

## Memorandum of Agreement

### Between Iñisaġvik College and North Slope Borough School District

#### **PURPOSE**

This Memorandum of Agreement (MOA) describes the terms and conditions under which Iñisaġvik College (IC) and the North Slope Borough School District (NSBSD) agree to cooperate in the following endeavors: (1) courses offered for both high school and college credit; (2) sharing of facilities and instructors; (3) sharing testing resources; (4) sharing calendar and schedule.

#### **EFFECTIVE**

January 13, 2022.

#### **TERMINATION AND AMENDMENT**

Once signed, this agreement shall continue indefinitely or until one party requests termination of said agreement through either the College President or the NSBSD Superintendent. Both parties shall review the agreement annually to determine necessary changes. The IC Office of Academic Affairs and NSBSD Department of CTE and the Department of Curriculum and Instruction shall negotiate operational implementation of the agreement on an as needed basis.

#### **COMMUNICATION**

Unless specifically stated in this MOA or authorized by either the IC President (or designee) or NSBSD Superintendent (or designee); points of contact shall be between designees of the Offices of the Dean of Academic Affairs and NSBSD Department of CTE and the Director of Curriculum and Instruction.

#### **DEFINITIONS**

The following terms and phrases are defined for the purposes of this agreement.

***Dual credit*** means a college course taken by a high school student for which the student earns both college and high school credit. Dual credit courses meet the standards for instruction and curriculum that are required in a college course offered by a fully accredited institution.

A ***classroom*** means any securable space that is assigned as a room that can be used, recognizing the room will be used by the school when it is not being used by the college to include a minimum of two electrical outlets; one phone jack; minimum seating for up to ten adults; instructor seating; and presentation tools that may include, but are not limited to a internet connectivity, video conferencing equipment, zoom platforms and other technology supports, whiteboard, pull down projector screens. It will need to be site specific, with classrooms assigned on a site-by-site basis.

## SCOPE AND TERMS

### **Internal Dual Credit**

Internal Dual Credit denotes two types of course work: (1) delivered by NSBSD instructional staff during the regular school day and (2) delivered in village schools during the regular school day with NSBSD staff facilitating on site, but with IC staff identified as the instructor of record. For the first type of course work, NSBSD instructional staff is designated as Iļisaġvik Affiliate Instructor and as such, has no expectation for compensation. For the second type of course work, the IC staff member will teach largely via distance, collaborating with his/her NSBSD counterpart and conduct periodic on-site visits. The NSBSD instructional staff facilitating the course has no expectation for compensation.

The NSBSD Department of CTE, Director of Curriculum and Education and IC Department of Academic Affairs will meet regularly, and based on student interest and need, identify courses designated “Internal Dual Credit” on a semester basis.

### **External Dual Credit**

External Dual Credit denotes course work delivered by Iļisaġvik instructional staff, to include NSBSD personnel in adjunct faculty capacity. Such course work is delivered outside of the NSBSD contract workday. All External Dual Credit course work must be pre-approved for transfer by both parties.

### **Eligibility/Vocational/CTE Courses**

To be eligible for Internal or External Dual Credit vocational courses, students must be enrolled in grades 9-12. Students who successfully complete the class and pass the NCCER assessment, will receive appropriate college credit. Students who fail to meet these criteria will receive high school credit only.

### **Eligibility/Academic Courses**

To be eligible for Internal or External Dual Credit academic courses, high school students must meet the following criteria:

- Have a junior or senior standing.
  - *Exceptions to this criterion (i.e., freshman or sophomore standing) are assessed on a case-by-case basis. See below for more information.*
- Have a minimum cumulative grade point average (GPA) of 2.0
- Meet course specific prerequisites as outlined in IC Catalog

With written approval from the designated North Slope Borough School District official, students may enroll for courses with Iļisaġvik College. Upon the request of the school district, the Dean of Academic Affairs may permit students to enroll in courses at the sub 100 level. Qualified high school students are allowed to enroll in courses not available to them through the North Slope Borough School District. Any exceptions to eligibility criteria outlined above, including the enrollment of freshman or sophomore high school students, must be in writing and with mutual agreement by both parties. Interested freshman or sophomore high school students should

initiate the process of requesting an exception through their teacher(s) and/or guidance counselor, who can bring the request to the Iḷisaḡvik College's Office of Academic Affairs.

### **Application Process**

Internal and External Dual Credit applicants must:

- meet the above eligibility criteria
- complete a dual credit application
- submit an official high school transcript
- have written permission from the designated NSBSD official

By signing the dual credit application, the student and parent or guardian give the College permission to release the student's academic record to the North Slope Borough School District.

While attending Iḷisaḡvik College, the student will be expected to adhere to all policies of the College. Dual credit students must remain in good standing (cumulative GPA of 2.0 or better) to continue to take dual credit classes. If a student makes unsatisfactory progress in their dual credit classes, they may be placed on academic probation, as outlined in the Iḷisaḡvik College Catalog, and be required to meet with the dual credit coordinator at Iḷisaḡvik College and their high school guidance counselor to develop a plan to improve their grades.

### **Tuition and Expenses**

- Tuition for courses designated "Internal Dual Credit," conducted or facilitated by NSBSD staff during the NSBSD contractual day, will be waived. Any other fees will be mutually agreed upon on a per-course basis.
- Tuition, registration fee, applicable course fees, and cost of materials for courses designated "External Dual Credit" will be equally absorbed by both parties. Total costs incurred for all dual credit instruction will be shared equally by both parties (course and/or supplies fees not to exceed \$500 per student per course w/exception of HEO 104 @\$750 course fee).
- Iḷisaḡvik College will inform NSBSD of the number of "External Dual Credit" students with associated cost no later than College's official drop date (three weeks after the start of the semester). NSBSD teachers hired as adjunct professors to teach offerings outside of the NSBSD contractual day will be paid by IC.

### **Facilities**

The NSBSD Department of CTE will work with village principals to make every effort to provide instructional space in each village for use by IC faculty and administrative staff, as needed. The NSBSD will provide appropriate access to each village school. The IC Office of Academic Affairs will be responsible for any issued building and classroom keys loan and copy to IC employees conducting business in a school. NSBSD (person responsible at the direction of the site principal) will maintain access to the rooms used by IC as college classrooms, perform routine upkeep,

maintain security of all IC equipment and in the villages provide transportation to IC staff from airports to schools as needed. All materials needed for classroom instruction should be requested within 72 hours prior to the start of training or course delivery.

NSBSD Department of CTE will coordinate with principals the use of village school shops on an as needed and prescheduled basis for IC vocational and technical offerings.

NSBSD (person responsible at the direction of the site principal) will provide key access and authorization for IC faculty to use gymnasium, weight rooms and pool facilities on an individual as needed basis with advance notice for appropriate trainings when trainings do not conflict with scheduled NSBSD activities in Barrow and the villages. Such access will be coordinated with the principal and plant manager in each school, using the Facilities Use Form as necessary. Swimming pool availability for events, such as life guard training and swim classes, is subject to NSBSD M&O approval.

The IC Office of Academic Affairs will make its facilities in Barrow open to NSBSD use, availability permitting, in accordance with the NSBSD's annual scheduling needs.

### **Shared Calendar**

- The IC Office of Academic Affairs will keep the NSBSD Department of CTE informed of the availability of full-time instructors; adjunct instructors; IC facilities; fall, spring and summer course schedules; interim additions to schedule; college assessment and recruiting schedules; and IC events in all North Slope villages.
- The NSBSD Department of CTE will be responsible for keeping the IC Office of Academic Affairs informed of the availability of NSBSD teachers and staff qualified as adjunct instructors; availability of facilities; special events; class schedules; sports schedules; state mandated testing schedules; teacher in-service dates, and graduation commencement ceremonies.
- The NSBSD Department of CTE is responsible for disseminating IC calendar information to the appropriate parties at each NSBSD school.
- The IC Office of Academic Affairs will disseminate NSBSD academic calendar information to the appropriate parties at IC.

### **Marketing and Adult Education**

Principals will facilitate scheduled meetings between IC recruiting staff and all NSBSD students. Meetings between IC recruiting staff and NSBSD students will include regularly scheduled recruiting, assessment and career counseling events. IC's Student Services will work with the principals to determine the most appropriate times to conduct recruitment and placement activities.

IC operates an Adult Education Division to provide instruction and support for residents interested in earning their General Education Diploma (GED). The NSBSD will allow for classroom space for residents interested in pursuing their GED and other Adult Education activities when

under the auspices of Iļisagvik College. The point of contact for referrals is the Office of Student Services.

**Alaska Career Information System (AKCIS)**

The NSBSD Department of CTE will provide access to the AKCIS accounts for graduating seniors.

IC advisors and counseling staff will encourage students to continue developing their professional portfolios and thereby support entry into the workforce.

The NSBSD Department of CTE will identify teachers in each village school who will proctor tests and other assessment tools for IC.

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Justina Wilhelm, MSW (or designee)  
President  
Iļisagvik College

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David Vadivelloo, (or designee)  
Chief School Administrator/ Superintendent  
North Slope Borough School District

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Date

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Date