MEMORANDUM OF UNDERSTANDING (MOU)

MOU Name *

NSF TCACSE CHIPS

Grant/Funding Source

Contract Begin Date

05/01/2024

Contract End Date

04/30/2029

This Memorandum of Understanding (“MOU”), is made and entered into by and amongst the following institutions, each a “Party” or collectively referred to as “Parties”, each of whom agree to collaborate on the exchange and delivery of Cybersecurity courses and degrees:

Turtle Mountain College (TMC), Lead Institution

Principal Investigator: Chad J Davis

United Tribes Technical College (UTTC)

Principal Investigator: Gabriella Arellano

University of Hawaii Windward Community College (WCC)

Principal Investigator: David A Krupp

Sitting Bull College (SBC)

Principal Investigator: Koreen Ressler

Little Priest Tribal College (LPTC)

Principal Investigator: Ramanjot Grewal

Purpose:

The purpose of this MOU and resulting collaboration is to facilitate the delivery of courses and sharing of curricula among the Parties (also referred to as “participating campus” or “institution”), in an effort to maintain Information Technology (“IT”) program viability and increase efficiency of a historically high cost, low enrollment program and to provide students with comprehensive education in computer science, cybersecurity, and IT applications.

This MOU outlines the conditions of this collaboration.

Articulation agreements will be established with each participating campus to define clear academic pathways for students. These agreements will detail how students can transfer credits seamlessly between institutions,

enabling them to complete their degrees either at their home campus or at one of the partner campuses. The articulation agreements will ensure that coursework is fully recognized, providing students with a streamlined process to achieve their educational goals without unnecessary duplication of effort or loss of credits.

Structure

The Parties will be responsible for the exchange and delivery of core and elective courses according to each campus schedule.

Each Party or partnering campus will be responsible for teaching their own required general education courses to meet their required standards.

Each Party will be responsible for maintaining approval and accreditation from their accrediting agency of their cybersecurity programs.

Course Sharing Framework

1. Each Party will identify and list the courses available for sharing in the MOU Matrix (the course matrix will be updated consistently with any curriculum changes that may occur over the course of the funding period. Only the CHIPS approved courses are listed in the matrix):
2. Courses shared will be in the domain of Higher Education, with a focus on providing diverse and high-quality academic options to students.
3. The list of shared courses will be reviewed and updated annually or as necessary.

Scheduling

1. Each Party will cooperate regarding class meeting times and dates to eliminate as many conflicts for students as possible. However, individual institutions cannot guarantee any changes to course schedules for other colleges and universities.
2. All classes listed under this agreement will receive the highest scheduling priority.
3. All participating campuses must adhere to the following dates for the submission of class schedules: Draft schedule by March 1st for the summer and fall semester, and October 1st for the spring semester of each year.

Admissions and Course Enrollment

1. The distinctive admission policies and procedures that pertain to each Party will be honored; each campus's unique policies and procedures will apply including students who seek to transfer and leave their home institution. The Family Educational Rights and Privacy Act ("FERPA"), will be followed by each institution. Students will only be required to register for their home institution to ensure that their financial aid benefits are only received from their home institution. Students must follow the partnering institutions rules and regulations. These policies and procedures may require the student's home campus to share the student's application/admissions information with the campus hosting the class that the student enrolls in.
2. Students must be enrolled at one of the partnering campuses to enroll in courses offered under this agreement.
3. All courses mentioned in this agreement are available to any student taking courses under the TCUP Cyber Consortium Advancing Computer Science Education ("TCACSE") consortium.
4. The shared courses will be listed on the home institutions' semester course schedule.
5. Each participating campus shall prioritize enrollment for students enrolled in any courses included in the TCACSE consortium agreement. To facilitate this, five spots will be reserved specifically for students from partnering campuses to ensure their admission. If the course is full, a request can be made to admit additional students.
6. Prospective students planning to register for Cybersecurity courses at any participating campus must meet the prerequisites for each course at the institution it is offered prior to enrolling.

Tuition and Fees

1. Students enrolling in a course listed or cross-listed on their home campus class schedule will be charged and pay all tuition and fees to their home campus. Tuition and fees for cross-listed courses will not be exchanged between colleges listed in this agreement and each college will retain tuition and fees for courses listed on their course schedule, including funding from Indian Student Count (ISC) per the Tribally Controlled Colleges and Universities Assistance Act of 1978 (95-471).

Financial Aid

1. Students will receive financial aid from their home campus, if applicable.
2. Colleges may provide scholarship funds to support students enrolled in the program.
3. The IT facilitator and/or Distance Coordinator (a qualified faculty member at each institution) will meet the deadlines that are required for attendance at the partnering institutions

Costs

1. Each campus will be responsible for incurring expenses associated with IT infrastructure, hardware, software, internet access, and telephone charges on their own campus for courses that enroll students from the home institution.

