

# **2018-2019**

## **Memorandum of Understanding**

### **DAKOTA NURSING PROGRAM**



**A Collaborative Consortium**

**Among**

**Bismarck State College  
Dakota College at Bottineau  
Lake Region State College  
Williston State College**

**For the Delivery of the:**

**Certificate in Practical Nursing (PN)  
And the  
Associate in Applied Science Degree in Nursing (ADN RN)**

## **Background**

During the 2003 legislative session, HB 1245 changed the law in North Dakota to permit Associate Degree Nursing (two-year) programs to prepare students to test for licensure as Registered Nurses and as Practical Nurses. To address this change, North Dakota Community Colleges (Bismarck State College, Lake Region State College, Minot State University-Bottineau, and Williston State College) developed the Dakota Nursing Program to deliver the Associate Degree. The program has an option for a Certificate (one year) in Practical Nursing.

The Dakota Nursing Program provides access into career ladder opportunities for place-bound, employed certified nurse assistants (CNA) to become licensed practical nurses (LPN), and LPN's to become Registered Nurses (RN). Each career step enables students to attain their nursing career goal while staying and working in medically underserved communities.

In 2001, the State Board of Higher Education accepted a delivery model to provide access to nurse education utilizing the four quadrants as defined by Workforce Training legislation in 1999.

## **Purpose of the Memorandum**

The purpose of the Memorandum of Understanding is to clarify the relationship among Bismarck State College (BSC), Dakota College at Bottineau (DCB), Lake Region State College (LRSC), and Williston State College (WSC) in the delivery of the Dakota Nursing Program. The North Dakota State Board of Higher Education (SBHE), March 2004, approved the four campuses to offer the Dakota Nursing Program to deliver the Associate Degree Nursing (ADN) program and the Certificate in Practical Nursing (PN). The North Dakota State Board of Nursing gave initial approval of the Dakota Nursing Program PN Certificate in July 2004, and the ADN (RN) program in September 2004.

This collaborative program among four institutions follows the Tri-College model utilizing one curriculum, one Consortium Director for the Associate Degree Nursing and Practical Nursing Program, Program Director/Faculty at each Partner college campus, shared theory courses among campuses, and laboratory and clinical experiences at designated sites. Specifically, this memorandum articulates academic, student service, and fiscal arrangements by which the parties agree to operate in meeting the needs of the students.

## **Assumptions**

The collaborative agreement is based on the assumption that the academic program made possible through this agreement would be truly collaborative involving shared facilities (the 60-20-20 rule does not apply) and resources from all institutions prorated based on the number of sites. This basic assumption permeates the agreement and is the premise upon which the program structure deals with challenges such as providing shared administrative and faculty resources from each of the four institutions. Student records will be shared but all FERPA rules and regulations must be understood and followed by all NDUS participants. The participating sites will annually approve the DNP student handbook in addition to signing the MOU.

## **Staffing**

Nurse Administrators for the program will be referred to as Consortium Director (one position) and the Nursing Program Directors (one position on each partner campus)

### Each campus will:

- Contribute to the support of one Nursing Consortium Director and one DNP Administrative Assistant.
  - The college responsible for employment of the consortium director and assistant will be agreed upon by the academic officers upon hiring of a new director.
  - The director and assistant will be housed at and adhere to the policies and procedures of the responsible college.
  - Each year the academic officers will make a decision regarding the salary and benefits for the consortium director and the administrative assistant.
  - The responsible college academic officer will directly supervise, approve leave, and discuss the annual review with the consortium director.
  - The consortium director will supervise the administrative assistant.
- Support one Nursing Program Director/Faculty to teach shared nursing theory course(s)
- Teach nursing labs
- Coordinate and instruct clinical activities (Lab/clinical staff requires one staff member per 5-8 students as per clinical facility requirements)
- Advise students
- Appoint a site learning resource facilitator at satellite sites
- If a site is intended to be more than a temporary satellite site and plans include educating nurses at this site on a more permanent basis, a site manager may be appointed at that site
- Appoint nursing faculty adjunct status at non-home institutions
- Be responsible to teach an equitable number of credits of shared nursing theory courses based upon the number of sites
- Collaborate to provide nursing theory courses delivered via IVN, desk-top conferencing, or online. Faculty at designated sites will coordinate nursing labs and clinical experiences.

## **Procedure for Delivering to New Sites**

1. The college Nursing Program Director identifies a new site in collaboration with the Consortium Director
2. The college Nursing Program Director seeks campus approval
3. The academic officer planning a new satellite site will notify the partner academic officers.
4. Upon approval by the requesting campus and notification of the partner academic officers, the Consortium Director requests BON approval
5. Academic Officer submits request for a new satellite site to Academic Affairs Council, Chancellor's Cabinet, and the SBHE.
6. Academic Officer submits the request for a new site to HLC/DOE.

## **Curriculum**

Requirements pertaining to the Dakota Nursing Program's curriculum include general education and nursing courses. The classes will be scheduled to accommodate the needs of nursing students.

Consideration will be given to scheduling extended day and/or online courses to increase access for non-traditional students.

General education and laboratory science courses are provided on-campus, online, or at remote sites to provide greater access to the program. The North Dakota University System General Education Transfer Requirement Agreement (GERTA) and Common Course Numbering & Nomenclature provide mobility among campuses for transfer students.

Curricular changes that have been approved by the nursing leadership team, academic officers, each respective campus curriculum committee, North Dakota Board of Nursing and appropriate accreditation agencies will be operationalized.

## **Graduation Requirements**

### **Graduation requirements for a Certificate in Practical Nursing and an Associate in Applied Science in Nursing (ADN-RN)**

1. Satisfy respective campus and curricular requirements for the certificate or degree.
2. Receive a minimum grade of "C" in all courses required by the Dakota Nursing program.

## **Student Services**

Each college offering the program assumes responsibility for providing student services to the nursing students registered at its institution. Logistics for handling student services among consortia colleges have been established. Each institution must make sure the following services are available to nursing students:

- Academic Advising
- Academic Support
- Application and Registration Support
- Books and equipment including uniforms and medical supplies
- Course/Program Delivery Equipment
- Financial Aid
- Marketing of Program
- Practice Lab and Clinical Facilities
- Technical Support available at each site during class hours and in the class to proctor exams
- Technical Processing of:
  - Academic Progress
  - Transcripts
  - Tuition & Fees
  - Computer Access

## Financial

The commitment date for accepting the next year's budget will be at the Academic Officer meeting in April. Financial responsibility of operating the program at each institution is as follows:

<b>Personnel (Salaries, Benefits, Travel)</b>	<b>Each Institution</b>
Nursing Consortium Director 100% (ADN & PN)	60% divided equally among the 4 campuses; 40% prorated per site  Designated Employer: Lake Region State College Designated Supervisor: VP for Academic Affairs
Administrative Assistant Support for Consortium Director 100%	60% divided equally among the 4 campuses; 40% prorated per site  Designated Employer: Lake Region State College Designated Supervisor: DNP Consortium Director
DNP expenses, phone, etc.	100% divided equally among the 4 campuses
Clerical Support on each college campus	100% local
Site Facilitator and/or Site Manager at each satellite site	100% local
College Nursing Program Director	100% local – including travel
Theory Faculty	100% local – including travel
Clinical Faculty (1 per 5-8 students at each institution)	100% local
Lab	100% local


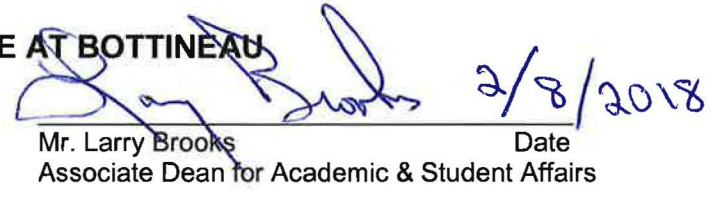
# APPROVAL SIGNATURES

This memorandum will be in effect for one year from the date of the earliest signature. It will be reviewed and renewed at least annually and may be modified at any time during the year by agreement of all the parties, BSC, DCB, LRSC and WSC. Any member of the consortium may withdraw from this memorandum by notifying the other members, in writing, no fewer than 90 days prior to the expiration of this agreement but shall not affect current students already admitted to the Dakota Nursing Program.

**BISMARCK STATE COLLEGE**

	
Dr. Larry Skogen President	Dr. Dan Leingang Vice President for Academic Affairs
5 Feb 18	2 Feb 18
Date	Date

**DAKOTA COLLEGE AT BOTTINEAU**

	
Dr. Jerry Migler Campus Dean	Mr. Larry Brooks Associate Dean for Academic & Student Affairs
2/8/18	2/8/2018
Date	Date

**LAKE REGION STATE COLLEGE**

	
Dr. Doug Darling President	Mr. Lloyd Halvorson Vice President of Academic & Student Affairs
2/23/18	2/22/18
Date	Date

**WILLISTON STATE COLLEGE**

	
Dr. John Miller President and Vice President for Academic Affairs	Ms. Kaylyn Bondy Vice President for Student Affairs
2/12/18	2/12/18
Date	Date