

0. Form OS - Off-Site Delivery of an Existing Program

OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): Northwest Missouri State University

Program Title: Marketing

Degree/Certificate: Bachelor of Science

Institution Granting Degree: Northwest Missouri State University

Delivery Site(s): Metropolitan Community College - Maple Woods Campus

2601 NE Barry Road, Kansas City, Missouri 64156

Mode of Program Delivery: face-to-face, with some online per student demand

Geographic Location of Student Access: Northwest Missouri State University-Kansas City

6889 North Oak Trafficway

Gladstone, Missouri 64118

CIP Classification: 521401 (Please provide a CIP code)

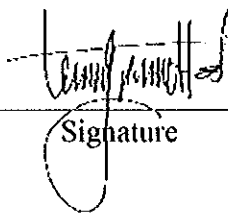
Implementation Date: Spring 2016
(Semester and Year)

Cooperative Partners: Metropolitan Community College

AUTHORIZATION

Timothy Mottet, Provost

Name/Title of Institutional Officer



Signature

September 30, 2015

Date

Gregory Haddock, Vice Provost

Person to Contact for More Information

(660) 562-1145

Telephone

I. Need (Form SE - Student Enrollment Projections)

Student Demand:

i. Estimated enrollment each year for the first five years for full-time and part-time students (Please complete Form SE.)

<i>Year</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Full-time</i>	<u>10</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<i>Part-time</i>	_____	_____	_____	_____	_____
<i>Total</i>	<u>10</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>

ii. Will enrollment be capped in the future?

No plans to limit enrollment.

What method(s) or data were used to project student enrollment for this proposed program?

Metropolitan Community College leadership, specifically at the Maple Woods campus, has indicated a need for completion program in the northland Kansas City area. Their student demand shows that a large number of students are desiring to finish this program in the area and not matriculating to our Maryville campus.

A. Market Demand:

. National, state, regional, or local assessment of labor need for citizens with these skills
A review of the placement of BS in Marketing shows that roughly 50% of our graduates find employment in the Kansas City region. The administrators at the Metropolitan Community College Maple Woods campus has shared data with completion of students showing strong numbers interested in business programs. Their surveys indicate that these students want to complete their 4-year degrees, but not leave the area.

B. Societal Need:

i. General needs which are not directly related to employment
Market demand and students' desire to complete their degrees without leaving the Northland area is a trend that we will continue to face in coming years.

C. Methodology used to determine "B" and "C" above.

3 years of Northwest Career Services Placement report, available here: <http://www.nwmissouri.edu/careerserv/faculty/placementreport.htm>
MCC-Maple Woods completion data

2. Duplication and Collaboration

If similar programs currently exist in Missouri, what makes the proposed program necessary and/or distinct from the others at public institutions, area vocational technical schools, and private career schools?

This is an opportunity for Northwest Missouri State to collaborate with Metropolitan Community College to create completion programs for placebound students with an interest in a four-year degree in business areas.

Does delivery of the program involve a collaborative effort with any external institution or organization?

Yes (If yes, please complete Form CL.)

Form CL – Collaborative Programs

Sponsoring Institutions: Northwest Missouri State University
Metropolitan Community College of Kansas City

Degree program: B.S. Marketing

Length of agreement: open-ended

1. Which institution(s) will have degree-granting authority?

Metropolitan Community College (MCC) will have authority for the granting of an A.A. degree. Northwest Missouri State University will have degree-granting authority for the B.S. Marketing.

2. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?

Northwest Missouri State University will make hiring decisions related to courses in the Education Curriculum.

MCC will have hiring authority for all faculty teaching courses in the General Education/Studies curriculum as identified in the Articulation Guide (Attachment A). Instructors in the major Core Curriculum will be evaluated at the end of each term for the purpose of reappointment.

3. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?

