

MEMORANDUM OF AGREEMENT

COOPERATION BETWEEN IUPUI AND IVTC

STATEMENT OF INTENT

The purpose of this memorandum of agreement is to establish specific activities and programs of cooperation between Indiana University-Purdue University at Indianapolis (IUPUI) and Indiana Vocational Technical College (IVTC) at Indianapolis. As the only two public, post-secondary institutions in the greater Indianapolis region, IUPUI and IVTC share overlapping responsibilities in serving the city, region, and state in preparing an educated, skilled, and adaptable citizenry and workforce. While the missions of IUPUI and IVTC are clearly different, students enter post-secondary education from many different approaches and with ever-changing educational objectives. IUPUI and IVTC can promote the full potential of individuals and the community by developing the means for students to succeed regardless of what door they may enter to seek advanced education. Through cooperation and program articulation, the institutions can thus better meet individual needs while contributing to the overall economic, cultural, and educational vitality of the region.

Through this initial memorandum of agreement, the two institutions commit themselves to continuing exploration of ways in which students and the state can be better served through coordinated, cooperative planning and services. This memorandum establishes -- as a base condition -- the commitment to explore a wide range of options over a long period of time. As an initial step, several specific activities are outlined below. Further, during the next three years the two institutions commit themselves to at least two meetings per academic year of the chief executive officers of IUPUI and IVTC to discuss progress and to identify promising new areas of interaction and cooperation. It is anticipated that administrators and faculty throughout the year will implement plans and exchange ideas; however, the meeting of executive officers will help ensure the on-going interactions by demonstrating the importance of cooperation at the highest levels of administration. Further, a steering committee consisting of four representatives from each institution will assume overall management responsibility for implementing this memorandum of agreement. The committee will begin work by March 1, 1990. The co-chairs will be jointly named by IUPUI and IVTC.

The initial memorandum pertains only to IUPUI and IVTC in Indianapolis. However, as soon as practical, a similar memorandum addressing issues of direct concern to IUPUI Columbus and IVTC Columbus will be initiated. In the interim, IUPUI and IVTC officials will begin informal conversations about cooperative arrangements in addition to the shared child care program and the occasional sharing of facilities.

BACKGROUND

IUPUI and IVTC have a long record of cooperation and information exchange through the Consortium on Urban Education, an Indianapolis association of public and private colleges and several informal learning institutions

such as museums. Additionally, IUPUI and IVTC officials have undertaken specific cooperative projects as need and opportunity have allowed. Most recently, IUPUI and IVTC have been developing ways to promote concurrent registration of students and to provide for on-site advising for students registered at one institution but who might like to enroll at the other. Further, they are developing joint proposals to use technology more effectively in educating underserved and disadvantaged students.

The Indiana Commission for Higher Education has developed several initiatives to promote closer collaboration among four-year colleges and IVTC state-wide, including a document titled "Suggested Framework for Cooperative Improvement for Two-Year Program Opportunities." This document, along with other guidelines being developed to promote full potential for individual students and for the state's overall system of higher education, provides a useful framework for assisting IUPUI and IVTC in establishing their cooperative agreements.

INITIATIVE A: DISSEMINATION OF INFORMATION

To facilitate this cooperative agreement and to ensure that faculty, staff, and students at both IUPUI and IVTC are aware of cooperative efforts between the two institutions, the timely dissemination of information will be vital to the success of the project. Therefore, the following actions will be taken:

1. Provide for a joint information and publicity campaign so that faculty, staff, students, and the public clearly understand the opportunities and the conditions of the arrangements detailed in this memorandum. Develop a workshop or seminar to orient IVTC and IUPUI counselors to enrollment procedures and guidelines. Maintain on the IVTC campus an information center for printed materials regarding IUPUI, and maintain on the IUPUI campus an information center for IVTC printed materials.
2. Develop press releases, public service announcements, and other materials to inform the public, the Indiana Commission for Higher Education, and others about the broad range of cooperative services.

To implement this initiative, IUPUI and IVTC will form a joint public information and orientation committee to ensure that accurate coordinated publicity efforts are undertaken within the two institutions and to provide for coordinated public relations. A committee will be formed not later than March 1 with co-chairs drawn from each institution.

INITIATIVE B: GENERAL EDUCATION COURSES

In the spring 1990 semester, a task force of IUPUI and IVTC faculty will develop a plan for IUPUI's offering general education courses on site at IVTC. General education courses from IUPUI will be offered at IVTC as soon as practical following the development of at least one discipline-related articulation agreement (as described in Initiative C below); a signed agreement will be in place as a prior condition to offering IUPUI

courses on site at IVTC. In the interim, the joint task force has the following specific charges:

1. Identify specific courses to be offered over a three-year period and develop a sequence appropriate to the educational objectives of students who may wish to transfer from IVTC to IUPUI. As a pilot project, at least three sections will be offered at IVTC following the adoption of an articulation agreement in at least one program area as described in Initiative C. However, nothing in the planning should preclude IVTC students' enrolling in IUPUI courses offered elsewhere by IUPUI under existing admissions procedures.
2. Develop a plan to evaluate the success of the course offerings and the effectiveness of the program in meeting the needs of the students.
3. Establish base conditions for the viability of courses and financial responsibility for offering courses which do not generate sufficient revenue to warrant continuation (e.g., minimum section size necessary to offer course and agreement on cost-sharing if course is offered at size below minimum).
4. Define specific institutional responsibilities, including such items as the following: IUPUI to select instructors, to maintain academic records and standards, and to set admissions criteria for specific courses; IVTC to give advice on instructor selection, course standards, and admission criteria, to provide appropriate facilities, to arrange for student registration, and to develop a process for fiscal control.

A joint committee, including the directors of admissions for IUPUI and IVTC, will work with the access center team (Initiative G) and the information committee (Initiative A) to ensure that information disseminated by counselors is accurate and consistent with policies and plans. The committee will oversee the development of computerized counselling information and services.

