Minnesota State
Minnesota North College
CIS Agreement
2026-2027 Academic Year

PREAMBLE

This College in the Schools Agreement, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of Minnesota State (hereinafter "Minnesota State"), on behalf of MINNESOTA NORTH COLLEGE (hereinafter 'COLLEGE"), and Rock Ridge High School ISD 2909 (hereinafter "HIGH SCHOOL). It is understood that the COLLEGE will offer college level classes to HIGH SCHOOL through the Concurrent Enrollment Program, a component of the Post-Secondary Options Program, which meet transfer criteria to colleges and universities within Minnesota State. The goals of the College in the Schools Program will best be met if HIGH SCHOOL and COLLEGE collaboratively establish long-term working relationships to develop and improve delivery of services to the high school students. Because of this ongoing collaboration, the terms of this agreement are amenable through written agreement from both the HIGH SCHOOL and the COLLEGE.

KEY CONTACTS

COLLEGE

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HIGH SCHOOL

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ARTICLES OF AGREEMENT

I. *2026-2027 CIS Offerings*

These course offerings are subject to change.

Course	*Length (S or Y)*	*Minnesota North Equivalent*	*Credits*	*High School Faculty/ Minnesota North Collaborator*
Digital Photography	*Fall Semester*	ART 1346 Digital Photography	*3*	***Tony Norland/Chelsey Johnson***
Introduction to Communication	*Fall Semester*	COMM 1210 Introduction to Communication	*3*	***Sheila Takanen/Emily Werschay***
College Composition 1	*Fall Semester*	ENGL 1231 College Composition 1	*4*	***Janessa Greenly/Mary Groeninger***
College Composition 1	*Fall Semester*	ENGL 1231 College Composition 1	*4*	***Kaitlyn Schreiner/Mary Groeninger***
Human Anatomy & Physiology 1	*Fall Semester*	BIOL 2371 Human Anatomy & Physiology 1	*4*	***Betty Parker/ Justin Burum***
Human Anatomy & Physiology 1	*Fall Semester*	BIOL 2371 Human Anatomy & Physiology 1	*4*	***Todd Ufford/Justin Burum***
Introduction to Physics	*Fall Semester*	PHYS 1010 Introduction to Physics	*4*	***Tim Strasser/Jason Slattery***
Child Development and Learning	*Fall Semester*	ECED 1202 Child Development and Learning	*3*	***Jeanine Bauman/Cody Geisler***
American History to 1877	*Fall Semester*	HIST 1211 American History to 1877	*3*	***Liam Conger/Reed Peterson***
College Algebra	*Fall Semester/Full Year*	MATH 1220 College Algebra	*3*	***Mike Kowalski/Sarah Sponholz***
Nursing Assistant/ Home Health Aide	*Fall Semester*	NAHA 1100 Nursing Assistant/Home Health Aide	*4*	***Mary Rantala/Lindsay Premo***
Introduction to Teaching	*Fall Semester*	EDUC 1101 Introduction to Teaching	*2*	***Jeannine Bauman/Anna Francisco***
Calculus 1	*Full Year*	MATH 1311 Calculus 1	*5*	***Tara Peshel/Sarah Sponholz***
Basic Life Support/CPR	*Spring Semester*	ALHE 1400 Basic Life Support/CPR	*1*	***Laura Korpi***
Emergency Medical Responder	*Spring Semester*	EMSV 1400 Emergency Medical Responder	*3*	***Laura Korpi***
Trigonometry	*Spring Semester*	MATH 1225 Trigonometry	*2*	***Mike Kowalski/Sarah Sponholz***

Basic Ceramics	*Spring Semester*	ART 1360 Basic Ceramics	*3*	***Tony Norland/Chelsea Johnson***
College Composition 2	*Spring Semester*	ENGL 1232 College Composition 2	*3*	***Jenessa Greenly/ Mary Groeninger***
College Composition 2	*Spring Semester*	ENGL 1232 College Composition 2	*3*	***Kaitlyn Schreiner/Mary Groeninger***
Human Anatomy & Physiology 2	*Spring Semester*	BIOL 2372 Human Anatomy & Physiology 2	*4*	***Betty Parker/ Justin Burum***
Human Anatomy & Physiology 2	*Spring Semester*	BIOL 2372 Human Anatomy & Physiology 2	*4*	***Todd Ufford/Justin Burum***
Introduction to Communication	*Spring Semester*	COMM 1210 Introduction to Communication	*3*	***Sheila Takanen/Emily Werschay***
American History, 1887 to Present	*Spring Semester*	HIST 1212 American History, 1887 to Present	*3*	***Liam Conger/ Reed Peterson***
Child Development and Learning	*Spring Semester*	ECED 1202 Child Development and Learning	*3*	***Jeanine Bauman/Cody Geisler***
Nursing Assistant/ Home Health Aide	*Spring Semester*	NAHA 1100 Nursing Assistant/Home Health Aide	*4*	***Mary Rantala/Lindsay Premo***