Classroom Logistics

1. Faculty will share the syllabus for the course(s) they teach within the TCACSE consortium.
2. Each partnering campus will designate one faculty or staff member as the "IT facilitator and/or Distance Coordinator or designated faculty member" for their campus. The name and directory information for this person will be provided to all partnering campuses prior to the start of each semester. This individual will also be responsible for entering attendance and grades for students enrolled in courses at partnering campuses.
3. Each institution will provide an evaluation of student learning data for the courses they teach, sharing this information with all campuses involved in the course section (PII will not be provided with the assessment data).
4. The faculty member teaching the course will be listed at the partnering institution. The partnering institution will have that faculty members' credentials on file. The facilitator at the home institution will record the grade and attendance for that student (students are only allowed to take the course within the consortium only if the home institution does not have qualified faculty to teach the course). The home institution will appear on the student's transcript.
5. Each partnering campus will verify and maintain faculty qualifications required by their own campus and share these qualifications with partnering campuses.
6. Faculty will be listed under the partnering institution course schedule list each semester.
7. Each participating campus will ensure that each student is entered into their learning management system.
8. Faculty teaching courses within the TCACSE consortium will be informed and required to submit midterm and final grades at different times based upon the schedule of the home institution offering the course.
9. Faculty teaching courses within the TCACSE consortium will be informed and required to submit attendance to partnering schools on a weekly basis.
10. Faculty will be informed of each partnering campus storm days, holidays, spring breaks, and add or drop dates.
11. Faculty will be required to inform students from partnering campuses on the home campus storm days, holidays, spring breaks, and add or drop dates per the college's academic calendar.
12. The designated IT facilitator and/or Distance Coordinator or designated faculty member from each partnering campus will be required to complete the quarterly CHIPS report in the required timeframe provided by the grantee.
13. The designated IT facilitator and/or Distance Coordinator or designated faculty member will also be required to ensure that attendance and grades are updated for students (meeting the institutional partners' deadlines for attendance and grades for students enrolled in the CHIPS Project).
14. The grading scale that will be used is A, B, C, D, F.

Textbooks and Course Materials

1. Students at each campus will be responsible for purchasing their own textbooks and other required course materials. Textbooks and other course materials will be made available to students through the bookstore at their home campus.
2. Faculty will make textbooks and other information available to the bookstore managers at all partnering campuses at least 60 days prior to the start of the semester in which those materials will be used. This information includes, but is not limited to, the following: title, edition, author, publisher, and ISBN.

Academic Procedures

Home campus academic guidelines, policies, and procedures for the students enrolled in courses through this agreement will apply in regard to the following:

- Academic probation/suspension
- Graduation honors
- Academic honors
- Official withdrawal
- Course load limitations
- Add/drop dates for individual classes

Marketing

1. All Parties will market each participating College's program.
2. This MOU shall be described as Collaborative Research: CHIPS: TCUP Cyber Consortium Advancing Computer Science Education (TCACSE).
3. Parties will use the official logo of all partner institutions in program brochures and other marketing or promotional materials related to this consortium.

Monitoring and Review

1. Any aspect of this agreement may be revised, but all Parties must agree in writing before any changes can be implemented. An annual review of this MOU will take place at the end of each spring semester, beginning on May 15 of each corresponding year. Each institution will undergo its internal approval process prior to formal approval.
2. This Agreement shall commence as of the date of the signatures below and continue until any party terminates the agreement. Any party may terminate this agreement by written notice to the other parties at least thirty days prior to the start of the next term.
3. This Agreement supersedes any and all other agreements, either oral or written, between the parties with respect to the subject matter of this Agreement and contains all covenants and agreements between the parties. Each party acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any party, which is not contained in this agreement; and that no other agreement, statement, or promise shall be valid or binding. Any modification shall be effective only if it is in writing and signed by the party to be charged in the form of an amendment to this Agreement.

Turtle Mountain College (Lead Institution)

Dr. Wanda Parisien, Interim President

Dr. Wanda Parisien

04/03/2025 at 09:43 AM EST

Sheila Trottier, Dean of CTE

Sheila Trottier

04/04/2025 at 11:07 AM EST

United Tribes Technical College

Leander McDonald, President

Leander McDonald

04/04/2025 at 11:12 AM EST

Lisa Azure, Vice President of Academic Affairs

Lisa J Azure

04/04/2025 at 09:06 PM EST

University of Hawaii Windward Community College

Ardis Eschenberg, Chancellor

WCC_Chancellor

05/01/2025 at 02:43 AM EST

Sitting Bull College

Koreen Ressler, Principal Investigator

Koreen Ressler

04/09/2025 at 11:13 AM EST

Dr. Tomi Kay Phillips, President

Dr. Tomi Kay Phillips

04/09/2025 at 11:00 AM EST

Little Priest Tribal College

Theresa Billiot, Vice President of Teaching and Learning

Manoj Patil, President

Dr. Theresa Billiot

04/14/2025 at 09:56 AM EST

04/14/2025 at 09:51 AM EST