To implement these initiatives, IUPUI and IVTC will name co-chairs of a task force to organize and plan the necessary administrative structure. The co-chairs will be named by March 1; a fully developed plan for the fall 1990 semester will be in place by June 1; and a long-term (i.e., three-year) plan will be in place by September 1.

INITIATIVE C: PROGRAM ARTICULATION AND CREDIT TRANSFER OF IVTC COURSES

IVTC may be offering courses, including continuing education opportunities, in several program areas that are equivalent or nearly equivalent to courses offered at IUPUI, especially in areas such as technology or career-related education. To provide for the orderly evaluation of existing common curricula and to plan for increased program articulation, several joint faculty program committees will be formed to review course content, to evaluate standards of student performance, to compare course goals and objectives so that issues of prerequisites will

be clearly identified, and to evaluate credentials of instructors. These faculty committees will consider the transfer of articulated programs at the Associate of Science degree (A.S.) level as well as the transfer of specific courses within the Associate of Applied Science degree (A.A.S.) programs. Five joint faculty committees will be formed initially; others may follow by mutual agreement. They are:

<u>IVTC Programs</u>	<u>IUPUI Programs</u>
1. A.A.S./A.S. in Allied Health (Designated Programs)	1. B.S. in Allied Health (Designated Programs)
2. A.S. in Nursing (Proposed)	2. B.S. in Nursing
3. A.A.S./A.S. in Supervision	3. B.S. in Supervision
4. A.A.S./A.S. in Computer Technology	4. B.S. in Computer Technology
5. A.A.S./A.S. in Culinary Arts, Hotel-Motel Mgt.	5. A.S. in Restaurant, Hotel, and Institutional Mgt.

The five study groups will include appropriate representation from IUPUI and IVTC along with two public representatives of each professional area; the study groups will be chaired by a person named by IUPUI in consultation with IVTC. By September 1, 1990, the study groups will have completed a full evaluation of course articulation in their respective areas and submitted reports to IUPUI administration that specify courses that are immediately acceptable for transfer, courses that could be acceptable for transfer with modification, and courses that are not acceptable. The possibility of awarding credit for IVTC courses retroactively, after a higher level IUPUI course has been completed successfully, should be considered. Each committee should also comment on desired qualifications of instructors, new courses which might be jointly developed to ensure transferability, and a time schedule for a transfer program which would permit IVTC students to transfer an Associate of Applied Science degree to IUPUI with maximum credit transferability, and a time schedule for students wishing to enroll simultaneously at both institutions in an articulated A.S. degree program.

INITIATIVE D: FACULTY EXCHANGE AND FACULTY DEVELOPMENT

To promote better inter-institutional understanding and to develop a basis for future cooperation, IUPUI and IVTC will arrange for limited faculty exchanges during the fall and spring semesters of 1990-91. Although the most likely areas for such exchanges are those noted above in Initiative C, exchanges might occur in other areas as well. On a one-for-one basis, an IUPUI faculty member would teach at IVTC and an IVTC faculty member would teach at IUPUI; these faculty must be acceptable to both institutions. The Dean of Instruction of IVTC and an Associate Dean of the Faculties at IUPUI will develop a plan for the exchanges during the spring 1990 semester.

As a second initiative in this area, the academic officers of both institutions will review the potential for instituting a faculty development program for IVTC faculty who may wish to pursue graduate degrees or complete additional graduate courses at IUPUI. IVTC, in turn, will consider providing technical courses or workshops for IUPUI staff and faculty, including staff employees who are seeking skills-related education to enhance career advancement.

INITIATIVE E: GENERAL STUDIES

IUPUI will appoint a study committee to review the possibility of adapting the associate of arts in general studies degree currently offered at IUPUI to serve as a general studies degree that might be available to IVTC students. The study committee will confer with an advisory committee appointed by IVTC to provide information and to assist the IUPUI committee in reviewing its own policies and requirements. This review will be coordinated with any University-wide study which may be undertaken and with any initiatives of the Indiana Commission for Higher Education. Although the time schedule may be altered to meet extra-institutional needs, the study committee should report before September 1, 1990, on the feasibility of adapting the AA in general studies for transfer purposes.

INITIATIVE F: COUNSELING

Student counseling regarding admissions, course and degree options, and personal levels of preparations for advanced study will be essential to the success of cooperative efforts. To enhance coordination and to improve the information available to students, the following initiatives will be taken:

1. Develop advising services; IVTC counselors should be on-site at IUPUI during certain critical times and, reciprocally, IUPUI advisors should be on-site at IVTC at specified times to ensure that individual students gain access to the best possible information about education options available at both institutions.
2. Continue development of computerized advising systems to assist individual students understand the implications of course selection on transferability of courses and requirements to complete degrees at either IVTC or IUPUI.
3. Specify the admissions standards for IVTC students who will enroll in IUPUI courses on site at IVTC and define a registration process that serves the interests of the students (e.g., students should be able to enroll in these courses on site at IVTC without having to travel to IUPUI to register). IUPUI retains the authority to specify admissions standards for students, but the intent of this agreement is to facilitate the entry of qualified students into general education courses as expediently as possible.

4. Coordinate admissions policies, using placement testing as noted in Initiative L to assist students identify the proper post-secondary institution for their academic goals and level of preparation.

INITIATIVE G: ACCESS CENTERS

Both IUPUI and IVTC have established access programs designed to assist students who may not have adequate skills to prepare for college-level work. IUPUI and IVTC will designate a team to exchange information, to compare objectives, and to plan for a coordinated approach to access with a differentiated mission for the respective centers. Among the specific issues to be discussed and coordinated are:

1. Testing and placement along with admissions standards; students not accepted for IUPUI programs should have referral to other programs including those offered by IVTC.
2. A collaborative plan for public relations and dissemination of information about access should be developed (possibly including other institutions such as IPS and Martin Center College) with the goal of helping the general public understand what the shared and distinctive roles of the respective institutions are and to ensure that there are levels of services available for all prospective students.
3. Information about testing and placement standards, including actual test instruments for mathematics, reading, and writing.