GENERAL RESPONSIBILTIES

The COLLEGE agrees to:

- Provide each CIS instructor with a required orientation to the CIS program and on-going opportunities to participate in appropriate campus-based and/or program-specific faculty development activities (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart D).
- Host a CIS Workshop in August, to include professional development and a required planning session.
- Provide registration, withdrawal, and drop-add information, as well as print and/or electronic materials concerning academic and student support services available to all students at the COLLEGE, which also outlines Minnesota North College academic policies and student responsibilities (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart A).
- Provide course outlines for all courses.
- Provide access to the COLLEGE Library and its online resources to students and CIS Instructors.

The HIGH SCHOOL agrees to:

- Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty.
- Pay **$3000.00** for each CIS course offered per semester. Multiple sections of the same course taught by the same instructor during the same semester will not incur an additional fee. Payment shall be made by HIGH SCHOOL within 30 days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees, course deficiency payments, and supplemental services shall be calculated once each academic year with the invoice to be submitted to the appropriate high school no later than March 31.
- Provide release time for HIGH SCHOOL instructor to meet agreement activities.
- Provide student transportation for approved student visits to Minnesota North College.
- Ensure that, at minimum, 51% of students enrolled in a CIS course are taking the course for college credit.

- Annually provide a list to the Dean of K-12 Engagement or CIS Coordinator no later than March 31 of CIS courses offered at the high school that have both CIS students and non-CIS students.
- Provide access to high school grading system (e.g. Infinite Campus), as applicable.

II. STUDENT REGISTRATION AND ORIENTATION

The COLLEGE agrees to:

- Provide a student orientation session(s) at the local high school and/or Minnesota North College, which includes student advising and registration.
- Provide advising and/or counseling services to prospective and enrolled students.
- Maintain college course records for HIGH SCHOOL students and make appropriate records adjustments for students in accordance to Drop/Add and withdrawal policies.

The HIGH SCHOOL agrees to:

- Provide information about the CIS program to all sophomores and juniors enrolled in their high school (MN Statues 2004, Section 124D.09).
- Ensure that each student meets the eligibility requirements for CIS courses, currently a 3.0 cumulative GPA for Juniors, a 2.5 cumulative GPA for Seniors, and;
    - Reading/Writing - High School cumulative GPA of 2.6 or higher.
    - Mathematics - High School cumulative GPA of 2.8 or higher and completion of High School Algebra II or its equivalents with a grade of "C-"or above.
- Provide student transcripts to the COLLEGE for eligibility review prior to spring orientation.
- Have students who plan on taking a CIS course(s) the following year attend the required orientation session, where they receive advising on course selection and register for courses.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in the COLLEGE'S CIS courses. This ensures that the student and their parents (or guardians) are fully aware of the rewards and possible consequences of enrolling in CIS courses.
- Notify the COLLEGE of class enrollment by the first week of each semester/term.

III. HIGH SCHOOL INSTRUCTOR QUALIFICATIONS

The minimum qualifications for CIS instructors shall be those determined by the college per Minnesota State policy, and are subject to legislative mandate, Minnesota State action, and NACEP accreditation activities. Currently, minimum qualifications should be consistent with the following:

- For Liberal Arts Transfer Courses High School CIS instructors hold a Master's Degree in the discipline they are teaching or an unrelated Master's Degree with 18 semester graduate credits in the discipline they are teaching.
- Instructors new to CIS will complete the COLLEGE CIS Application and forward unofficial copies of undergraduate and graduate transcripts, a resume, and a letter of interest explaining why the instructor is capable of teaching this/these college-level course(s) to the COLLEGE Associate Vice President of Student Affairs, and a letter of recommendation by the HIGH SCHOOL principal.
- Each high school instructor selected to teach a CIS course for the first time requires the approval of the instructor's principal and of the college, including a review of the CIS instructor's credentials by the appropriate college Academic Dean and college faculty.

IV. CIS SYLLABUS

The following syllabus policy is subject to legislative and Minnesota State actions.

The HIGH SCHOOL INSTRUCTORS agree to:

- Meet with College Faculty Collaborator to discuss textbook selection, course outline, learning outcomes and course assessment for the following year.
- Create a syllabus in collaboration with the college faculty member based on the college course outline, expected learning outcomes of the course, and course assessment components. Although this syllabus will follow a common course outline, use the Minnesota North College logo, address the learning outcomes and assessment components of the college course, it currently is *not required* to be the same syllabus (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart D).
- Submit the syllabus to the college prior to the start of the course for faculty approval.

