

Connecticut State University System

Developing a State of Minds

BR#2000-100



RESOLUTION

concerning

AUTHORIZATION OF A MEMORANDUM OF
UNDERSTANDING

to offer

OFF-CAMPUS UNDERGRADUATE COURSES IN JAMAICA

by

EASTERN CONNECTICUT STATE UNIVERSITY

December 8, 2000

WHEREAS, Board Resolution #94-103 authorized any of the CSU System universities to establish credit or non-credit instructional programs at overseas sites operated in partnership with foreign institutions or individuals, and authorized the President of such university to enter into contracts with such foreign institutions or individuals to carry out these programs in accordance with the provisions developed to implement BR #94-103, and

WHEREAS, Eastern Connecticut State University has established a relationship of cooperation over time with the Jamaica Ministry of Education and has most recently offered undergraduate courses in Jamaica during the Intersession and Summer 2000 sessions and

WHEREAS, The proposal presented by ECSU relies on currently approved courses and programs in its 2000-2002 undergraduate catalog, and


WHEREAS, The initiative will strengthen the ongoing collaboration of ECSU with the Greater Hartford Jamaican community and the Jamaican people and be of benefit to all parties, therefore be it

RESOLVED, That the Board of Trustees for the Connecticut State University System approves the Memorandum of Understanding between Eastern Connecticut State University and the Hanover Education Foundation with the endorsement of the Ministry of Education of the Government of Jamaica to offer undergraduate courses to improve the professional preparation of teachers for the nation of Jamaica, and be it further

RESOLVED, That the Board of Trustees for the Connecticut State University System authorizes the President of Eastern Connecticut State University notify the Board of Governors for Higher Education of its intent to offer off-campus courses in Jamaica through academic year 2001-2002, and be it further

RESOLVED, That the President of Eastern Connecticut State University is authorized to enter into this agreement and shall report to the Board at the end of the academic year 2001-2002 concerning the educational and fiscal condition of this program, as required in Board Resolution #94-103.

A Certified True Copy:



William J. Cibes, Jr., Chancellor

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

EASTERN CONNECTICUT STATE UNIVERSITY

AND THE

HANOVER EDUCATION FOUNDATION

WITH THE ENDORSEMENT OF

MINISTRY OF EDUCATION

GOVERNMENT OF JAMAICA

PURPOSE

This agreement is made between the Hanover Education Foundation (HEF) and Eastern Connecticut State University (ECSU) to provide qualified faculty and offer the appropriate course work, which will lead to a Bachelors degree for graduates of accredited Teachers Colleges sanctioned by The Office of the Ministry of Education of the Government of Jamaica (MOE). The Ministry strongly endorses this collaboration as a means of furthering its long-term goals.

BACKGROUND

As part of its community outreach efforts, Eastern Connecticut State University (ECSU) has developed a close collaborative relationship with the Greater Hartford Caribbean Community Outreach (GHCCO) and, by extension, with organizations, and institutions in Jamaica, specifically the Hanover Education Foundation. Eastern Connecticut State University has offered contract courses in conjunction with Hartford communities and related organizations in Jamaica. This model is similar to previous courses offered in conjunction with the Portland Education Initiative (PEI) with courses open to Connecticut residents as well as students from Jamaica. Previous collaborations, including recent ones with the Hanover Education Foundation, have proven to be extremely successful.

Current teachers who are in possession of diplomas or certificates from the Ministry's sanctioned Teachers Colleges will need to earn Bachelors degrees to meet the Ministry's long-range goals. Because of Eastern's ongoing relationships in Hartford and Jamaica, both the Hanover Education Foundation and Eastern desire to offer a comprehensive program to those pursuing a Bachelors degree. This program could be one of the beginning steps in a series

designed to assist the Ministry's strategic vision of improving the abilities and knowledge of teachers throughout Jamaica.

LIMITATIONS

This agreement represents a time-limited scope of work that will result in the completion of a Bachelors degree for interested teachers. This contract is only for a limited scope program and is not intended to initiate continuous, long-term services.