INITIATIVE H: FACILITIES AND TECHNOLOGY

In several areas, IVTC has or will have educational facilities that are superior to those of IUPUI; similarly, IUPUI has facilities and learning technologies which may be more advanced than those at IVTC. To explore the ways in which the two institutions might better cooperate in the use of each other's equipment, classrooms, facilities, and technological services, a study group will be formed to inventory possible overlapping interests and to identify opportunities for cooperation. The charge to the committee will be to look at facilities and technologies which might allow the delivery of certain courses to the respective campuses by means of television. The study group will consist of equal representation from each institution and will have co-chairs named by each institution. The task force will be asked to submit its report by September 1, 1990, organized according to potential cooperation in the use of equipment, facilities, libraries, and television for instructional purposes. One specific charge will be to review available computer-aided instructional programs that will assist under-prepared students develop adequate reading, writing, mathematics, and study skills through individual tutorials and self-guided study as supplements to classroom instruction.

INITIATIVE I: EDUCATIONAL TELEVISION CONSORTIUM

As a lead partner in the Indianapolis Education Television Cooperative, IUPUI has been developing programs and services using television to increase public awareness of educational opportunities and to deliver educational programs and services to the general public through a variety of media, including community cable access television. Television may be especially effective in reaching under-served and disadvantaged populations who could most benefit from the collaborative arrangements proposed in this document. To ensure that IVTC is fully engaged with IUPUI in using this medium to full advantage, IVTC will designate a senior academic officer to serve as liaison with IUPUI's Special Media Projects to develop a plan for the use of television to increase information about the two institutions and to help prospective students become better prepared to enter the educational programs available to them in the community. The plan should be completed by September 1, 1990, and cover at least a two-year period, through June 1992.

INITIATIVE J: FINANCIAL AID

Students are likely to encounter a number of problems related to financial aid not only because they attend part-time, but because students who have used part of their financial aid eligibility at IVTC may find it very difficult to complete degrees at IUPUI. The chief financial aid officers of IVTC and IUPUI will meet to review current policies and practices following their review, but not later than September 1, 1990, they will submit a report which outlines problems and possible solutions. The officers should consult freely with students, state officials, and others who may be able to assist in preparing institutional plans for helping students overcome financial barriers to continuing their education. (Note: IUPUI is currently filling its Director of Financial Aid position and a delay in the schedule may be required if the search is not completed in a timely fashion.)

INITIATIVE K: ALTERNATIVE CREDIT

The IUPUI Director of Continuing Studies, in consultation with IVTC colleagues, will prepare a report on current policies and practices regarding credit by examination and credit for life experiences. This report should not only include an inventory of existing opportunities, but it should address changes or improvements that could be made. In addition to testing or credit evaluation practices, the report should address financial concerns, including the payment of tuition to receive credit through alternative means. Additionally, the IUPUI Director of Continuing Studies will monitor the work of the committees described in Initiative C to ensure that any IVTC continuing studies or non-credit courses which are considered as equivalents of IUPUI courses will be acceptable; if necessary, IUPUI may need to reconsider the non-credit status of its own courses if nearly equivalent IVTC courses are acceptable for transfer.

INITIATIVE L: PLACEMENT TESTING

IUPUI will convene a committee, including representatives from IVTC, to review its plans for placement testing of entering students in the context of these efforts to cooperate with IVTC. At present, plans are being developed for mandatory testing in writing, mathematics, and reading of all students who enter the university with less than 55 credit hours. IVTC students would not be excused from these requirements unless they had completed writing and mathematics courses offered by IUPUI. More importantly, the committee will address the most effective means of providing placement testing for IVTC students who wish to enroll in IUPUI courses offered on site at IVTC. The committee will also address the issue of assessment of student performance and make a recommendation about how IUPUI and IVTC might cooperate on performance standards or competencies in selected subjects.

INITIATIVE M: ADMISSIONS AND RECORD KEEPING


The Director of Admissions, the Registrar, and the Bursar of the respective institutions will meet to prepare a report on how to handle admissions and record keeping for IVTC students who wish to enroll in one or more IUPUI course whether offered on-site at IVTC or on the IUPUI campus. The report should be filed not later than May 1, 1990, and should address the different needs of students who may wish to take only one course without the intent of completing a degree at IUPUI. Additionally, the report should be consistent with the recommendations developed by the subcommittee reviewing placement examinations. The officers will also discuss problems likely to be encountered by IVTC students whose classes are not scheduled at the same time as those of IUPUI students. A fair procedure consistent with IUPUI policies would be developed to ensure that IVTC students have satisfactory access to IUPUI courses.

INITIATIVE N: STUDENT RETENTION IN HIGHER EDUCATION

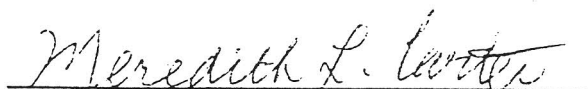
IUPUI and IVTC administrators and faculty have prepared a proposal to the U.S. Department of Education with the objective of increasing interest and retaining students in the fields of science, mathematics, and technology. The program will be a cooperative effort between the two institutions with involvement of IUPUI and IVTC faculty, staff and students. Project SMA/RT (Science, Math and/or Technology), will be a mentor program designed to work in teams headed by faculty from each institution with students mentored by representatives from business and industry. If funded, the program will begin in the fall of 1990 at the freshman level with 18 students from each institution, 6 in each of the three fields of study. During the next three years the program will reach down into the secondary and elementary schools to develop interest in further study in the areas of science, math, and technology. The current planning committee will continue to oversee the project and to identify other possible funding sources if the Department of Education grant is unsuccessful.