The COLLEGE FACULTY COLLABORATORS agree to:

- Meet with High School Instructor to share department requirements regarding course syllabi, course content, assessment and texts. This may include: reviewing course textbook options, providing sample syllabi, providing sample exams and sample assignments.
- Collaborate with high school instructor in the creation of an appropriate course syllabus.
- Review syllabus for adherence to course content, academic rigor, and/or assessment components. If the faculty collaborator has significant concerns regarding the syllabus, these issues will be addressed on a case-by-case basis, with the goal of assisting the high school instructor to correct the concerns.

V. GRADING PROCESS

The HIGH SCHOOL INSTRUCTOR agrees to:

- Adhere to course assessment content as outlined by the College Faculty Collaborator during the initial Instructor/Collaborator meeting.
- Ensure each CIS course is equivalent in content and rigor to the same course offered on the college campus and covers all elements of the course outline. If the high school instructor is asked in advance, she/he will provide documentation such as copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work.
- A student's grade in a course is to be based on their academic performance on assignments and tests. The use of shaded graded shall be determined between HIGH SCHOOL instructor and COLLEGE faculty collaborator.
- Comply in administering COLLEGE departmentally required exams or assignments.
- Assign final letter grades to each student on the class list immediately after the semester ends.
- Submit all grades to the faculty collaborator within **2 days** of the course end date.

The COLLEGE FACULTY COLLABORATOR agrees to:

- Review all grades and, if necessary, request copies of graded material.
- Submit approved grades to College Registrar.

The HIGH SCHOOL and COLLEGE agree to:

- Ensure that CIS students are held to the same grading standards as those expected of students in campus sections and CIS students are assessed using equivalent methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in campus sections.

VI. COLLABORATION RESPONSIBILITIES

The COLLEGE FACULTY COLLABORATOR agrees to:

- Attend annual Fall CIS Workshop.
- Meet with high school instructors to complete the annual review of course material.

- Review the CIS Faculty Handbook.
- Oversee/participate in annual discipline-specific professional development.
- Communicate with the CIS instructor and monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college or university and that the students are held to college-level standards (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart D).
- Conduct necessary classroom observation (two visits for new partnerships; one visit for ongoing partnerships).
- Seek to resolve any conflicts with COLLEGE Dean of K-12 Engagement.
- Communicate to the COLLEGE Dean of K-12 Engagement at the end of the semester for each CIS course assigned a summary of the collaborative activities and discuss possible improvements.

The HIGH SCHOOL INSTRUCTOR agrees to:

- Attend annual Fall CIS Workshop.
- Meet with faculty collaborators to complete annual review of course materials.
- Review CIS Instructor Handbook.
- Review the online student handbook with students early in the course to ensure they understand the academic policies related to the CIS course.
- Within the first week of the semester, review class lists to verify students are registered for the college course.
- Ensure that end-of-term student surveys have been administered and completed.
- Communicate with the faculty collaborator on a regular basis through phone, email, telecommunication, and in-person meetings.
- Participate in annual discipline-specific professional development.
- Discuss the class experience with the faculty collaborator: what went well and what could be improved, if there are any equipment needs that need to be addressed. Discuss any opportunities for professional development.

VII. TERMS OF AGREEMENT

This agreement will be effective July 1, 2026, or upon the date that the final required signature is obtained by COLLEGE, and will remain in effect until June 30, 2027, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

VIII. *CANCELLATION*

This Agreement may be cancelled during its term only by mutual agreement between HIGH SCHOOL and COLLEGE. In the event of such a cancellation, COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

IX. LIABILITY

HIGH SCHOOL agrees to indemnify and save and hold COLLEGE, their representatives and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL or the HIGH SCHOOL agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOL may have for COLLEGE failure to fulfill their obligations pursuant to this contract, nor those remedies the COLLEGE may have for the HIGH SCHOOL for failure to fulfill the obligations pursuant to this contract.

X. *AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE*

HIGH SCHOOL agrees that in fulfilling the duties of this contract they are responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12001, et seq. and regulations therein. COLLEGE is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.

XI. *GOVERNMENT DATA PRACTICES ACT*

HIGH SCHOOL must comply with the Minnesota Government Data Practices Act (MN Statues Ch. 13) as it applies to all data provided by COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL in accordance with this contract.

XII. *OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPETY RIGHTS*

COLLEGE shall own all rights, including intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded materials and other work in whatever form, developed by the COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any college employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL; however, COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGE, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.

XIII. SIGNATURES

_____ ***Date***_____

HIGH SCHOOL Superintendent

_____ ***Date*** 10/12/24

HIGH SCHOOL Principal

_____ ***Date***_____

COLLEGE Dean of K-12 Engagement