RESPONSIBILITIES

Eastern will provide a Bachelor of Arts program to graduates of the Ministry's sanctioned Teachers Colleges and/or the University of the West Indies who are over 25 years of age.

Eastern will transfer a minimum of sixty credits toward the bachelor degree for those students who are graduates of the diploma or certificate programs of Ministry-sanctioned teachers colleges and/or universities.

Eastern will deliver credit-bearing courses and will ensure that the integrity of the course work and faculty standards meets the same standards as maintained on Eastern's Willimantic campus. Eastern will employ full-time and part-time faculty to teach the courses.

Admissions and matriculation requirements will be based on the standards maintained at the Eastern campus in Willimantic, Connecticut.

Eastern Connecticut State University will:

- Pay the salary of instructors.
- Provide air transportation to and from Jamaica for instructor(s).
- Contribute appropriate resources to the library collection at the site in Jamaica (Lucea High School).
- Provide distance learning equipment in Jamaica as needed.

The Hanover Education Foundation will be responsible for identifying teachers with degrees from Ministry sanctioned colleges and/or universities to participate in this program and will:

- Provide adequate classroom space, computer lab, furniture, library space, and other auxiliary facilities to support the teaching of scheduled courses.
- Provide Eastern's faculty members with access to space and the support staff necessary to perform their professional duties.
- Provide housing at no cost to Eastern faculty who will be teaching courses.
- Provide a local liaison to negotiate arrangements with the Hanover Education Foundation and other organizations and to assist the Eastern faculty during the term of contract.

- Provide transportation to and from the airport upon arrival and departure for Eastern personnel.
- Provide transportation to and from course locations.
- Remit to Eastern Connecticut State University, in U.S. dollars, the agreed to contract remuneration for each session.

Greater Hartford Caribbean Community Outreach, as the parent organization of the Hanover Education Foundation, will be responsible for the following:

- Providing continued linkage between the Jamaican community in the Greater Hartford area and Jamaica, as well as, community support on behalf of the collaboration;
- Facilitating success for the program at all levels as appropriate.

PERSONNEL

The Hanover Education Foundation and Eastern agree that Eastern's Vice President for Academic Affairs will be responsible for ensuring that academic activities match the quality standards in Jamaica and in Connecticut.

TERMINATION OF THE AGREEMENT

The Hanover Education Foundation and Eastern recognize that the Agreement may be unilaterally cancelled by either party as follows:

1. Before Start-up. The Hanover Education Foundation will recruit individuals to start initial courses. If either party believes that the response is insufficient to support the program, that party may send a written notice of cancellation of this agreement prior to the offering of any course.
2. After Start-up. If, after the start of the program, the parties recognize that the situation may change, the Hanover Education Foundation or Eastern may send written notice of cancellation of this Agreement at any time. If this should occur, both parties would work together to complete any obligations to each other and to enrolled students. The program would close down in specific phases to ensure that the Ministry and Eastern meet all responsibilities to students and to each other.

EASTERN CONNECTICUT STATE UNIVERSITY:

By _____ Date: _____
Title

By _____ Date: _____
Title

HANOVER EDUCATION ASSOCIATION:

By _____ Date: _____
Title

By _____ Date: _____
Title

By signature below, the Ministry of Education acknowledges that it is supportive of the collaboration outlined in this Memorandum of Understanding and will foster the collaboration in an appropriate manner.

MINISTRY OF EDUCATION

By _____ Date: _____
Title

ITEM

Approval of a Memorandum of Understanding between Eastern Connecticut State University and the Hanover Education Foundation with the endorsement of the Ministry of Education of the Government of Jamaica to offer undergraduate courses in Jamaica by ECSU.

BACKGROUND

As a means of enhancing its total education system, the nation of Jamaica recently adopted a policy that requires all of its public school teachers to have bachelors degrees and faculty in baccalaureate-granting teachers colleges to have masters degrees. ECSU proposes to offer undergraduate courses in Jamaica as part of a program to address the rising standards for teachers in Jamaica. Eastern has had a relationship of cooperation and joint effort in the development of educational opportunities over a long period. This relationship was initially based on two courses and expanded into collaboration with the Hanover Education Foundation. Courses were also offered during Intersession and Summer Session 2000. The policy of the Board of Governors of Higher Education is that when less than one-half of the course work is provided off campus, formal approval is not required. It is expected, however, that universities inform the Board of their intent to offer such course work.

ANALYSIS

Eastern is proposing to offer an educational opportunity to those Jamaican teachers desiring a bachelors degree from ECSU. The proposed course of study, consistent with courses and programs published in ECSU's 2000-2002 catalog, provides for 39 to 45 of 120 credits to be offered on site in Jamaica. ECSU faculty will teach these courses; Eastern's admissions policies and performances standards will be used to select participants and evaluate student achievement, respectively. Eastern will provide appropriate instructional materials and electronic access to its library. ECSU faculty will teach only during intersessions and/or summer session. All costs for travel, accommodations, incidentals, etc., as well as all specialized equipment, electronic connections and physical space will be borne by the Hanover Education Foundation.

CHANCELLOR'S RECOMMENDATION

Approve the Memorandum of Understanding for Eastern to offer undergraduate courses in Jamaica and request the President of ECSU to inform the the Board of Governors for Higher Education of its intent to offer off-campus courses in Jamaica through academic year 2001-2002.



Eastern Connecticut State University

83 Windham Street ■ Willimantic ■ Connecticut 06226 ■ 860-465-5000

November 15, 2000

Dr. Herman Lujan
Chief Academic Officer
Connecticut State University System Office
39 Woodland Street
Hartford, CT 06105-2337

Dear Dr. Lujan:

I am pleased to submit to you three documents pertaining to the proposed agreement between Eastern Connecticut State University and Hanover Education Foundation to offer contract courses for Jamaican teachers. These teachers will take courses on site in Jamaica, additional courses via distance learning, and finally, a few courses on the Willimantic campus.

We are confident that these teachers will earn an undergraduate degree from Eastern Connecticut State University within the next two to three years. Since these courses are at the undergraduate level, they do not compete with graduate offerings in Jamaica by Central Connecticut State University.

The enclosed documents include:

1. Eastern Connecticut State University Proposal for Undergraduate Contract Course Offerings in Jamaica
2. Eastern Connecticut State University Budget for Jamaica Contract Courses
3. Memorandum of Understanding between Eastern Connecticut State University and Hanover Education Foundation, with the Endorsement of Ministry of Education, Government of Jamaica.

Thank you for your support. Please let me know if you have any questions.

Sincerely,

Dimitrios S. Pachis
Vice President for Academic Affairs

DSP/kaa

Enclosures

cc: President David G. Carter
Dr. Dennis De Long, Executive Officer of Academic Affairs and Research



EASTERN CONNECTICUT STATE UNIVERSITY
Proposal for
Undergraduate Contract Course Offerings
In Jamaica

Background Information

As part of its community outreach efforts, Eastern Connecticut State University (ECSU) has developed a close collaborative relationship with the Greater Hartford Caribbean Community Outreach (GHCCO) and, by extension, with organizations and institutions in Jamaica, most recently the Hanover Education Foundation (HEF). Under the auspices of the Foundation, ECSU has offered three undergraduate courses during the Intersession and Summer 2000 sessions. This model is similar to the Portland Education Initiative (PEI) which offered two courses in the Portland area during Intersession 1999. Courses were open to Connecticut residents as well as students from Jamaica.

Current teachers who are graduates of the Ministry of Education of the Government of Jamaica (MOE)-sanctioned Teachers Colleges and/or universities will need to earn bachelor's degrees. Due to ongoing relationships in Hartford and Jamaica, ECSU proposes to offer an educational opportunity to those desiring a bachelor's degree from ECSU. This opportunity would be one of the beginning steps in a series assisting the Ministry's goal of improving the abilities and knowledge of teachers throughout Jamaica. (See attached Memorandum of Understanding between Eastern Connecticut State University, Hanover Education Foundation and the Ministry of Education.)

Because of the need to provide such an opportunity, and the success of the initial course offerings in Jamaica, Eastern has developed an innovative initiative to address this need. Eastern will offer courses to be delivered via several modes, including distance learning, on-site in Jamaica and on the Willimantic campus. This opportunity would be extended to teaching professionals who are graduates of the Ministry's sanctioned Teacher's Colleges and/or universities with Diplomas or Certificates, who are 25 years of age, and who have already completed half of the bachelor degree requirements. This opportunity would be offered until the demand has been satisfied and/or both sides choose to terminate the agreement.

The initiative will strengthen an ongoing collaboration of Eastern, with the Greater Hartford Jamaican community, and the Jamaican people. This collaboration has already yielded a number of concrete results such as Eastern courses in Jamaica, migration, etc. In addition, there has been a significant donation by a member of the Jamaican community to the Caribbean Collection at the J. Eugene Smith Library on the campus. The campus Caribbean Student Club holds fundraisers and frequent cultural activities. These actions have improved the image of Eastern in the eyes of the local Jamaican community and allowed people to see the university as truly extending its services to improve the quality of those living in their homeland. This kind of international outreach activity is consistent with an important aspect of the university's mission.

Jamaican students will be taking courses on the Eastern campus, enhancing the learning experience of Eastern's traditional student population and furthering its goal of providing a diverse educational experience. It will also aid in attracting students from the Jamaican population both in Connecticut and from the nation of Jamaica. Eastern's presence in Jamaica has already borne fruit in the enrollment of two full-time traditional students on the Willimantic campus.

Finally, the Connecticut State University system (CSU) is already involved in Jamaica as a result of the individual courses offered by Eastern and the ongoing Master's program offered by Central Connecticut State University.

Background for the Program

The basic need for the program is due to the rising standards for teachers in Jamaica as explained above. It is natural that the Ministry's Teachers' Colleges and/or universities in Jamaica would turn to Eastern for help in this situation because the University has had a relationship of cooperation and joint effort in the development of educational opportunities over a long period. This relationship was initially based on two courses in sociology. Collaborative efforts begun in the Portland area with the PEI have expanded into collaboration with the Hanover Education Foundation. This is a relationship which is important to Eastern -- and one the university wishes to strengthen.

During the Summer 2000 session held with the Hanover Education Foundation, 80 students registered and also expressed their interest in future opportunities by forwarding their transcripts to Eastern. Thus, we have every reason to believe that there will be adequate enrollment to sustain the program through completion. The requirement of a bachelor's degree will continue to give students a very strong incentive to complete the program and reason for Eastern to assist with Jamaica's effort to improve its educational system.

1. Description and rationale for the proposed opportunity (including curriculum) and the need for the Opportunity in Jamaica

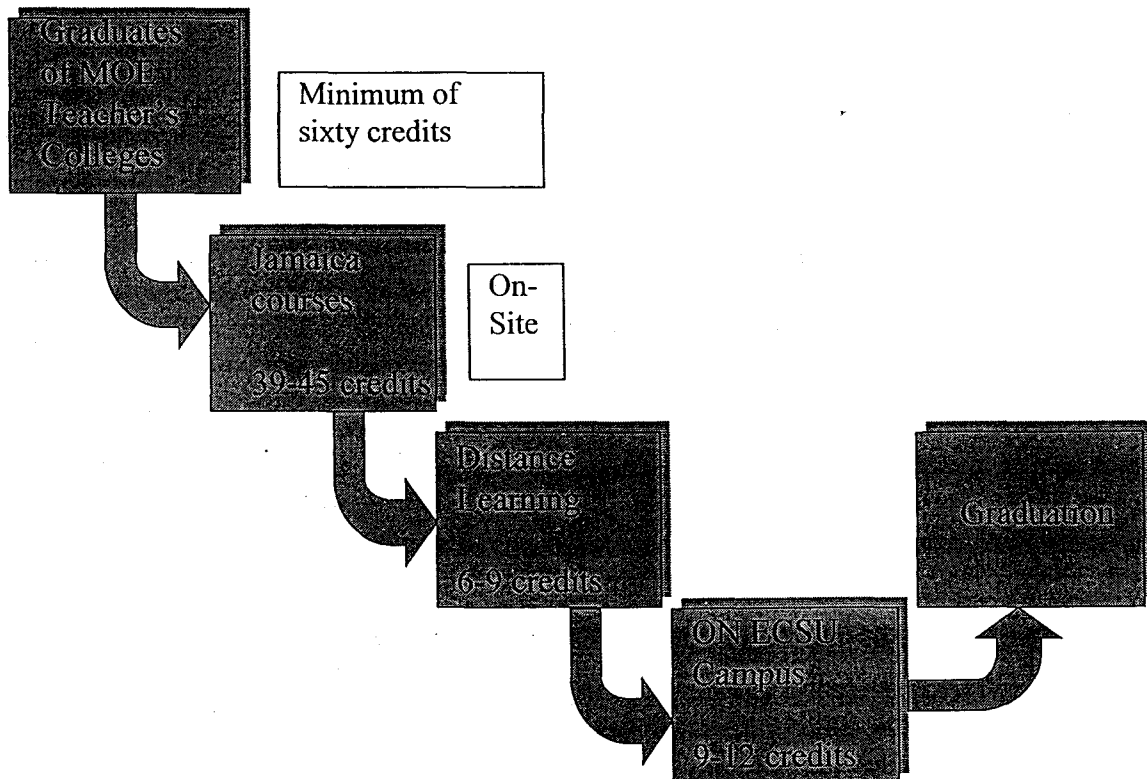
As a means of enhancing its total education system, the nation of Jamaica recently adopted a policy that requires all of its public school teachers to have bachelor's degrees and faculty in baccalaureate-granting teachers colleges and/or universities to have master's degrees. There is a need for an opportunity to upgrade the qualifications of the graduates of the various Teacher's Colleges and/or universities sanctioned by the Ministry of Education of the Government of Jamaica (MOE). Eastern is entering into an agreement with the Hanover Education Foundation and the Ministry (see attached) to facilitate the identification and recruiting of these students, most of whom are professional teachers.

To be effective with working Jamaican teachers, courses will need to be offered in Jamaica, through distance learning technology, and on the Eastern campus. Accordingly, the University proposes to offer specific, focused contract courses in Jamaica (see curriculum plan below). Students in the proposed program would be required to take some courses through distance learning and to spend time at Eastern taking the remaining courses and participating in graduation.

The plan for the presentation of the degree program in Jamaica is set forth in the MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN EASTERN CONNECTICUT STATE UNIVERSITY AND HANOVER EDUCATION FOUNDATION WITH THE ENDORSEMENT OF THE MINISTRY OF EDUCATION GOVERNMENT OF JAMAICA. The intention is to offer the remaining courses so that students can complete the program by the end of summer 2002.

Proposed Curriculum

The proposed course of study is shown in the following diagram. Up to 45 credits of the entire program (120 credits) will be on site in Jamaica.



The curriculum for any proposed major concentration in Jamaica will be exactly the same as that in Eastern's 2000-2002 catalog except that 13-15 courses will be offered in Jamaica. Courses offered in Jamaica will be fully under the control of the University. Eastern plans, as it did with the initial courses, to use its own full-time and/or part-time faculty. Decisions about student admissions to the program will be made in accordance with Eastern's admissions policies. Student performance standards in the courses will be the same as on the Eastern campus.

Graduates from the teacher programs offered by accredited Ministry Teacher's Colleges and/or universities will be admitted as if they have earned the equivalent of an associate's degree from an accredited U.S. college or university. All of the teacher preparation programs have a large degree of commonality. Eastern will offer an explicit number of credits that meet the General Education Requirements (GER), the major and electives.