A memorandum of understanding currently exists with MCC (Attachment B). This agreement allows for the transfer of students attending Missouri based community colleges to four-year institutions for the completion of a baccalaureate degree. This agreement between Northwest Missouri State University and MCC allows for concurrent

2. Duplication and Collaboration

enrollment once students have been accepted to the B.S. Marketing program offered through Northwest Missouri State University.

4. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?

MCC will be responsible for all student-support services as students pursue their A.A. degree. Once the students have been accepted into the B.S. program; faculty from the Northwest Department of Business will be responsible for advisement and registration, students will be eligible for scholarships through Northwest, financial assistance maybe a shared responsibility, and joint library and computer services will be offered.

5. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?

Under the existing memorandum of understanding the course and financial calendars have been rectified. All Northwest courses meeting on the MCC campus will follow the MCC academic calendar.

6. In addition to the information provided by each participating institution regarding Financial Projections (Form FP), please address the following items:

- A. How will tuition rates be determined if they differ among the institutions?

All courses taken through MCC will be paid at the tuition and fee rates established by MCC. Once admitted to the B.S. program, courses taken through Northwest will be paid at the tuition and fee rates established by the Northwest Missouri State University Board of Regents.

- B. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.

No formal agreement exists regarding cost-sharing. Agreements have been made related to promotion of the B.S. program (i.e. Northwest elementary education program information will be listed in the MCC course offerings, space for promotional signage will be provided, scheduling and cost for classroom space has been set, and space for faculty during pre-registration periods has been discussed).

- C. What arrangements, if any, have been made for exchange of money between participating institutions?

Northwest Missouri State University has a facility use agreement with the Maple Woods campus.

7. What commitments have been made by all participants to evaluate the program systematically?

Individual courses and instructors will be evaluated each term. Northwest and MCC will conduct a joint annual review of the program.

8. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?

2. Duplication and Collaboration

The annual review will serve as the primary factor for determination of agreement continuation.

PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name: Northwest Missouri State University

Program Name: B.S. Marketing (Completion Program)

Date: September 30, 2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

Students must have completed the Associate of Arts requirements as identified in the Articulation Guide between Northwest Missouri State University and The Metropolitan Community Colleges.

- Characteristics of a specific population to be served, if applicable.
students seeking 4-year degree completion

Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

Faculty will be qualified to teach the coursework and will be monitored by university Outreach as well as the School of Business on campus.

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

80% FTE will be adjunct, 20% full-time faculty

- Expectations for professional activities, special student contact, teaching/learning innovation.

N/A

Enrollment Projections

- Student FTE majoring in program by the end of five years.

50

Appendix A – Facility Use Agreement with Metropolitan Community College at Maple Woods

- Percent of full time and part time enrollment by the end of five years.

Expectation is that most students will be full-time. There are online courses available through the main campus and there is the possibility that this will give flexibility to the students who choose part-time. 80% full-time, 20% part-time

Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

We anticipate 15 per year in three years, and 25 per year in five years.

- Special skills specific to the program.

As a completion program skills will match the on-campus major.

- Proportion of students who will achieve licensing, certification, or registration.

N/A

- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

Students will take a major field test, expectation is that over 50% will score above 50-percentile to match campus performance

- Placement rates in related fields, in other fields, unemployed.

We anticipate a placement rate of 95-97%.

- Transfer rates, continuous study.

All students will be completers transferring with associates degrees.

5. Quality Assurance for Off-Site Programs:

- General Oversight: Describe the manner in which this program will be managed. How does the management of this program fit within the institution's academic administrative structure?

Business programs at Northwest Missouri State University are assured quality through accreditation by the Accreditation Council for Business Schools and Programs (ACBSP). Curriculum is maintained and controlled by the faculty of the department of Business.

- A. Faculty Qualifications: How do the qualifications of faculty at this site compare with those of faculty for this program at the main campus? Please also note the comparable data regarding the proportion of course-section coverage by full-time faculty at each site.

Faculty are qualified to teach whether full-time, part-time, or adjunct instructors.