INITIATIVE O: ANNUAL REVIEW

To ensure that progress is being made in each of the initiatives and to provide a means whereby cooperative arrangements between IUPUI and IVTC can be extended or modified, this agreement will be reviewed annually by the steering committee, which will submit a report to the academic officers of the respective institutions. It is expected that the experience of cooperation will result in new opportunities and challenges. The steering committee will make its report in January. To enable the citizens of the Indianapolis region to realize their full potential through post-secondary education, IUPUI and IVTC dedicate themselves to working together to the benefit of the community they serve. With distinct and separate missions, these two institutions nonetheless offer a continuum of educational resources which can place the benefits of learning within the reach of everyone. Therefore, it is with renewed optimism about the future of Indianapolis that IUPUI and IVTC enter into this agreement.



Gerald L. Bepko, Chancellor
Indiana University-Purdue
University at Indianapolis

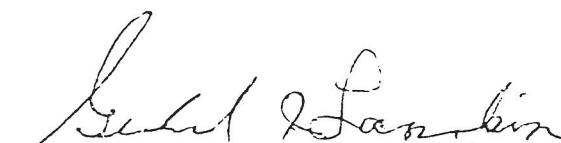


Meredith L. Carter, Chancellor
Indiana Vocational Technical College

February 21, 1990

February 21, 1990

Thomas Ehrlich, President
Steven C. Beering, President
Judith Palmer, Vice President
William M. Plater, Executive Vice
Chancellor
J. Herman Blake, Vice Chancellor
Eugene R. Tempel, Vice Chancellor

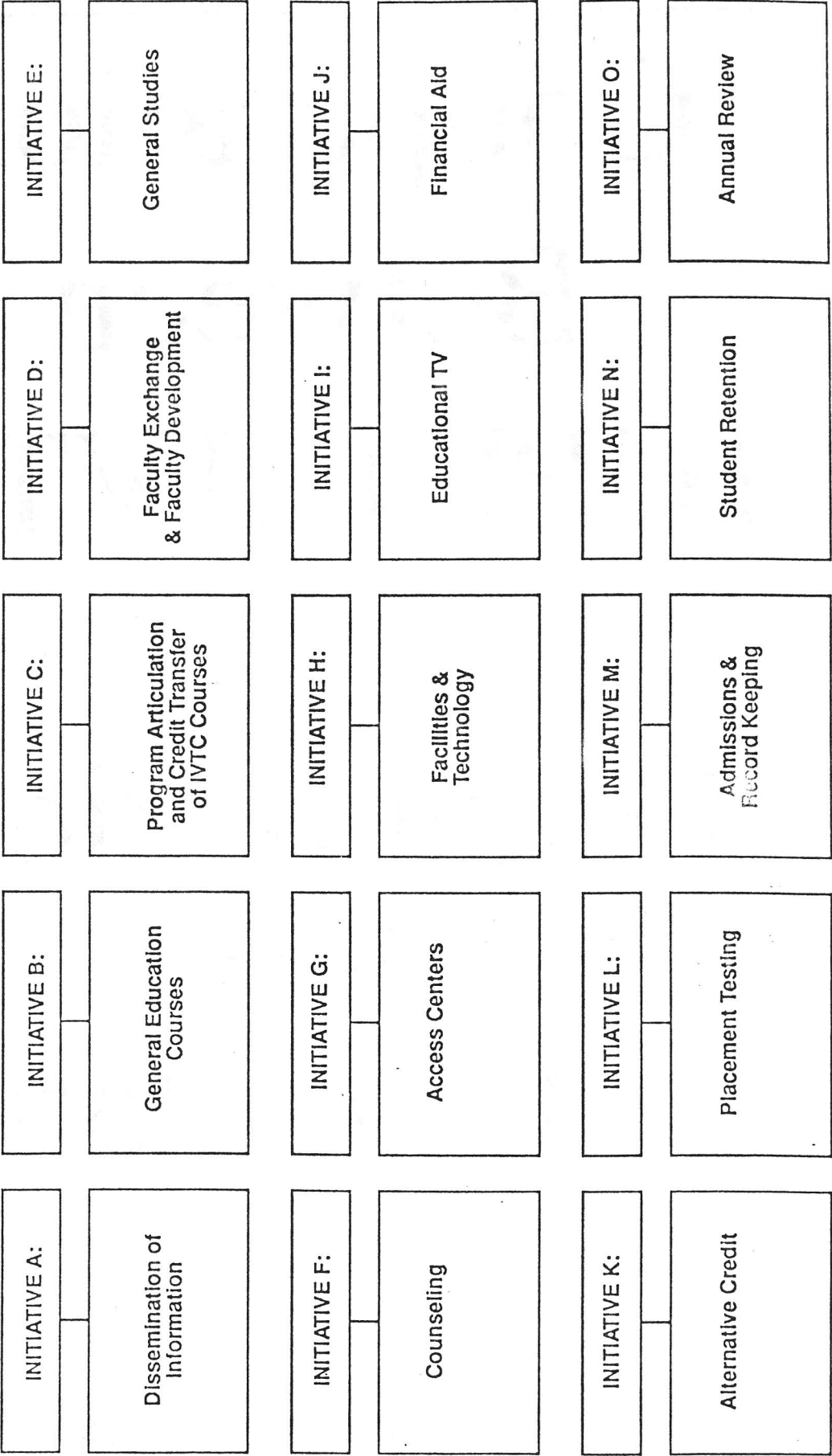
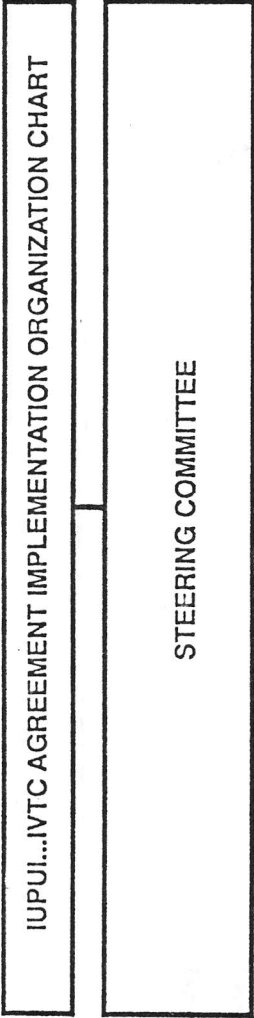


Gerald I. Lamkin, President
Thomas E. Reckerd, Executive Vice
President
William D. Kramer, Vice President
Thomas C. Cooke, Dean

Cooperation
Between
IUPUI...IVTC

Organization
and
Implementation

February 21, 1990



INITIATIVE: A (Page 2 of Agreement)

TITLE: DISSEMINATION OF INFORMATION

OBJECTIVE: To facilitate the cooperative agreement and to ensure that faculty, staff and students at both IUPUI and IVTC are aware of cooperative efforts between the two institutions, the timely dissemination of information will be vital to the success of the project.

