comment Box.
8. An approved electronic program of study is the college's official System Office approval. Colleges should check their electronic program status to assure that each program of study has received approval prior to program implementation.