

Michigan State University
College of Agriculture and Natural Resources
Institute of Agricultural Technology
and
Muskegon Community College
CONSORTIUM AGREEMENT

Michigan State University’s College of Agriculture and Natural Resources (“MSU CANR”) and Muskegon Community College, pursuant to this Consortium Agreement (the “Agreement”), agree to provide inter-institutional instructional programs in Landscape Management Certificate and Associate of Applied Science (AAS) in Agriculture (each a “Program” and collectively, the “Programs”). The specific courses and requirements for the Programs are outlined in Appendix A (MSU IAT Certificates, additional AAS 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 Muskegon 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 Muskegon Community College, will allow students to complete a certificate program in Landscape Management.

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. Muskegon 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 Muskegon Community College courses). Students must earn a minimum grade of 2.0 in all Muskegon Community College courses that are to be transferred to MSU for completion of a certificate program.

C. Associate of Applied Science

1. Muskegon Community College will offer an Associate of Applied Science in Agriculture for those students who wish to add an AAS degree to an MSU certificate. Muskegon Community College agrees to accept all MSU Certificate coursework in transfer toward the AAS in where the grade is a 2.0 or better to be awarded an associate degree at Muskegon Community College, students must complete all required coursework, with at least 15 credits of coursework at Muskegon Community College, and program requirements for the AAS.
2. MSU CANR will keep its course equivalencies up-to-date in Transfer MSU (<http://transfer.msu.edu/>) and will provide Muskegon 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 Muskegon Community College-MSU Landscape Management stakeholder groups.
2. Muskegon Community College shall reimburse MSU CANR 50% of the MSU Coordinator’s annual salary and fringe benefits costs. Muskegon Community College shall make the reimbursement payment to MSU CANR within 30 days of receiving an invoice detailing such payments. Muskegon 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 Muskegon 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. Muskegon Community College agrees to designate a representative (the “MCC Representative”) to serve as a single point of contact for the MSU Coordinator and for prospective students in the Programs. The MCC 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 MSU coordinator will serve as the academic advisor, for both Muskegon Community College and IAT, to work directly with students in the program and industry partners to establish workplace internships.

F. Muskegon 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 Muskegon 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 Muskegon Community College and MSU is the need to regularly share information, including student records, between the institutions. To that end, MSU and Muskegon 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 Muskegon 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, Muskegon Community College (MCC) will assume the responsibility of processing, awarding and disbursing financial aid for those students who qualify for aid. Accordingly, MCC 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).
3. When students are admitted to the Program at both institutions and begin MSU course work, MCC will assume the responsibility of processing, awarding and disbursing financial aid, to the extent that the students are eligible at MCC for financial assistance as a part of the broad consortia commitment of the Program. MCC 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 MCC to the NSLDS and FISAP.

The guiding operational principle is that MSU will act as the host institution and MCC 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, MCC will then process the financial aid and monitor record retention and reporting including the NSLDS and FISAP for any student still matriculating at MCC 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 MCC. In most cases, the administration of local promise zones will be processed by MCC. MCC will be notified of any scholarship that is not processed by MCC.

The MSU IAT coordinator at MCC will provide a list of students and the courses they are enrolled in for both MSU and MCC to both financial aid offices.

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 MCC.

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

1. MSU and Muskegon Community College agree to cooperate in the use of classroom space and facilities. When MSU courses are offered on the campus(es) of Muskegon 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 Muskegon Community College.
2. In the event of campus delays or closure, MSU courses will follow Muskegon Community College operational decisions.
3. The Muskegon Community College Disability Support Services office 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. Muskegon Community College will be responsible for any accommodations and charges associated with accommodations as a part of any Muskegon Community College course.
4. Muskegon Community College will provide access to current technology systems. 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 Muskegon Community College prior to implementation.
5. Muskegon 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 and the MSU Academic Advisor at Muskegon Community College will be provided a computer by MSU. However, the MSU Coordinator and MSU Advisor will be provided access to the Muskegon Community College authenticated network.

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 Muskegon 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 Muskegon 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 Muskegon Community College are signatories to this Agreement, which will take effect upon the last dated signature below:

MUSKEGON COMMUNITY COLLEGE

_____ Date _____
Dr. John Selmon,
President

_____ Date _____
Dr. Kelley Conrad,
Provost and Chief Students Services Officer

_____ Date _____
Dan Rinsema-Sybenga
Dean of Academic Affairs

MICHIGAN STATE UNIVERSITY

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

_____ Date _____
Dr. Kelly Millenbah, Dean
College of Agriculture and Natural Resources

_____ Date _____
Dr. Jen0 Rivera, Director
Institute for Agricultural Technology

_____ Date _____
Tony Krolak, Senior Associate Director
Office of Financial Aid

_____ Date _____
Lynn Kriser, Office of General Counsel

Appendix A

Muskegon Community College and Michigan State University Associate of Applied Science– Muskegon IAT Landscape Management– MSU

Requirements for Landscape Management

Students must complete 62 credits from the following:

1. All of the following MSU courses (26 credits):

AT	202	Agricultural Regulation, Compliance and Safety	3 Cr
AT	293	Professional Internship in Agricultural Technology	3 Cr
CSS	126	Introduction to Weed Management	2 Cr
CSS	143	Introduction to Soil Science	2 Cr
ENT	110	Applied Entomology of Economic Plants	3 Cr
HRT	207	Horticulture Career Development	1 Cr
HRT	211	Landscape Plants I	3 Cr
HRT	212	Landscape Plants II	3 Cr
HRT	213	Landscape Maintenance	2 Cr
HRT	218	Irrigation Systems for Horticulture	2 Cr
PLP	105	Fundamentals of Applied Plant Pathology	2 Cr

3. Complete a minimum of 4 elective credits in the College of Agriculture and Natural Resources as approved by the program coordinator in the Institute of Agricultural Technology.