CHARGES:

1. Provide for a joint information and publicity campaign so that faculty, staff, students, and the public clearly understand the opportunities and the conditions of the arrangements detailed in the agreement.
2. Develop a workshop or seminar to orient IVTC and IUPUI counselors to enrollment procedures and guidelines.
3. Maintain on the IVTC campus an information center for printed materials regarding IUPUI, and maintain an information center on the IUPUI campus for printed materials regarding IVTC.
4. Develop advising services on-site at IUPUI and IVTC at specified times to ensure that individual students gain access to the best possible information about education options.
5. Develop press releases, public service announcements, and other materials to inform the public, the Indiana Commission for Higher Education and others about the broad range of cooperative services.

TIME LINE: Committee to be formed by March 1.

COMMITTEE COMPOSITION GUIDELINES: One chair from each institution.

COMMITTEE MEMBERSHIP:

IUPUI

Glenna Dudley, Director, Community Relations
Gretchen Wolfram, Director, Media Relations
Richard Slocum, Associate Dean Student Affairs

IVTC

Sonia Dickerson, Manager of Admissions
Lisa Butt, Manager of Regional Relations
Darrell Cousert, Director of Student Services

STEERING COMMITTEE LIAISONS: Carol Nathan, IUPUI
Thomas Cooke, IVTC

CDN: 2/19/90

COOPERATION BETWEEN IUPUI AND IVTC

AGREEMENT STEERING COMMITTEE

IUPUI

Scott Evenbeck, Associate Dean of
the Faculties
Timothy Langston, Dean
of Student Affairs
Bernard Morrel, Professor of
Mathematics and Chair, Academic
Affairs Committee, Faculty Council
Carol Nathan, Associate Dean
of the Faculties

IVTC

Thomas Cooke, Dean of
Instructional Affairs
Darrell Cousert, Director
of Student Services
Peter Magnant, Division Chair,
Human Services and Health
Technologies Division
Rex Ward, Director of Business
and Industrial Training
and Development

The Agreement Steering Committee will oversee, guide and monitor the work of the Task Groups of each Initiative identified in the February 21, 1990 Agreement of Cooperation Between IUPUI and IVTC and any other Initiatives added to the Agreement at a later date. The Steering Committee will be co-chaired by Carol D. Nathan, Associate Dean of the Faculties, IUPUI and Thomas C. Cooke, Dean of Instruction, IVTC. It is the responsibility of the co-chairs to keep the administration of IUPUI and IVTC informed on the status of all Initiatives at least monthly and at the request of either administration.

Each Initiative task group will be considered a steering committee for the given Initiative. Other individuals should be called upon by the Initiative Steering Committees as appropriate to consult, advise and inform. The Co-chairs of each Initiative Steering Committee should be prepared to report to the Agreement Steering Committee no less than one time a month and as requested.

TASK FORCE CHARGE SHEET

INITIATIVE: B (Pages 2-3 of Agreement)

TITLE: GENERAL EDUCATION COURSES

OBJECTIVE: To develop a plan for IUPUI's offering general education courses on site at IVTC following the development of at least one discipline related articulation agreement (Initiative C: Page 3-4 of Agreement).

CHARGES:

1. Identify specific courses to be offered over a three-year period and develop a sequence appropriate to the educational objectives of students who may wish to transfer from IVTC to IUPUI.
2. Develop a plan to evaluate the success of the course offerings and the effectiveness of the program in meeting the needs of the students.
3. Establish base conditions for the viability of courses and financial responsibility for offering courses which do not generate sufficient revenue to warrant continuation.
4. Define specific institutional responsibilities, including such items as the following: IUPUI to select instructors, to maintain academic records and standards, and to set admissions criteria for specific courses; IVTC to give advice on instructor selection, course standards and admission criteria, to provide appropriate facilities, to arrange for student registration, and to develop a process for fiscal control.
5. Work with joint committee including the directors of admissions for IUPUI and IVTC, access center team (Initiate G) and the information committee (Initiative A) to ensure that information disseminated by counselors is accurate and consistent with policies and plans. This joint committee will oversee the development of computerized counseling and information services.

TIME LINE: Co-chairs to be named by March 1. Fully developed plan for fall 1990 semester to be in place by June 1. Long-term (three-year) plan to be in place by September 1.

COMMITTEE COMPOSITION GUIDELINES: Include directors of admissions.
Work with teams from Initiatives A and G. Co-chairs from IUPUI and IVTC.

COMMITTEE MEMBERSHIP:

IUPUI

Barbara Jackson, Associate Dean
Liberal Arts
James East, Director, Continuing Studies
Credit Programs
Robert Keck, Associate Dean
School of Science
Bart Ng, Chairman, Department of
Mathematics
Richard Turner, Chairman,
English Department
New Registrar

IVTC

Gary Phillips, Instructor,
Communications
Chris Wood, Assistant Coordinator,
ACCESS Skills Center
Michael Clippinger, Division
Chair, Instructional Support
Services
Ken King, Program Chair, Industrial
Laboratory Technology
Connie Bolinger, Coordinator,
Math/Science

STEERING COMMITTEE LIAISONS: Bernard Morrel, IUPUI
Pete Magnant, IVTC

CDN: 2/19/90

COOPERATION BETWEEN IUPUI AND IVTC
TASK FORCE CHARGE SHEET

INITIATIVE: C (Pages 3-4 of Agreement)

TITLE: PROGRAM ARTICULATION AND CREDIT TRANSFER OF IVTC COURSES

OBJECTIVE: Joint faculty committees from designated subject areas will be appointed to provide for the orderly evaluation of existing common curricula at IUPUI and IVTC and to plan for increased program articulation.

