



BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA

## MEMORANDUM OF UNDERSTANDING

BETWEEN

Kennesaw State University and Georgia Highlands College

SUBJECT:

1. Rationale/ Purpose:

Initially approved last March by the Board of Regents of the University System of Georgia, the new Paulding County instructional site is one response to a USG capacity study conducted several years ago, which concluded that cooperative efforts between two- and four-year USG institutions would best address the state's needs for new academic programs in growing, underserved areas like Paulding County.

The Atlanta Regional Commission has identified Paulding County as one of the fastest-growing counties in Georgia, with 170 percent growth over the last 15 years. With a population of more than 113,000, the county has no four-year higher education institution, and the KSU/GHC partnership will help to fill this void. Currently, no other four-year Georgia college or university offers this degree program in Paulding County.

Paulding County Representatives identified early childhood/elementary teacher preparation as one of the most needed and requested programs for the new site. A recent survey of GHC students pursuing an associate degree in early childhood education who will be ready to begin upper-level course work in Fall 2010 found that 45% of students responding were either "very interested" or "interested" in earning their B.S. Degree in Early Childhood Education from KSU at the Paulding campus. Another 29% were "mildly interested" in the proposed program. Based on this regional need and student interest, we plan to begin offering the B.S. in Early Childhood Education degree at the Paulding campus in fall 2010.

2. Reference:

The Board of Regents of the University System of Georgia approved the KSU/GHC cooperative program at the Paulding County Instructional Site in March 2008. This cooperative program allowed for both institutions to offer classes at the Paulding site.

The B.S. in Early Childhood Education degree program will be the first full academic program to be offered at the Paulding site, and it will be a 2 + 2 program that will allow students to earn their associates degree from GHC and then their bachelors degree from KSU, all at the Paulding site.

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[www.usg.edu](http://www.usg.edu)

3. Strategic Vision and Goals:

The proposed program would be a part of the continued expansion of KSU's established partnership with GHC and Paulding County and will help meet KSU's strategic goal number 1:

Goal 1: To enhance and expand academic programs and delivery.

Action Step 8: Add degree programs that are strategically important to the local community, to Georgia, and to the nation at both the undergraduate and graduate levels.

Action Step 10: Increase the proportion of courses and programs that are offered off-site and online.

4. Scope:

In the 2 + 2 Partnership, GHC will offer students an associate degree in early childhood education. This degree will fulfill areas A-F in the Georgia system. Upon completion of the associate degree, interested students will apply for admission to KSU and the Bagwell College of Education's (BCOE) Teacher Education Program. Students who meet KSU and BCOE admission criteria will be admitted to the program and will be able to take all course work at the Paulding County site.

While GHC students may transfer to KSU before completing their associate degree, they will be advised by both GHC and KSU to finish their associate degree at GHC before applying to KSU as an early transfer may result in students having to complete additional courses.

5. Responsibilities:

KSU and GHC will collaborate on assigning classroom and faculty office space through face-to-face meetings, telephone conversations, and via e-mail. KSU has appointed a KSU liaison (Mr. Ken Hill, KSU faculty member) who will work with GHC's Paulding site director in determining space allocations on the Paulding campus.

The Bagwell College of Education (BCOE) has already begun working with GHC counterparts to produce a joint marketing plan that will include brochures and information on both institutions' websites to provide information about the 2 +2 program for interested students concerning advising, admission requirements, etc.

The Bagwell College of Education's (BCOE) undergraduate advisement center (a subunit of Education Student Services (ESS)) will provide onsite advisement for GHC students who are planning to earn a degree in education at KSU. Once students are admitted to the Teacher Education Program in EECE, EECE will provide advisement for those students onsite at the Paulding campus. Students will also be able to communicate with their KSU professors through e-mail and GeorgiaView Vista. Registration, financial aid, and other student services are currently provided online, and the Paulding students will make use of them.

KSU students at the Paulding site can make use of the small, on-site library as well as all of KSU's electronic library holdings. The Paulding site has ample computer lab space for students to access all of KSU's websites for library resources, admissions, financial aid, etc.

