

**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 Urban Forest Management Certificate and Applied Associate in Science (AAS) (each a "Program" and collectively, the "Programs"). The specific courses and requirements for the Programs are outlined in Appendix A and A2 (MSU IA T 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 partnership with stakeholders that enhances post-secondary agriculture, food, and natural resources education.

**B. Programs**

MSU CANR, with instructional coordination provided by its Institute of Agricultural Technology (IAT), will offer course work that, combined with credits from Muskegon Community College will allow student to complete a certificate program in Urban Forest Management.

1. MSU will provide students with a schedule of MSU courses needed to complete a certificate in program (see Appendix A for list of MSU courses).
2. Muskegon Community College will provide the course work that students must complete in addition to the MSU courses required to earn a certificate in the program, including developmental and prerequisite course work, and student tutoring if 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. Dual Certificate and Applied Associate of Science**

1. Muskegon Community College will offer an Associate of Science for those students who wish to add an AS degree to an MSU certificate. Muskegon agrees to accept all MSU Certificate coursework in transfer toward the AS in where the grade is a 2.0 or better to be awarded an associate degree or certificate at Muskegon Community College, students must complete all required course work, with at least 24 credits of course work 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 course work review, academic advising assistance, support to students participating in the Program and work with the Muskegon-MSU Urban Forest 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 "Muskegon Representative") to serve as a single point of contact for the MSU Coordinator and for prospective students in the Program. The Muskegon Representative, working together with the MSU Coordinator, will coordinate inter-institutional communication and information regarding admissions and enrollment status, financial aid application and verification (via MSU's Student Information System), as well as course scheduling. Muskegon Community College will also appoint an academic advisor (this may be the same person as the Muskegon Representative) to work directly with students in the program and work with industry partners to establish workplace internships.

### **F. Muskegon Community College and MSU CANR's Institute of Agricultural Technology Admissions, Dual Enrollment, 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 course work offered by both institutions. Fundamental to the effective and efficient administration of the Program 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 Program. 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 disclosure 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. MSU and Muskegon Community College agree to cooperate in the administration of financial aid for concurrently enrolled students. Muskegon Community College agrees to administer financial aid for eligible students while they are completing courses required to earn an IAT certificate, while concurrently enrolled at Muskegon Community College and MSU. The MSU Coordinator will verify to the Muskegon Community College Office of Financial Aid the specific MSU courses fulfilling these certificate requirements for a certificate in the Program. The guiding operational principle is that Muskegon Community College will act as the home institution, and MSU as the host institution, during the period students are completing the requirements for a certificate in the Program. Muskegon Community College agrees to administer financial aid for eligible students completing Associate degree requirements beyond those required for completion of the Program.

As a practical matter, dually enrolled students who qualify for financial aid will receive aid through Muskegon Community College; federal law prohibits students from receiving aid through more than one institution. The MSU Coordinator and the Muskegon 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.

#### **G. Use of Classroom Facilities in the Muskegon Community College Campus(es) for MSU 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) may be waived. If there is a need for a classroom facilitator to operate equipment, MSU will be responsible for those charges.

2. Muskegon Community College will provide a distance learning technology system that is compatible to MSU poly-com system.

3. Muskegon Community College will proctor MSU online course exams as needed in the Testing Center at no charge for students that are dually enrolled.

#### **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 courses and curriculum will be jointly agreed upon and need only be listed as an addendum to this Agreement for additional programs to be implemented.

#### **I. Program Review and 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 MSU or Muskegon Community College may terminate the Agreement 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 the Program 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 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 Program, MSU and Muskegon Community College are signatories to this Agreement, which will take effect upon the last dated signature below.

**Muskegon Community College**

**Michigan State University**

\_\_\_\_\_ Date  
Dr. John Selmon  
President

\_\_\_\_\_ Date  
Dr. Teresa Woodruff  
Provost and Executive Vice President for  
Academic Affairs

\_\_\_\_\_ Date  
Dr. Kelly Conrad  
Vice President for Academic Affairs

\_\_\_\_\_ Date  
Dr. Kelly Millenbah  
Interim Dean, CANR, Director of Academic and  
Student Affairs

\_\_\_\_\_ Date  
Mr. Daniel Rinsema-Sybenga  
Dean of Academic Affairs

\_\_\_\_\_ Date  
Dr. Dorcia Chaison  
Interim Director, IAT

Appendix A

**Muskegon Community College (MCC) and Michigan State University (MSU)  
Applied Associate in Science (AAS) – MCC  
Institute of Agricultural Technology Certificate: Urban Forest Management**

**Requirements for Urban Forest Management  
Student must complete 60-61 credits from the following:**

**Muskegon Community College Requirements (24-25 credits):**

ENG 101 (3)  
ENV 110 L& (4)  
BIOL 121 L&L (4)  
BUS 125 or BUS 122 (3)  
CIS 120A (3)  
GEOG 201 (3)  
HE 110 (1)  
Choose One Course From: (3-4)  
    MATH 100 A  
    TMAT 101A TECHNICAL MATH I  
    TMAT 102A TECHNICAL MATH II  
    TMAT 201 TECHNICAL MATH III  
    MATH 111 ALGEBRA WITH COORDINATE GEOMETRY

MSU Transfer Students: Students wishing to transfer to MSU as juniors must meet with the program coordinator during their first semester to alter general education courses to meet MSU requirements.

**MSU Requirements: All the following MSU courses: 36 credits**

AT 293 (3) – Professional Internship in Agricultural Technology  
CSS 203 (2) – World of Soils  
ENT 110 (3) – Applied Entomology of Economic Plants  
FOR 111 (1) – Field Exploration of Topics in Urban and Community Forestry  
FOR 112 (1) – Career Development in Urban and Community Forestry  
FOR 113 (2) – Fundamentals of Urban Tree Care Equipment and Worker Safety  
FOR 114 (1) – Introduction to Climbing and Aerial Tree Work  
FOR 120 (2) – Survey of Urban and Community Forestry  
FOR 125 (2) – Methods of Engagement in Urban and Community Forestry  
FOR 222 (2) – Forestry Field Methods  
FOR 225 (3) – Urban Forestry Information Technology  
FOR 235 (3) – Urban Tree Care Practicum  
FOR 240 (2) – Crew Leadership & Management in Arboriculture  
FOR 245 (2) – Capstone Experience in Urban and Community Forestry  
HRT 211 (3) – Landscape Plants I  
HRT 213 (2) – Landscape Maintenance  
PLP 105 (1) – Fundamentals of Applied Plant Pathology  
PLP 105L (1) – Fundamentals of Applied Plant Pathology Lab