

## 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) shared calendar and schedule; (5) tuition waivers for NSBSD certified and paraprofessionals.

### **EFFECTIVE**

March 5<sup>th</sup>, 2024

### **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 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 Curriculum and Instruction NSBSD C&I).

### **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 is Dual- enrolled and earns 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 whiteboard, chalk board, video conferencing equipment, pull down scroll maps and 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 Iḷisaġvik 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 C&I, the Administrator of the Qatqiññiagvik Learning Center (NSBSD QLC) 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 Iḷisaġvik 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/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
- 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, and Iḷisaġvik College officials sophomore or freshman students may enroll for courses with Iḷisaġvik 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 must be in writing and with mutual agreement 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.

### **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

Upon acceptance by the Dean of Academic Affairs, the student will be admitted provisionally. 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 Iḷisaġvik College, the student will be expected to adhere to all policies of the College.

### **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). Iḷisaġvik 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.

### **Tuition Waivers for NSBSD Employees**

Tuition waivers are available for certified teachers and/or paraprofessionals for the NSBSD. Tuition waivers are for tuition only. Registration fees, lab fees, lab kits, art supplies, textbooks and other special costs are the responsibility of the student. Following the end of each semester, the NSBSD will be invoiced for the tuition charges not otherwise covered. Eligible students are encouraged to apply for all available financial options to reduce the burden the NSBSD is responsible for.

### **Facilities**

The NSBSD C&I and NSBSD QLC 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 QLC 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 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 and subject to local site and NSBSD Operating Procedures.

Swimming Pool availability for events, such as life lifeguard 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 C&I and NSBSD QLC 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 C&I and NSBSD QLC 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 C&I and NSBSD QLC 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.

### **Student Services and Adult Education**

Principals will facilitate scheduled meetings between IC recruiting staff and high school juniors and seniors. Meetings between IC recruiting staff and NSBSD students will include regularly scheduled recruiting, assessment and career counseling events. IC's Student Services Department 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 Iñsaġvik College. The point of contact for referrals is the IC Dean of Students.

### **Alaska Career Information System (AKCIS)**

The NSBSD C&I or NSBSD QLC 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 C&I will identify teachers in each village school who will proctor tests and other assessment tools for IC.

**Ilisaurriqta program**

The NSBSD C&I, NSBSD QLC and IC Office of Academic Affairs will meet regularly and make every effort to facilitate and enhance pathways for students seeking teacher certification, including developing articulation agreements, where necessary, with relevant partners.

This Memorandum constitutes the entire Memorandum between Ilisaġvik College and the North Slope Borough School District as to the matters stated herein.



Justina Wilhelm  
President  
Ilisaġvik College



David Vadiveloo  
Superintendent  
North Slope Borough School District

3/4/2024

Date

3/6/24

Date