6. Collaboration:  
The 2 + 2 Program will allow qualified students to move seamlessly from the GHC Associate Degree Program in Early Childhood Education into KSU's B.S. Degree Program in Early Childhood Education. Because students are GHC students until they complete the associate degree and then are KSU students once they are admitted into the KSU Program, there are no problems with financial aid, tuition, advisement, etc. To ease transition between the two programs, the institutions will collaborate to provide advisement information to the students. While GHC students may transfer to KSU before completing their associate degree, they will be advised by both GHC and KSU to finish their associate degree at GHC before applying to KSU as an early transfer may result in students having to complete additional courses.
7. Communication:  
KSU and GHC have already begun to collaborate on communication with GHC students about the proposed program (see survey in item #1). We will continue to collaborate on our communication with students. Much of the distribution of information will be done by posting information on both schools' websites and through email communications via GHC's education professors. The Department of Elementary and Early Childhood Education (EECE) will appoint a faculty member to be the resident advisor at the Paulding campus.
8. Understandings, agreements, support, and resource needs:  
KSU and GHC have agreed on the structure of the 2 + 2 program. Resources are in place at the Paulding campus for students to access the KSU Library's electronic holdings. The proposed B.S. degree program is a replication of the degree program currently housed on the KSU main-campus. Students at the Paulding Campus will make use of the same resources as our regular students. While students are completing their associate degree, they will be under the policies and guidance of Georgia Highlands; once they transfer to KSU, they will then be under the policies and guidance of KSU.
9. Resolution of Disputes: How GHC and KSU will resolve issues of advising financial aid, etc.  
While students are in the GHC program, GHC is responsible for their advising, financial aid, instruction, and all issues directly related to students. Once students have been admitted into the proposed KSU program, KSU will be responsible for their advising, financial aid, instruction, etc. KSU and GHC will work together to provide advisement for students in transition. Any disputes will be resolved through communication between both institutes.
10. Contracting Period:  
The proposed program will continue as needed contingent upon available resources and the presence of enough students to support the program.
11. Monetary and Performance Terms:  
Both GHC and KSU will fund and support their own faculty and staff teaching and/or advising students at the Paulding Campus. The proposed program is a part of KSU's existing program in early childhood and elementary education and will conform to the existing standards.

12. Fiscal Control/Management/Operations:

Georgia Highlands is the agency of record for the facility. The management and operations of the Paulding Facility will be governed by the over-arching memorandum of understanding agreed to by both institutions.

13. Local Plans and Arrangements:

Both institutions will provide faculty teaching at the Paulding campus with the same software, hardware, and teaching materials that are available to faculty teaching on their other campus(es) Both institutions will be responsible for providing all the necessary supplies and operating expenses for conducting the normal course of their operations.

14. Assurances and Compliance:

The proposed 2 + 2 plan will be a continuation of existing programs at both schools. These programs are already in compliance with NCATE, PSC, SACS, etc. The proposed program will be a part of the existing programs and will be compliant with all accreditation bodies.

15. Monitoring Component:

The chair of EECE at KSU and an individual designated by the VPAA at GHC will monitor the proposed 2 + 2 program and will conduct regularly scheduled face-to-face and phone meetings to insure that the program is working efficiently. Both parties will be responsible for monitoring the program enrollment.

16. Modification of Agreement:

Either KSU or GHC can propose to revise this agreement as long as notice to do so is given at least one full semester in advance. Agreed upon revisions cannot be instituted until students have been given one full semester's notice. KSU will notify KSU students taking part in the 2 + 2 program of any revisions to the program, while GHC will be responsible for notifying their students in the 2 + 2 program.

17. Termination Clause:

Either KSU or GHC can terminate this agreement as long as notice to do so is given at least one full semester in advance. KSU will notify KSU students taking part in the 2 + 2 program, while GHC will be responsible for notifying their students in the 2 + 2 program.

18. Duration of MOU:

The proposed program will continue as needed contingent upon available resources and there being enough students to support the program.

19. Effective Date:

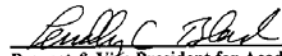
The Board of Regents of the University System of Georgia approved the KSU/GHC cooperative program at the Paulding County Instructional Site in March 2008.

This signed MOU signals approval of the GHC/KSU 2 + 2 program in Early Childhood Education to be housed at the Paulding County Instructional Site.

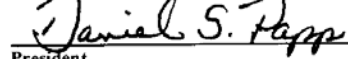
**Kennesaw State University**

  
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Dean of the Bagwell College of Education

5.4.10  
Date

  
\_\_\_\_\_  
Provost & Vice President for Academic Affairs

5/7/10  
Date

  
\_\_\_\_\_  
President

5-7-10  
Date


**Georgia Highlands College**

  
\_\_\_\_\_  
Vice President for Academic Affairs

4.29.10  
Date

  
\_\_\_\_\_  
Vice President for Finance and Administration

4/29/10  
Date

  
\_\_\_\_\_  
President

4-29-10  
Date