



# Memorandum of Understanding

## PURPOSE

This Memorandum of Understanding outlines the cooperative relationship between Austin Community College (ACC) and Del Mar College (DMC) for the purpose of including components of the DOL TAACCCT courses developed by DMC in the field of Geographic Information Systems (GIS) at ACC. DMC is a partner in the Round 1 DOL TAACCCT grant and is charged with establishing the National Information, Security and Geospatial Technologies Consortium.

## INSTRUCTION

ACC and DMC will cooperate to incorporate instructional components developed by DMC as part of the DOL TAACCCT grant into relevant ACC classes. Students participating in these classes are pursuing a certificate or Associate of Applied Science degree from ACC in the field of GIS. ACC students will be able to access the DMC developed curriculum, have access to ArcGIS software, and participate in the testing laboratories via the DMC remote server and online laboratory for the duration of this agreement. ACC will provide the academic courses, instructional facilities and faculty, office space, and instructional support services. ACC and DMC will deliver all programs and courses in accordance with the requirements of the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools (SACS), and other applicable accrediting or licensing agencies or boards. DMC faculty will work in concert with the appropriate DMC Advisory Committees regarding the technical/vocational components of the programs. All ACC students will be enrolled at ACC and will pay standard ACC tuition and fees for their courses. ACC will retain all associated WECM funding and contact hours for these courses. DMC will provide relevant professional development opportunities for ACC faculty.

## STAFFING

All relevant ACC courses will be taught by ACC faculty meeting all state requirements. ACC will recommend two individuals to serve as part time program coordinators (19 hours per week for 40 weeks). These individuals will contract directly with DMC for payment at the flat rate of \$35 per hour and will be supervised by DMC. Their responsibilities include serving as a liaison between ACC and DMC to coordinate curriculum sharing, recruitment and guidance of ACC students, and to encourage enrollment of DOL TAACCCT eligible students based on DOL TAACCCT guidelines. ACC will advise students of their degree options under the stackable certificate program provided by DMC. ACC will be responsible for capturing and safe storage of student demographic data required under the DOL TAACCCT guidelines and maintaining student records consistent with ACC and DOL policies and procedures.

ACC and DMC will each be responsible for selecting and hiring its respective faculty and staff and ensuring that faculty meets the requirements of the THECB, SACS, any specific ACC or DMC prescribed qualifications, and other applicable accrediting or licensing agencies or boards. Day-to-day supervision and direction of DMC courses and faculty/staff will be provided by DMC. Day-to-day supervision and direction of ACC courses and faculty/staff will be provided by ACC by Sean Moran, Department Chair, GIS. DMC will provide direct supervision of the part time program coordinators with cooperation provided by ACC. Overall supervision and direction will

be provided jointly by Gaye Lynn Scott, Dean of Social and Behavioral Sciences (oversees GIS), ACC and DMC's assigned administrator.

#### **REPORTING REQUIREMENTS**

ACC will be responsible to secure signed data confidentiality agreements from all ACC students associated with these courses. Data will be gathered and shared only from those students authorizing participation. ACC will provide DMC with an accurate count of the number of students and courses completed as required by the DOL TAACCCT grant. Accurate records for graduates of certificates and degrees will be provided to DMC upon request. ACC will provide DMC with student demographic and academic performance data in the aggregate on a quarterly basis in order to document the impact of the DOL TAACCCT-funded efforts. The data will be gathered by an authorized ACC faculty or staff person and will be made available to DMC upon reasonable request for reports and information. ACC is responsible for collecting and proper storage of ACC student demographic information required by the DOL TAACCCT guidelines and transmitting this information to DMC in the required timely manner.

#### **TIMELINE AND CALENDAR**

The ACC/DMC joint GIS program will begin January 1, 2014 in accordance with the ACC instructional calendar and continue through August 31, 2015.

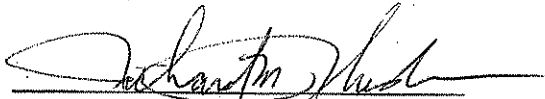
#### **TERMS OF AGREEMENT**

This Memorandum of Understanding will go into effect when signed by the appropriate representatives of both ACC and DMC and will continue through the end of the grant. It may be amended at any time as agreed upon by both parties and may be cancelled by either institution with six months written notice.

**OTHER MATTERS**

Matters not addressed in this Memorandum of Understanding will be resolved by the Vice President of Instruction at ACC and DMC's assigned administrator.

**Austin Community College**



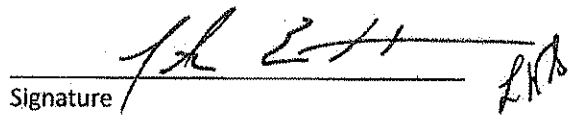
Signature of Richard M. Rhodes, Ph.D.

President /CEO, Austin Community College

Title

12/12/13  
Date

**Del Mar College**



Signature

PRESIDENT  
Title

12-4-13  
Date