4. Complete 32 credits of additional course work through Muskegon 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

TOTAL CREDITS REQUIRED FOR DEGREE = 62

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

2. All of the following MCC courses (23 to 24 credits total):

Choose 2-Courses From.....	6
ENG 101 ENGLISH COMPOSITION AND BCOM 102 ADVANCED BUSINESS & TECHNICAL COMMUNICATIONS OR ENG 101 ENGLISH COMPOSITION AND ENG 102 ENGLISH COMPOSITION	
BIOL 121L&L	4
PLANT BIOLOGY LECTURE & LABORATORY	
BUS 127.....	3
HUMAN RELATIONS	
HE 110	1
INDUSTRIAL SAFETY AND WORKPLACE TRAINING	
Choose One (1) Course From	3
CIS 110 COMPUTER CONCEPTS	
CIS 120A INTRO TO COMPUTER INFO SYSTEMS	
FS 101L&L.....	3
INTRO TO FOOD SCIENCE AND PROCESS	
Choose One (1) Course From:	3-4
MATH 100A INTERMEDIATE ALGEBRA	
TMAT 101A TECHNICAL MATH I	
TMAT 102A TECHNICAL MATH II	
TMAT 201 TECHNICAL MATH III	
MATH 111 ALGEBRA WITH COORDINATE GEOMETRY (RECOMMENDED FOR TRANSFER)	

3. Complete 9 elective credits as approved by the program coordinator.

Electives must be chosen from the following list:

BIOL 120L&L	1
FLOWERING PLANTS OF SOUTHWEST MICHIGAN	
BIOL 120FL&L.....	1
AUTUMN FLOWERING PLANTS OF SOUTHWEST MICHIGAN	
BIOL 207A	1
MICROBIOLOGY LAB	
ACC 100	3
FUNDAMENTALS OF ACCOUNTING	
BUS 122.....	3
PRINCIPLES OF MANAGEMENT	
BUS 125.....	3
SUPERVISION	
BUS 131.....	1
INTRO TO ENTREPRENEURSHIP	
ELTC 101AL&L	4
ELECTRICITY-BASIC	
ELTC 103	3
RESIDENTIAL WIRING	

ELTC 150	3
INDUSTRIAL ELECTRICITY	
HP 101	3
HYDRAULICS/PNEUMATICS	
W 101A.....	3
BASIC WELDING	
QC 101.....	3
BASIC QUALITY CONTROL	
PHIL 207	3
ENVIRONMENTAL ETHICS	
SPAN 101	4
BASIC SPANISH	
SPAN 102	4
BASIC SPANISH	
SPAN 150	4
INTENSIVE BASIC SPANISH	
SPAN 201	4
INTERMEDIATE SPANISH	
SPAN 202	4
INTERMEDIATE SPANISH	
BIOL 109 L&L	4
FOOD TECHNOLOGY	
BIOL 113 L&L	4
INTRODUCTORY BIOLOGY	
ENV 110L&L	4
ENVIRONMENTAL SCIENCE	
CHEM 100LEC	4
FUNDAMENTALS OF CHEMISTRY	
CHEM 100A.....	1
FUNDAMENTALS OF CHEMISTRY LAB	
CHEM 101LEC	4
GENERAL AND INORGANIC CHEMISTRY	
CHEM 101A.....	1
GENERAL AND INORGANIC CHEMISTRY LABORATORY	
PSYCH 201	4
GENERAL PSYCHOLOGY	
ECON 101A.....	4
PRINCIPLES OF MACROECONOMICS	
ECON 102A.....	4
PRINCIPLES OF MICROECONOMICS	
ASL 101.....	3
AMERICAN SIGN LANGUAGE I	
BUS 260.....	3
PRINCIPLES OF MARKETING	
BUS 221.....	3
SMALL BUSINESS MANAGEMENT	
BUS 223.....	3
STARTING YOUR BUSINESS PLAN	
BUS 240.....	3
ENTREPRENEURIAL CAPSTONE	



MUSKEGON COMMUNITY COLLEGE

Student Consent Form

My signature below indicates that I understand my enrollment in the Institute of Agricultural Technology offered by Michigan State University (MSU) in cooperation with Muskegon Community College requires sharing of my student records. This includes, but is not limited to, records from previous and current institutions related to admissions, advising and financial aid to track my progress toward completion.

Student Name:

Muskegon Community College Student Number:

MSU Student Number:

Student Signature:

Date: