

**Memorandum of Understanding for the establishment of a satellite  
site for**

**DAKOTA COLLEGE AT BOTTINEAU (DCB) Nursing Program**



**In partnership with the**

**DAKOTA NURSING PROGRAM**



**For the Delivery of the**

**Certificate in  
PRACTICAL NURSING (PN)**

**And the**

**Associate in Applied Science Degree in  
ASSOCIATE DEGREE NURSING (ADN)**

**To the satellite site located at:**

**Valley City State University  
Valley City, ND**

## **Purpose of the Memorandum**

The purpose of the Memorandum of Understanding is to establish and define the relationship between Dakota College at Bottineau (DCB) and Valley City State University (VCSU) in the delivery of nursing education in partnership with the Dakota Nursing Program.

## **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). They will be responsible for student advisement, orientation of students and clinical faculty, and oversight of students and faculty while in the program

Faculty teach in the classroom with interactive video technology (IVN/BTWAN) to multiple sites, lab and clinical areas.

### **Faculty (Staff) required at the satellite site include:**

Clinical Instructor – teach and evaluate students in lab and clinical

Learning Resource Facilitator – provide student support through assisting with communication with college and proctor exams. May be the clinical faculty or a staff person.

Requirements for clinical nursing faculty in North Dakota nursing programs as defined in NDCCC 54-03.2-04-03 Practical or Associate Degree Nurse Education Program Faculty Qualifications. Clinical faculty that supervise lab/clinical experiences of students enrolled in a practical nursing program need a minimum of a BSN. Clinical faculty that supervise lab/clinical experiences in an Associate Degree RN program need a minimum of a MSN. The satellite site will identify the nurses qualified to teach the program in their communities and share this information with the college as part of the process of determining the viability of the satellite site.

## **Curriculum**

Requirements pertaining to the nursing curriculum include general education and nursing courses.

General education and laboratory science courses are provided on-campus, online, or at satellite 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.

Nursing courses are taught as part of the Dakota Nursing Program with faculty from the partner campuses.

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

### Student Services

Each college offering the program assumes responsibility for providing student services to the nursing students registered at its institution. Each institution will make sure the following services are available to nursing students:

- Academic Advising
- Academic Support to include proctoring exams
- Application and Registration Support
- Books and equipment including uniforms and medical supplies
- Course/Program Delivery Equipment
- Financial Aid
- Technical Support available during class hours
- Technical Processing of:
  - Academic Progress
  - Transcripts
  - Tuition & Fees
  - Computer Access

### Attachment A. Campus specific tuition and fees for nursing program.

#### Financial

Financial responsibility of operating the program at each satellite site is as follows:

Direct Costs - Equipment, Expenses and Personnel (Salaries, Benefits, Travel)	Approximate Cost	Institution Responsible	
<u>Salary and Benefits</u> - College Nursing Program Director		100% college	0% satellite site
<u>Salary and Benefits</u> - Theory Faculty and other FT faculty/staff at college		100% college	0% satellite site
<u>Salary and Benefits</u> - Clinical Faculty (1 per 6 students at each satellite site) The College will hire, orientate, supervise, and evaluate the clinical faculty who are accountable to the Nursing Program Director.		100% college	0% satellite site
<u>Salary and Benefits</u> - Learning Resource Facilitator hired at each satellite site and accountable to Nursing Program Director		100% college	0% satellite site
<u>Travel</u> by local clinical faculty for meetings, orientation and faculty development		100% college	0% satellite site
<u>Space</u> - Practice lab facility – identify and provide space		0% college	100% satellite site

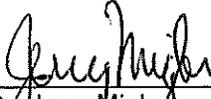
<u>Space</u> - Classroom space with interactive video technology (IVN/BTWAN) and high speed internet – identify and provide space		0% college	100% satellite site
<u>Space</u> - Office spaces if needed at satellite site depending on size, permanency and numbers of students.		0% college	100% satellite site
<u>Technical support</u> for satellite site – clarify department or person		0% college	100% satellite site
<u>Technical support</u> to broadcast courses – clarify department or person		100% college	0% satellite site
<u>Program expenses at the satellite site</u> such as costs for operation and maintenance of phone, fax, copy machine, high speed wireless internet and interactive video technology (IVN/BTWAN) equipment.		0% college	100% satellite site
<b>Equipment and supplies as noted in Attachment B</b>		100% college	0% satellite site
<u>Percentage of consortium cost per satellite site</u> , travel by faculty to satellite sites, travel/supervision by program director and site visits by consortium director, marketing, fees and services for program development and evaluation.		100% college	0% satellite site
Delivery of general education and nursing courses		100% college	0% satellite site

### APPROVAL SIGNATURES

This memorandum will be in effect from the date of the earliest signature and will remain in effect until written notice by one of the parties is received by the other. It will be reviewed and renewed as needed and may be modified at any time by agreement of all the parties. Any member may withdraw from this memorandum by notifying the other members, in writing, but shall not affect current students already admitted to Dakota College at Bottineau

#### Approval Signatures

#### DAKOTA COLLEGE AT BOTTINEAU

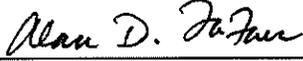
  
\_\_\_\_\_  
Dr. Jerry Migler  
Campus Dean

1/29/19  
Date

  
\_\_\_\_\_  
Mr. Larry Brooks  
Associate Dean for Academic & Student Affairs

1/29/19  
Date

#### VALLEY CITY STATE UNIVERSITY

  
\_\_\_\_\_  
Name  
Title *President*

3/6/19  
Date

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date