Support Services: Describe how the institution will ensure that students at this site will be able to access services such as academic support, library, computing, and financial aid, as well as other administrative functions, at a level of quality comparable to that of on-campus programs.

Appendix A – Facility Use Agreement with Metropolitan Community College at Maple Woods

The institution provides the same student support features for all students, whether on campus, off campus, or online. This includes the library, technical computing (laptop), textbook rental, and services such as cashiering, advising, and financial aid.

6. Any Other Relevant Information:

See attachment beginning next page.

Appendix A - Facility agreement with Metropolitan Community College at Maple Woods

Appendix A – Facility Use Agreement with Metropolitan Community College at Maple Woods

FACILITY USE AND SERVICES AGREEMENT

This Facility Use and Services Agreement (Agreement) is made by and between the Junior College District of Metropolitan Kansas City, Missouri aka Metropolitan Community College on behalf of its Maple Woods campus (MCC), whose principal office is located at 3200 Broadway, Kansas City, Missouri 64111, and Northwest Missouri State University on behalf of its Kansas City Center (Northwest), an educational institution with a principal address of 800 University Drive, Maryville, Missouri 64468.

Whereas, MCC normally uses their property for higher education (undergraduate level degrees) and related activities.

Whereas Northwest needs office and classroom space for holding graduate classes, and MCC has agreed to allow Northwest to use space provided for the Northwest Missouri State University Kansas City Center.

NOW, THEREFORE, for good and valuable consideration as described herein, the parties hereto agree as follows.

1. Premises and Equipment.

1.1. Use of Premises. MCC agrees to grant to Northwest the use of office and classroom space located at its MCC Maple Woods campus (Premises), 2601 NE Barry Road, Kansas City, MO 64156. Specific office and classrooms to be determined by mutual agreement of the parties. Northwest shall provide sole supervision of Students at all times while on the Premises, and be responsible for the actions of any Student, but only if such Student's actions are a direct result of and caused by the negligent act of Northwest. Northwest agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities. Northwest agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of MCC.

1.2 Condition of Premises. Northwest shall not use the Premises for any other purpose other than as stated hereunder. Northwest accepts the Premises in present condition and agrees to keep and maintain the same in as good condition as at present, free from debris, and to commit no acts of destruction or other acts tending to injure or deface the equipment and/or Premises. Upon termination of Agreement, Northwest agrees to remove any equipment it has installed and surrender the Premises to MCC in good condition, ordinary wear and tear excepted.

1.3 Possession of Premises. Northwest shall take possession of the Premises no sooner than December 16, 2013 (Possession Date). Northwest's possession of regular classroom space for use by its students (Student(s)) is on an "as available" basis based on MCC's educational needs. President Uptal Goswami of MCC Maple Woods campus, and Northwest's Outreach Director shall further coordinate the details of classroom location and usage, except as otherwise may be provided for herein.

1.4 Equipment. MCC shall provide Northwest access to copier(s) as needed. Northwest agrees to provide all its own furniture, computers and printers, and other necessary supplies and equipment. Further, Northwest shall install interactive television (ITV) equipment in up to a maximum of four (4) classrooms: a) at Northwest's own risk and expense; and b) coordinate installation project management of its contractor's, Sytec Corporation, activity with MCC's

Network Services Department and Facilities staff, and with the mutual agreement of President Goswami. Pursuant to §5.2 herein, Northwest agrees to hold harmless MCC for the thief or damage of its equipment located and/or installed on the Premises.

2. Term, Termination, Cancellation.

2.1. Term and Termination. The term of this Agreement shall commence on December 16, 2013 and end December 31, 2015. If the Premises shall be destroyed or so damaged by fire or other unavoidable casualty whereby the use of the Premises is impracticable, this Agreement shall automatically terminate and fees are payable only for actual use prior to such casualty.

2.2. Cancellation. This Agreement may be cancelled unilaterally by either party with such cancellation to be received in writing at least three (3) business days prior to Possession Date hereunder.