CHARGES:

1. Review course content.
2. Evaluate standards of student performance.
3. Compare course goals and objectives so that issues of prerequisites will be clearly identified.
4. Evaluate credentials of instructors.
5. Consider the transfer of articulated programs at the Associate of Science degree level.
6. Consider the transfer of specific courses within the Associate of Applied Science degree programs.
7. Report to administration should include:
 - a. Specific courses that are immediately acceptable for transfer.
 - b. Courses that could be acceptable for transfer with modification.
 - c. Courses that are not acceptable for transfer.
 - d. Desired qualifications of instructors.
 - e. New courses which might be jointly developed to ensure transferability.
 - f. A time schedule for a transfer program which would permit IVTC students to transfer an Associate of Applied Science degree to IUPUI with maximum credit transferability.
 - g. A time schedule for students wishing to enroll simultaneously at both institutions in an articulated A.S. degree program.

TIME LINE: Complete evaluation of course articulation by September 1, 1990.

COMMITTEE COMPOSITION GUIDELINES: Faculty from IUPUI and IVTC and two public representatives of the professional area.

COMMITTEE MEMBERSHIP:

IUPUI

IVTC

SUPERVISION:

William Ansty, Supervision
Kent Sharp, Electrical Engineering
Technology

Michael Hall, Chair,
Automated Manufacturing
Gerald Reeder, Chair, Heating
A/C & Refrigeration

COMPUTER TECHNOLOGY

Robert Crozier, Computer Technology
Robert Orr, Computer Technology

Marvin Daugherty, Chair,
Computer Technology
Brian Pierson, Coordinator,
Data Processing

NURSING

Constance Baker, Dean,
School of Nursing

RESTAURANT AND HOTEL MANAGEMENT

Linda Brothers, Restaurant/Hotel/
Inst Management
Roy Westcott, Clinical Engineering

William Greathouse, Chair,
Hotel/Motel Management
Vivian Terry, Chair,
Culinary Arts

ALLIED HEALTH (DESIGNATED PROGRAMS)

John Snyder, Director,
Division of Allied Health Sciences
Suetta Kehrein, BS Program
for Radiographers
Debra Cullen, Director,
Respiratory Therapy
Mary McKensie, Director,
Medical Record Administration

Diana Bennett, Department Head,
Human Services
Miles Wyatt, Chair,
Radiologic Technology
Kathy Lee, Chair,
Respiratory Therapy
Consultant,
Medical Record Technician

STEERING COMMITTEE LIAISONS: Scott Evenbeck, IUPUI
Carol Nathan, IUPUI
Thomas Cooke, IVTC
Peter Magnant, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: D (Page 4 of Agreement)

TITLE: FACULTY EXCHANGE AND FACULTY DEVELOPMENT

OBJECTIVE: To promote better inter-institutional understanding and to develop a basis for future cooperation.

CHARGES:

1. Develop a plan and arrange for limited faculty exchanges between IUPUI and IVTC faculty for the fall and spring semesters of 1990-91.
2. Review the potential for instituting a faculty development program for IVTC faculty who may wish to pursue graduate degrees or complete additional graduate courses at IUPUI.
3. Consider providing technical courses or workshops at IVTC for IUPUI faculty and staff, including staff employees who are seeking skills-related education to enhance career advancement.

TIME LINE: During the spring of 1990.

COMMITTEE COMPOSITION GUIDELINES: To include an associate dean of the faculties from IUPUI and a chief administrative officer of IVTC.

COMMITTEE MEMBERSHIP:

IUPUI

Erwin Boschmann, Associate Dean
of the Faculties
Wendell McBurney, Dean, Research and
Sponsored Programs
Shirley Nusbaum, Assistant Dean
of the Faculties

IVTC

John Sollman, Division Chair,
Applied Science and
Technology Division
Deanna Timmons, Division Chair,
Business Office and Information
Services Technologies
Diana Bennett, Department Head,
Human Services

STEERING COMMITTEE LIAISONS: Carol Nathan, IUPUI
Thomas Cooke, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: E (Page 5 of Agreement)

TITLE: GENERAL STUDIES

OBJECTIVE: To review the possibility of adapting the associate of arts in general studies degree currently offered at IUPUI to serve as a general studies degree that might be available to IVTC students.

CHARGES:

1. Confer with an advisory committee appointed by IVTC to provide information and to assist the IUPUI committee in reviewing its own policies and requirements.
2. Coordinate review with any University-wide study which may be undertaken and with any initiatives of the Indiana Commission for Higher Education.
3. Report on the feasibility of adapting the AA in general studies for transfer purposes.

TIME LINE: Report due before September 1, 1990.

COMMITTEE COMPOSITION GUIDELINES: Advisory group from IVTC to IUPUI general studies study committee.

COMMITTEE MEMBERSHIP:

IUPUI

Marvin Ebbert, Associate Dean,
Continuing Studies and
Director, General Studies
Degree Program
Lou Holtzclaw, General Studies
System-wide
Robert Mendelsohn, Public and
Environmental Affairs

IVTC

Michael Clippinger, Division Chair
Instructional Support Services
Nancy Hubart-Lowe, Coordinator
Communications/Social Science
Connie Bolinger, Coordinator,
Math/Science

STEERING COMMITTEE LIAISONS: Scott Evenbeck, IUPUI
Rex Ward, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: F (Pages 5-6 of Agreement)

TITLE: COUNSELING

OBJECTIVE: To enhance coordination and to improve information available to students regarding admissions, course degree options, and personal levels of preparation for advanced study.

CHARGES:

1. Continue development of computerized advising systems to assist individual students to understand the implications of course selection on transferability of courses and requirements to complete degrees at either IVTC or IUPUI.
2. Specify the admission standards for IVTC students who will enroll in IUPUI courses on site at IVTC.
3. Define a registration process that serves the interests of the students who will enroll in IUPUI courses to be given on site at IVTC.
4. Coordinate admissions policies, using placement testing as noted in Initiative L, to assist students to identify the proper post-secondary institution for their academic goals and level of preparation.

TIME LINE:

COMMITTEE COMPOSITION GUIDELINES:

COMMITTEE MEMBERSHIP:

IUPUI

Karen Black, Manager, Student
Information Systems
Patricia Boaz, Director, Adult
Education Coordinating Center
New Admissions Director
New Registrar

IVTC

Sharon Martz, Counseling
Psychometrist
Diane Noe, Supervisor,
Special Needs Services
Sonia Dickerson, Manager of
Admissions
Jane Paterson-Smith, Registrar

STEERING COMMITTEE LIAISONS: Timothy Langston, IUPUI
Darrell Cousert, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: G (Page 6 of Agreement)

TITLE: ACCESS CENTERS

OBJECTIVE: To exchange access center information, to compare objectives, and to plan for a coordinated approach to access with a differentiated mission for the respective centers.

CHARGES:

1. Discuss and coordinate testing, placement and admission standards. Students not accepted for IUPUI programs should have referral to other programs including those offered at IVTC.
2. Develop a collaborative plan for dissemination of information about access.
3. Develop and plan for dissemination of information about testing and placement standards including actual test instruments for mathematics, reading and writing.

TIME LINE:

COMMITTEE COMPOSITION GUIDELINES:

COMMITTEE MEMBERSHIP:

IUPUI

Erwin Boschmann, Associate Dean
of the Faculties
Nancy Obergfell, Director, University
Access Center
Richard Slocum, Associate Dean,
Student Affairs

IVTC

Michael Clippiner, Division Chair,
Instructional Support Services
Peg Darnell, Instructor/Counselor,
Health Division
Linda Scott, Department Head,
Administrative Services
Gloria King, Instructor/Counselor
Business Division

STEERING COMMITTEE LIAISONS: Bernard Morrel, IUPUI
Pete Magnant, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: H (Page 6 of Agreement)

TITLE: FACILITIES AND TECHNOLOGY

OBJECTIVE: To explore the ways in which IUPUI and IVTC might better cooperate in the use of each other's equipment, classrooms, facilities, and technological services.

CHARGES:

1. Inventory possible overlapping interests.
2. Identify opportunities for cooperation.
3. Look at facilities and technologies which might allow the delivery of certain courses to the respective campuses by means of television.
4. Review available computer-aided instructional programs that will assist under-prepared students develop adequate reading, writing, mathematics, and study skills through individual tutorials and self-guided study as supplements to classroom instruction.
5. Organize report according to potential cooperation in the use of equipment, facilities, libraries, and television for instructional purposes.

TIME LINE: Submit report by September 1, 1990

COMMITTEE COMPOSITION GUIDELINES: Co-chairs from IVTC and IUPUI.

COMMITTEE MEMBERSHIP:

IUPUI

Garland Elmore, Associate Dean
of the Faculties
Kris Froehlke, Director, Computing
Services
Amy Warner, Director, Special Media
Projects
Emily Wren, Associate Director
Administrative Affairs
New Registrar

IVTC

Mike DeBourbon, Department Head,
Manufacturing Technologies
Sharon Sullivan, Chair,
Child Care
Susan Mannan, Coordinator,
Learning Resources
Ali Lotfi, Coordinator,
CAI Services
Jane Paterson-Smith, Registrar

STEERING COMMITTEE LIAISONS: Carol Nathan, IUPUI
Thomas Cooke, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: I (Pages 6-7 of Agreement)

TITLE: EDUCATIONAL TELEVISION

OBJECTIVE: To ensure that IVTC is fully engaged with IUPUI in using educational television to full advantage.

CHARGES:

1. Develop a plan for the use of television (and possibly other media) to increase information about the two institutions and to help prospective students become better prepared to enter the educational programs available to them in the community.
2. The plan should cover at least a two-year period, through June, 1992.

TIME LINE: Report due by September 1, 1990.

COMMITTEE COMPOSITION GUIDELINES: Co-chairs named by IVTC and IUPUI.

COMMITTEE MEMBERSHIP:

IUPUI

Garland Elmore, Associate Dean
of the Faculties
Beverly Hill, Director, Medical
Educational Resources
Amy Warner, Director,
Special Media Projects

IVTC

Sonia Dickerson, Manager of
Admissions
Lisa Butt, Manager of
Regional Relations
Dave Miller, Coordinator,
Applied Math/Science

STEERING COMMITTEE LIAISONS: Carol Nathan, IUPUI
Thomas Cooke, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: J (Page 7 of Agreement)

TITLE: FINANCIAL AID

OBJECTIVE: To help students overcome financial barriers to continuing their education.

CHARGES:

1. Review current financial aid policies and practices.
2. Submit a report outlining the problems and possible solutions.

TIME LINE: Report due September 1, 1990.

COMMITTEE COMPOSITION GUIDELINES: Should include the chief financial aid officers of IVTC and IUPUI.

COMMITTEE MEMBERSHIP:

IUPUI

IVTC

New Director
Shirley Boardman, IU Affirmative Action
Officer, immediate past Director of
Financial Aid
Tally Hart, Executive Director, SSACI
(Public Member)
Fredrick Slack, Financial Aid Officer

Judy Himelick, Manager of
Financial Assistance
Joan Roe, Director of
Employee Relations
Vikki Kelley, Coordinator,
Financial Assistance
Austell Sherard, Director
of Outreach

STEERING COMMITTEE LIAISONS: Timothy Langston, IUPUI
Darrell Cousert, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: K (Page 7 of Agreement)

TITLE: ALTERNATIVE CREDIT

OBJECTIVE: To prepare a report on current policies and practices regarding credit by examination and credit for life experiences.

