

**Michigan State University  
College of Agriculture and Natural Resources  
Institute of Agricultural Technology  
and  
Kellogg Community College**

**CONSORTIUM AGREEMENT**

Michigan State University's College of Agriculture and Natural Resources ("MSU CANR") and Kellogg Community College, pursuant to this Consortium Agreement (the "Agreement"), agree to provide inter-institutional instructional programs in Food Processing, Technology and Safety Certificate and Associate of Agricultural Science (AAgS) (each a "Program" and collectively, the "Programs"). The specific courses and requirements for the Programs are outlined in Appendix A (MSU IAT Certificates, additional AAgS requirements). The inter-institutional understanding includes the following major points:

**A. Both Parties Desire to Enhance Agriculture, Food and Natural Resources Post-Secondary Education in Michigan and Increase Student Access to Such Educational Opportunities**  
**MSU CANR and Kellogg Community College shall use reasonable efforts to:**

1. Engage in an inclusive planning process to enhance post-secondary educational opportunities and student recruitment in the agriculture, food and natural resources disciplines.
2. Identify and recruit potential partners and sponsors of agriculture, food and natural resources programs.
3. Identify resource needs related to future programming.
4. Foster connections and partnerships with stakeholders that enhances post-secondary agriculture, food and natural resources education.

**B. Certificate Program**

MSU CANR, with instructional coordination provided by its Institute of Agricultural Technology ("IAT"), will offer coursework that, combined with credits from Kellogg Community College, will allow students to complete a certificate program in in Food Processing, Technology and Safety.

1. MSU will provide students with a schedule of MSU courses needed to complete a certificate in the respective Programs (see Appendix A for list of MSU courses).
2. Kellogg Community College will provide the coursework that students must complete in addition to the MSU courses required to earn a certificate in the respective Programs, including developmental and prerequisite coursework, and student tutoring in necessary (see Appendix A and A2 for list of Kellogg Community College courses). Students must earn a minimum grade of 2.0 in all Kellogg Community College courses that are to be transferred to MSU for completion of a certificate program.

**C. Associate of Agricultural Science**

1. Kellogg Community College will offer an Associate of Agricultural Science for those students who wish to add an AAgS degree to an MSU certificate. Kellogg Community College agrees to accept all MSU Certificate coursework in transfer toward the AAgS in where the grade is a 2.0 or better to be awarded an associate degree at Kellogg Community College, students must complete all required coursework, with at least 15 credits of coursework at Kellogg Community College, and program requirements for the AAgS.

2. MSU CANR will keep its course equivalencies up-to-date in Transfer MSU (<http://transfer.msu.edu/>) and will provide Kellogg Community College with curriculum guidelines, as needed, beyond those found in the MSU Academic Programs catalog (<http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=1440>).

**D. Michigan State University College of Agriculture and Natural Resources Program Coordinator**

1. MSU CANR agrees to designate a coordinator for the Institute of Agricultural Technology Program (the “MSU Coordinator”) for the purpose of student recruitment, curriculum coordination, workplace internship placements, certificate coursework review, academic advising assistance, support to students participating in the Program and work with the Kellogg Community College -MSU Food Processing, Technology and Safety stakeholder groups.
2. Kellogg Community College shall reimburse MSU CANR 50% of the MSU Coordinator’s annual salary and fringe benefits costs. Kellogg Community College shall make the reimbursement payment to MSU CANR within 30 days of receiving an invoice detailing such payments. Kellogg Community College agrees that its reimbursement of the MSU Coordinator’s annual salary and fringe benefits shall remain in effect for all periods covered by this Agreement.
3. MSU CANR shall be responsible for supervising and evaluating the MSU Coordinator. A representative of Kellogg Community College shall participate in the selection and annual evaluations of the MSU Coordinator; however, MSU CANR shall have final decision-making responsibility.

**E. Community College Program Representative and Academic Advisor**

1. Kellogg Community College agrees to designate a representative (the “KCC Representative”) to serve as a single point of contact for the MSU Coordinator and for prospective students in the Programs. The KCC Representative, working together with the MSU Coordinator, will coordinate inter-institutional communication and information regarding admissions and enrollment status, financial application and verification (via MSU’s Student Information System), as well as course scheduling. The program coordinator will serve as the academic advisor, for both Kellogg Community College and IAT, to work directly with students in the program and industry partners to establish both students’ educational course plans and workplace internships.

**F. Kellogg Community College and MSU College of Agriculture and Natural Resources’ Institute of Agricultural Technology Admissions, Dual Enrollment, Student Reporting and Financial Aid**

1. Institute of Agricultural Technology students shall apply simultaneously for admission to both Kellogg Community College and the IAT Program offered by MSU, permitting them to enroll in the required coursework offered by both institutions. Fundamental to the effective and efficient administration of the Programs Kellogg Community College and MSU is the need to regularly share information, including student records, between the institutions. To that end, MSU and Kellogg Community College agree to share academic and other information, concerning dually enrolled students for the purpose of administering the Programs. Each institution agrees to comply with applicable law and regulations promulgated under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g et seq. regarding the use and redisclosure of any such records. All dually enrolled students will be notified that Kellogg Community College and MSU will disclose their student records to the other institution and students seeking dual enrollment shall be required to sign consent with respect to such disclosures (see Appendix B for the student consent form).
2. Prior to being admitted into Michigan State University (MSU) coursework Kellogg Community College (KCC) will assume the responsibility of processing, awarding and disbursing financial aid for those

students who qualify for aid. Accordingly, KCC will be responsible for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention and reporting including the National Student Loan Data System (NSLDS) and Fiscal Operations Report and Application to Participate (FISAP).