3. Renewal.

This Agreement may be renewed for two (2) additional one (1) year terms upon the mutual written agreement of the parties.

4. Fees and Expenses.

4.1. Facility Fees. In consideration of the parties ongoing partnership, no fees will be charged to Northwest for the space. However, as mutually agreed to by the parties Northwest may be invoiced for appropriate setup time and overtime for Facilities staff and MCC Police services.

4.2. Expenses. Fees for copiers shall be paid at the end of every semester within the term upon receipt of an invoice therefore.

4.3. Payment. All payments shall be made to MCC-Maple Woods and mailed to Attn: Brian Bechtel, MCC-Maple Woods, 2601 NE Barry Road, Kansas City, MO 64156.

5. Liability Requirements.

5.1. Insurance. Northwest agrees to maintain an insurance policy with comprehensive general liability coverage of not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate. A certificate of insurance evidencing this coverage, including thirty (30) day advance written notice of cancellation or change, shall be issued to MCC.

5.2. Liability Responsibility. The parties acknowledge that each party is a public entity covered by sovereign immunity, and nothing in this Section shall be deemed to be inconsistent with applicable law. Each party shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents, or employees. Each party agrees to hold harmless, indemnify and defend the other party (including the other party's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to bodily injury, personal injury, emotional injury, or property damage which may result

from any person using the above described premises, its entrances and exits, and surrounding areas, for Northwest's purposes, regardless of whether such injury or damage results from the negligence of a party (including such party's agents, employees, and representatives). The foregoing notwithstanding, the parties shall continue to enjoy all rights, claims, and defenses available to them under the applicable state law.

6. Miscellaneous.

6.1. Notices. Communications relating to this Agreement shall be in writing and communicated by certified mail, return receipt requested, or overnight courier to the addresses first provided in this Agreement or as may be later designated by written notice to the other party. If to MCC, communications shall be addressed to the Chief of Staff to the Chancellor; if to Northwest, communications shall be addressed the Office of the President, Dr. John Jasinski.

6.2. Non-Discrimination. Northwest agrees that it will not discriminate against any person on the basis of religion, color, ethnic group identification, sex, sexual orientation, age, physical or mental disability, or other protected class status.

6.3. Powers and Authority. Neither party may sign any document, perform any act, or make any commitment nor undertaking on behalf of the other party without such other party's express written consent.

6.4. No Agency. Nothing in this Agreement shall create an agency, partnership, or joint venture between MCC and Northwest.

6.5. Compliance with Laws. During the performance of its obligations under this Agreement, Northwest agrees to conduct its activities hereunder in strict compliance with all applicable federal, state, and local laws, as well as the policies and procedures of MCC.

6.6. Governing Law. This Agreement is governed by and constructed in accordance with the laws of the state of Missouri.

6.7. Severability. If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

6.8. Waiver. Failure of either party to insist upon strict performance of the terms of this Agreement shall not be construed as a waiver of such party's rights to later enforce any provision thereof.

6.9. Dispute. MCC and Northwest agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process.

6.10. Remedies. All rights and remedies of the parties, in law or equity, are cumulative and may be exercised concurrently or separately. The exercise of one (1) remedy will not be an election of that remedy to the exclusion of other remedies.

6.11. Successors and Assignments. This Agreement shall not be assigned by either party without the prior written consent of the other party and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

6.12. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes all offers, negotiations, discussions, and other agreements that occurred prior to the date of the execution of this written Agreement. Any amendments to this Agreement must be in writing and executed by both parties.

The parties have caused this Agreement to be executed and do each hereby represent and warrant that their respective signatory whose signature appears below has been and is, on the day and year first written below, fully authorized by all necessary and appropriate actions to execute this Agreement.

**Junior College District of Metropolitan
Kansas City, Missouri**

By: 

Name: Mark S. James

Title: Chancellor

Date: 11/6/13

Northwest Missouri State University

By: 

Name: Douglas N. Dunham

Title: Provost

Date: October 30, 2013