CHARGES:

1. Include an inventory of existing opportunities.
2. Address improvements or changes that should be made.
3. Address testing and credit evaluation practices.
4. Address evaluation of life experiences.
5. Address financial aid concerns, including the payment of tuition to receive credit through alternative means.

TIME LINE:

COMMITTEE COMPOSITION GUIDELINES:

COMMITTEE MEMBERSHIP:

IUPUI

Marvin Ebbert, Associate Dean
Continuing Studies
Holly Hamilton, Assistant Director
Office of Undergraduate
Admissions
Lou Holtzclaw, General Studies
System-wide
Miriam Langsam, Associate Dean
Liberal Arts

IVTC

Mary Lou Montgomery, Coordinator,
Special Services
Michael Clippinger, Division Chair
Instructional Support Services
Sheila Cagel, Instructor,
Practical Nursing

STEERING COMMITTEE LIAISONS: Scott Evenbeck, IUPUI
Rex Ward, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: L (Pages 7-8 of Agreement)

TITLE: PLACEMENT TESTING

OBJECTIVE: To recommend plans for placement testing of entering students in the context of the efforts to cooperate with IVTC.

CHARGES:

1. Address the most effective means of providing placement testing for IVTC students who wish to enroll in IUPUI courses offered on site at IVTC.
2. Address the issue of assessment of student performance and recommend how IUPUI and IVTC might cooperate on performance standards of competencies in selected subjects.

TIME LINE:

COMMITTEE COMPOSITION GUIDELINES:

COMMITTEE MEMBERSHIP:

IUPUI

Erwin Boschmann, Associate Dean
of the Faculties
Beverly Hopkins, Director
Testing Center
Richard Slocum, Associate Dean
Student Affairs

IVTC

Mary Lou Montgomery, Coordinator,
Special Services
Sharon Martz, Counseling
Psychometrist
Debra Leverette, Chair,
Secretarial Sciences

STEERING COMMITTEE LIAISONS: Timothy Langston, IUPUI
Pete Magnant, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: M (Page 8 of Agreement)

TITLE: ADMISSIONS AND RECORD KEEPING

OBJECTIVE: To develop a process for admissions and record keeping for IVTC students who wish to enroll in one or more IUPUI course whether offered on site at IVTC or on the IUPUI campus.

CHARGES:

1. Address the different needs of students who may wish to take only one course without the intent of completing a degree at IUPUI.
2. The report should be consistent with the recommendations developed by the committee reviewing placement examinations (Initiative L.)
3. Discuss problems likely to be encountered by IVTC students whose classes are not scheduled at the same time as IUPUI students.
4. Develop a fair procedure consistent with IUPUI policies to ensure that IVTC students have satisfactory access to IUPUI courses.

TIME LINE:

COMMITTEE COMPOSITION GUIDELINES:

COMMITTEE MEMBERSHIP:

IUPUI

New Director of Admissions
New Registrar
Michael Cosmanoff, Bursar
Richard Slocum, Associate Dean
Student Affairs

IVTC

Rebecca Mitchell, Bursar
Vikki Kelley, Coordinator,
Financial Assistance
Luefader Walton, Counselor
Jane Paterson-Smith, Registrar

STEERING COMMITTEE LIAISONS: Timothy Langston, IUPUI
Darrell Cousert, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: N (Page 8 of Agreement)

TITLE: STUDENT RETENTION IN HIGHER EDUCATION

OBJECTIVE: To increase interest and retention of students in the fields of science, mathematics and technology.

CHARGES:

1. Develop program if funded as submitted to the U.S. Office of Education.

2. Look for other funding if denied.

3. Develop other cooperative retention efforts.

TIME LINE: Proceed with plans after funding status is identified in September, 1990.

COMMITTEE COMPOSITION GUIDELINES: Committee which prepared the grant proposal.

COMMITTEE MEMBERSHIP:

IUPUI

IVTC

Elaine Alton, Department of Mathematics
Walter Buchanan, Electrical Engineering
Technology
Florence Jullierat, Department of
Biology
Sandra Merritt, Person-to-Person Program

Sue Easterday, Chairperson,
Information/Data Management
Program
Connie Bolinger,
Math/Science Coordinator
Michael Hall, Program Chair,
Automated Manufacturing Program
Dee Timmons, Division Chair
of Business

STEERING COMMITTEE LIAISONS: Carol Nathan, IUPUI
Thomas Cooke, IVTC

CDN: 2/19/90

TASK FORCE CHARGE SHEET

INITIATIVE: O (Pages 8-9 of Agreement)

TITLE: ANNUAL REVIEW

OBJECTIVE: To ensure that progress is being made in each of the initiatives and to provide a means whereby cooperative arrangements between IUPUI and IVTC can be extended or modified.

CHARGES:

1. Review the agreement annually.
2. Submit an annual report of the review to the academic officers of IUPUI and IVTC.

TIME LINE: January of each year.

COMMITTEE COMPOSITION GUIDELINES: The Agreement Steering Committee

COMMITTEE MEMBERSHIP:

IUPUI

IVTC

Scott Evenbeck, Associate Dean
of the Faculties
Timothy Langston, Dean of
Student Affairs
Bernard Morrel, Professor of Mathematics
and Chair, Academic Affairs
Committee, Faculty Council
Carol Nathan, Associate Dean
of the Faculties

Thomas Cooke, Dean of
Instructional Affairs
Darrell Cousert, Director
of Student Services
Pete Magnant, Division Chair,
Human Services and Health
Technologies Division
Rex Ward, Director of Business
and Industrial Training and
Development

STEERING COMMITTEE LIAISONS: N/A

CDN: 2/19/90