When students are admitted to the Program at both institutions and begin MSU course work, KCC will assume the responsibility of processing, awarding and disbursing financial aid, to the extent that the students are eligible at KCC for financial assistance as a part of the broad consortia commitment of the Program. KCC also will assume primary responsibility for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, in addition to record retention and reporting the combined enrollment at both MSU and Kellogg Community College to the NSLDS and FISAP.

The guiding operational principle is that MSU will act as the host institution and Kellogg Community College as the home institution during the period of time the student is completing the requirements for the certificate program.

Once students complete the MSU certificate program, Kellogg Community College will then process the financial aid and monitor record retention and reporting including the NSLDS and FISAP for any student still matriculating at Kellogg Community College to complete the associate degree.

Under this Agreement, the responsibility for administering outside scholarships awarded to the student will be a shared arrangement. Generally, outside scholarship funds will be sent to and processed by KCC. In most cases, the administration of local promise zones will be processed by Kellogg Community College. KCC will be notified of any scholarship that is not processed by KCC.

The MSU IAT coordinator at Kellogg Community College will provide a list of students and the courses they are enrolled in for both MSU and Kellogg Community College to both financial aid offices at the beginning of the fall and spring semesters.

Financial aid refunds received by students through MSU must be used to help cover the costs of tuition, fees and other educational related expenses for coursework at Kellogg Community College.

As a practical matter, dually enrolled students who qualify for financial aid will receive aid through Kellogg Community College; federal law prohibits students from receiving aid through more than one institution. The MSU Coordinator and the Kellogg Community College Representative share the responsibility of counseling students on these financial aid matters and recommending appropriate academic schedules so that students sequentially qualify for aid.

Students will be eligible for scholarships from both MSU and Kellogg Community College.

#### **G. Use of Classroom Facilities on the Kellogg Community College Campus (es) for Michigan State University the Programs**

1. MSU and Kellogg Community College agree to cooperate in the use of classroom space and facilities. When MSU courses are offered on the campus(es) of Kellogg Community College, classroom usage fees and equipment (such as those used for Interactive Television or other distance learning technology) will be waived. If there is a need for a classroom facilitator to operate equipment, MSU will be responsible for those charges. MSU courses will be offered during normal operating hours of Kellogg Community College.
2. In the event of campus delays or closure, MSU courses will follow Kellogg Community College operational decisions.

3. The Kellogg Community College Office of Accessibility is available for collaboration on student accommodations, but if there is a need for student accommodations within an MSU course, MSU will be responsible for any charges associated with the accommodations. Kellogg Community College will be responsible for any accommodations and charges associated with accommodations as a part of any Kellogg Community College course.  
Facility usage will include:
4. Kellogg Community College will provide a distance learning technology system that is compatible to the MSU system. Systems available to MSU are SKYPE for Business, ZOOM, and ITV. If another system is required for compatibility, and agreement must be developed between MSU and Kellogg Community College prior to implementation.
5. Kellogg Community College will proctor MSU online course exams as needed in the Testing Center at no charge for students that are dually enrolled. Proctoring online courses must occur during Testing Center operational hours.
6. The MSU IAT Coordinator at Kellogg Community College will be provided a computer by MSU. However, the Coordinator will be provided access to the Kellogg Community College authenticated network. The Coordinator will be provided an office space in the Student Center to utilize the cooperative nature of the advising necessary for the program.

**H. Additional Certificate Programs**

1. This Agreement serves as the operating agreement for any additional IAT certificate programs as agreed to by both parties. Additional program will be jointly agreed upon and an additional Agreement will need to be signed before additional programs can be implemented.

**I. Program Review & Termination**

1. These programs will be reviewed annually by representatives from both institutions using assessment criteria to be developed by both institutions during the one-year period after date this Agreement is signed.
2. Either Michigan State University or Kellogg Community College may terminate the Agreement at any time by notifying the other party in writing 90 days in advance. Should either party terminate the Agreement, any Kellogg Community College student who has become dually enrolled in one of the Programs prior to termination will be allowed to complete such Program within 2 years from the date of enrollment, subject to the payment of applicable course fees and compliance with applicable academic regulations.
3. This Agreement is valid for three (3) years from the last dated signature below. Prior to the expiration of this Agreement, the parties may modify, extend, or amend the Agreement in writing signed by authorized signatories of both parties.

