Memorandum of Understanding

Indiana University Kokomo
and
Indiana University School of Nursing at Indiana University-Purdue University Indianapolis

Background:

The purpose of this memorandum is to establish an agreement between Indiana University Kokomo (IUK), the host campus, and Indiana University School of Nursing (IUSON) at Indiana University-Purdue University Indianapolis (IUPUI), the home campus, to offer the Community Health (CH) major of the Master of Science in Nursing (MSN) program at IUK. It is the desire of both IUK and IUSON at IUPUI to increase access to master’s education for nurses in the Kokomo region.

Governing Principles of this Agreement:

This memorandum of understanding supersedes any previous agreements concerning the master’s program between IUK and IUSON at IUPUI.

A. Faculty Recruitment, Evaluation, Promotion, and Tenure:

1. Qualifications:
   One individual will be designated as the lead faculty member on the host campus. That person will 1) have formal appointment as a faculty member at IUK, 2) have an earned doctorate, 3) have a master’s degree in nursing with a major in community health nursing, and 4) have achieved membership in the University Graduate School, at least at the associate level.

   a. Faculty of record for courses in the major will have a master’s degree in nursing with a major in community health nursing and meet qualifications 2 and 4 above.

   b. Faculty teaching R590 or R699 must have a master’s in nursing and a doctorate and hold graduate faculty status at least at the associate level.

2. Recruitment

   Responsibility for faculty recruitment and hiring will rest with IUK.
3. **Faculty Orientation**

The associate dean for graduate programs or her designate at the home campus will be responsible for orienting faculty to the CH curriculum. It is important for continuity and integrity that faculty newly teaching in the CH major work with other faculty to learn about the curriculum. It is also important that IUK faculty be oriented to problem-based learning which is the method of instruction used to teach the courses. Therefore, the associate dean for graduate programs, in consultation with the dean of the School of Nursing at IUK will schedule orientation for the faculty teaching in the community health major.

4. All resident faculty associated with the CH major will be active in IUSON faculty committees concerned with graduate curriculum, student admission and progression, and related matters.

**B. Curriculum**

The curriculum will be that of the IUSON at IUPUI. The courses will have the same course descriptions and objectives as approved by faculty.

The intention is that students will be able to complete the CH major without traveling to Indianapolis. All courses to be offered on the host campus will be scheduled by the dean of nursing at IUK in consultation with the associate dean for graduate programs. The courses that will be offered on the host campus are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>R590 Nursing Study</td>
<td>3 credits</td>
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<tr>
<td>H537 Community Epidemiology</td>
<td>3 credits</td>
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<tr>
<td>H540 Community Assessment</td>
<td>3 credits</td>
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<tr>
<td>H544 Community Development &amp; Organization</td>
<td>3 credits</td>
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<tr>
<td>H546 Action Research and Community Health Policy</td>
<td>3 credits</td>
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<tr>
<td>H548 Community-based Nursing Practicum</td>
<td>3 credits</td>
</tr>
<tr>
<td>H630 Advanced Community-based Practice Outcomes</td>
<td>3 credits</td>
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</tbody>
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The IUK Division of Nursing will be responsible for locating appropriate clinical sites and identifying qualified clinical preceptors. All clinical placements and preceptor experiences will be held to the same standards as those in place for the major based at IUPUI.

IUK will provide library resources to support the research and theory components of the courses. Resources include not only nursing research and theory journals but journals in the sciences that students will use to support their clinical experiences.
A cohort, at the minimum of 8-10 students, will be admitted in October 2003 for spring 2004. The students will complete the program as a cohort group. After the first cohort graduates and after IUSON at IUPUI evaluates whether graduate program and accreditation standards were met, IUSON at IUPUI will determine if a second cohort will be admitted.

C. Students

IUPUI will be the campus of record for students enrolled in the CH major, and IUSON at IUPUI will confer the degree. IUSON at IUPUI’s associate dean for graduate programs will be responsible for admission, progression, and graduation. Admission will be to IUSON at IUPUI, and IUK faculty will serve on the committee that approves admission of students. Students will register for classes through IUPUI.

IUSON at IUPUI will make fellowship/traineeships available to students. When appropriate, IUK will provide opportunities for research assistantships and also seek scholarships locally. IUK will do marketing, recruiting, and publicity in partnership with IUSON at IUPUI so that both approve descriptions of programs and related matters.

IUSON at IUPUI will provide orientation for students using distance technology. IUK’s doctoral faculty who have been orientated to the CH major will advise prospective and progressing students in consultation with the associate dean for graduate programs or her designate.

Students may participate in graduation ceremonies on the IUK campus or at IUPUI.

D. Administrative Arrangements

The associate dean of the graduate nursing program at IUPUI is responsible for ensuring that policies for the graduate program are implemented consistently, and for ensuring that the requirements for accreditation are met and sustained. The dean of nursing at IUK is responsible for faculty recruitment and faculty evaluation according to the policies at IUK, for on-site monitoring of program integrity, and for data collection as required for accreditation purposes. She will assign faculty to teach courses in consultation with the associate dean for graduate programs or her designate. The person who is the lead faculty member for the CH major at IUK will implement the curriculum and maintain quality of instruction. She or he will work closely with the home campus associate dean for graduate programs or her designate and the IUK dean of nursing to maintain consistency in the curriculum.
To ensure a common understanding and consistent implementation of this memorandum, the IUPUI-based executive associate dean and associate dean for graduate programs, and the dean of nursing at IUK will maintain ongoing communication.

E. **Financial Agreement**

1. If IUK teaches a course on the IUK campus, IUSON at IUPUI will pay IUK 90 percent of tuition and technology fees.
2. If IUSON at IUPUI teaches a course on the World Wide Web, all tuition and fees remain with IUSON at IUPUI.
3. If IUSON at IUPUI teaches a course over Virtual Indiana Classroom (VIC) and it is received on the IUK campus, IUSON at IUPUI will pay IUK 10 percent of tuition and technology fees for the students at IUK.
4. Transfer of funds related to tuition and technology fees will be done in December, May, and August of each year.
5. Instructional costs will be paid either as salary replacement or direct payment to the faculty member, as appropriate, at the time the service is rendered.
6. Any travel costs for IUK faculty related to travel to Indianapolis for orientation and meetings as needed will be the responsibility of IUK.
7. This financial arrangement will be reviewed each year and changes will be made if necessary.

F. **Program Review and Evaluation**

IUK faculty will conduct clinical and course evaluations of those courses taught by the host campus. The IUK dean of nursing will provide the associate dean for graduate programs copies of these evaluations. In addition, the CH major offered on the host campus will be evaluated by the home campus to assess the extent to which the IUSON graduate program, as well as accreditation standards, are being met. This agreement and the financial arrangement will be reviewed each year and changes will be made if necessary.

In cases of disagreement between IUK and IUSON at IUPUI, the home unit, by virtue of its responsibility for the degree within IU will have final determination in such matters.

If this agreement is to be terminated, at least one year’s notice will be given before termination occurs. Should there be reason to terminate this academic partnership, IUK and IUSON at IUPUI must act to ensure that students already participating in the program are facilitated in obtaining a timely graduation. It is intended that when a cohort is admitted at IUK, IUK will be responsible for instruction until all students who remain in good standing and progress with the cohort graduate.
Memorandum of Understanding

Indiana University Kokomo
and
Indiana University School of Nursing at
Indiana University-Purdue University Indianapolis

Sharon S. Farley
Interim University Dean
Indiana University School of Nursing

Ruth J. Person
Chancellor
Indiana University Kokomo

7/23/03
Date

8/5/03
Date