Therefore, in support of the Programs, Michigan State University and Kellogg Community College are signatories to this Agreement, which will take effect upon the last dated signature below:

**KELLOGG COMMUNITY COLLEGE**

**MICHIGAN STATE UNIVERSITY**

\_\_\_\_\_ Date \_\_\_\_\_  
Dr. Paul Watson,  
President

\_\_\_\_\_ Date \_\_\_\_\_  
Dr. Thomas D. Jeitschko,  
Interim Provost and Executive VP  
for Academic Affairs

\_\_\_\_\_  
Tonya Forbes,  
Vice President of Instruction

Date \_\_\_\_\_

\_\_\_\_\_  
Dr. Kelly Millenbah, Dean  
College of Agriculture and Natural Resources

Date \_\_\_\_\_

\_\_\_\_\_  
Michael Goldin, Chair  
Math and Science Department

Date \_\_\_\_\_

\_\_\_\_\_  
Dr. Jeno Rivera, Director  
Institute for Agricultural Technology

Date \_\_\_\_\_

\_\_\_\_\_  
Tony Krolak, Senior Associate Director  
Office of Financial Aid

Date \_\_\_\_\_

\_\_\_\_\_  
Lynn Kriser, Office of General Counsel

Date \_\_\_\_\_

**Kellogg Community College and Michigan State University  
Associate of Associate of Agricultural Science – KCC  
IAT Food Processing, Technology and Safety– MSU**

**Requirements for Food Processing, Technology and Safety**

Students must complete 60 credits from the following:

1. All of the following MSU courses (27 credits):

ABM 100	Decision Making in the Agri-Food Systems	3 Cr
AT 193	Agricultural Technology Clerkship	2 Cr
AT 293	Professional Internship	3 Cr
FSC 111	Foundational Concepts in Food Processing and Technology	3 Cr
FSC 112	Seminar in Food Processing, Technology and Safety	1 Cr
FSC 113	Basic Commodity Overview Food Processing and Technology	3 Cr
FSC 114	Food Processing and Technology Facilities Management	3 Cr
FSC 125	Food Processing and Technology Unit Operations	2 Cr
FSC 240	Applied Food Processing and Technology Microbiology	2 Cr
FSC 241	Safety Principles and Regulations in Food Processing and Technology	3 Cr
FSC 242	Applied Food Processing and Technology Chemistry	2 Cr

2. Select two of the following courses (4 credits):

FSC 230	Fruit and Vegetable Processing	2 Cr
FSC 231	Cereals Processing	2 Cr
FSC 232	Dairy Foods Processing	2 Cr
FSC 233	Muscle Foods Processing	2 Cr

3. Complete a minimum of 3 elective credits in the College of Agriculture and Natural Resources as approved by the program coordinator in the Institute of Agricultural Technology.

Total MSU credits = 34 credits

4. Complete 26 credits of additional course work through the College of Agriculture and Natural Resources, a community college partner Kellogg Community College or an approved transferring institution. All course work must be approved by the program coordinator in the Institute of Agricultural Technology.

## Requirements for Associate Degree in Agricultural Science

### TOTAL CREDITS REQUIRED FOR DEGREE = 60

1. Complete 30 credits from the College of Agriculture and Natural Resources at MSU as part of the Food Processing, Technology and Safety Program in the Institute of Agricultural Technology.

2. All of the following KCC courses (12 credits total):

FYS	101	First Year Seminar	1 Cr
ENGL	151	Freshman Composition	3 Cr
ECON	201	Principles of Economics, MACRO	3 Cr
OIT	161	Microsoft Office Application Software	3 Cr
PEHL	140	Healthy Lifestyle Practices	2 Cr

3. Complete one of the following courses:

MATH	115	Math for Liberal Arts	4 Cr
MATH	125	College Algebra	4 Cr
MATH	130	Statistics	3 Cr

4. Complete one of the following courses:

BIOL	111	Botany	4 Cr
CHEM	100	Fundamentals of Chemistry	4 Cr
CHEM	110	General Chemistry 1	4 Cr

5. Complete one of the following courses:

HUMA	151	Encounter with the Arts	3 Cr
ART	211	Art Appreciation	3 Cr
MUSI	211	Music Appreciation	3 Cr

6. Complete one of the following courses:

COMM	110	Introduction to Communication	3 Cr
COMM	111	Business & Technical Communication	3 Cr
ENGL	152	Freshman Composition	3 Cr

Total KCC = 25-26 credits

7. Complete the required service-learning experience as approved by the program coordinator.

8. Complete additional courses to achieve the minimum requirement of 60 credit hours (exclusive of First Year Seminar) as approved by the program coordinator.

**Student Consent Form**

My signature below indicates that I understand my enrollment in the Food Processing, Technology and Safety Program offered by Michigan State University (MSU) in cooperation with Kellogg Community College requires sharing of my student records at both institutions in order to provide advising, satisfy financial aid reporting requirements, and track progress toward and completion of the MSU IAT Certificate program.

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**NAME**  
(Printed)

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**Kellogg Community College Student ID**

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**MSU Student PID**

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**SIGNATURE**

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**DATE**