The curriculum plan is as follows:

AREA	NUMBER OF CREDITS	ACCEPTED IN TRANSFER	OFFERED THROUGH ECSU
GER	36	15*	21**
Major	42	0	42**
Electives	42	45*	9
Totals	120	60	60

* For graduates of three-year teachers' program

** 12 Credits count toward both GER and major.

Course enrollments will be based on applicable course limits and would not normally exceed 40 students per section. If total enrollment justifies it, additional sections of each course will be offered by Eastern. Two to three courses will be offered during each teaching period (fall, intersession, spring, summer) .

2. Relationship of the modification to approved programs

As noted above, any program will be identical to approved degree programs in the Eastern catalog.

3. Background for the change (history)

While much of the background has been covered in the introduction, the history and demand for the program is important. Eastern has offered three courses in Jamaica (SOC 107, SOC 301 and ENG 226 [Summer only]) during Intersession and Summer 2000. The demand for these courses required multiple sections and a total of 80 students took summer courses. The students evidenced a strong desire for a degree program.

4. Enrollment Information

As noted above, the demand for such a program in Jamaica has already been demonstrated.

5. Resources (specific existing and new costs)

All costs have been built into direct charges to the budget (see attached).

Faculty

Only full-time and part-time Eastern faculty will be employed to teach the proposed courses. The courses will be organized in winter (intersession) and summer sessions and during the fall and spring semesters. The arrangement used with the first courses worked well and we plan to capitalize on the positive experience. Students were well served and campus resources and programs were not negatively affected.

Coordinator

Eastern's School of Continuing Education will provide the support needed to assist faculty and students. The Hanover Education Foundation will provide on-site liaison.

Library and Instructional Material Support

Eastern faculty will provide sufficient copies of required readings and other reference materials for use by the Jamaican students on site. The staff of the School of Continuing Education will assist them in this process.

In addition, Eastern personnel will provide other, appropriate hard copy books and materials to supplement the library holdings on site.

The program will establish electronic connection between Jamaica and the ECSU library. Eastern's library will transmit materials digitally through the ARIEL program which will be available to receive the transmissions at the teaching locations in Jamaica. More familiar methods of sending materials--such as mail and fax--will also be available. Further significant information will be accessed on line throughout the EbscoHost service. Eastern's library staff is prepared to provide technical assistance to Jamaican library personnel and to the Jamaican students themselves. In addition, Eastern's library staff will assist its faculty in their preparation to teach in Jamaica by reviewing the resources and processes available to them.

Specialized Equipment

The Hanover Education Foundation will provide study space, classroom space, access to computer equipment, etc. The Foundation will also provide computer support that includes Internet capability. Through the Internet, students in Jamaica will have direct access to Eastern faculty and staff. Direct contact with faculty by electronic mail will provide for on-line advisement, academic, and instructional support for the duration of the program. Plans are being made to include distance learning instruction and web-based supplemental support for this program.

6. Professional Accreditation (when relevant)

Not applicable

EASTERN CONNECTICUT STATE UNIVERSITY

BUDGET FOR JAMAICA CONTRACT COURSES

(Assumes an Enrollment of 80 Students in 17 Courses and 2 CLEP Sections)
 (Assumes \$250 per Student per Section)

Revenue

TYPE OF OFFERING	NUMBER	RATE	TOTAL
CLEP Test Administration	2 sections	\$8,000	\$16,000
Regular Courses	34 sections	\$10,000	\$340,000

Total Revenue

\$356,000

Expenses

FACULTY COSTS			
Fall & Spring Courses	8 sections	\$9,375	\$75,000
Summer & Intersession Courses	26 sections	\$3,300	\$85,800
OTHER EXPENSES			
Faculty and Staff Travel	34 trips	\$1,750	\$56,000
Instructional Supplies	34 course sections	\$675	\$16,200
Equipment	Computer, TVs and interactive video unit	\$15,000	\$15,000

Total Expenses

\$248,000

Net Revenue

\$108,000

Services Provided by Hanover Education Foundation

	NUMBER	RATE	TOTAL
Accommodations	408 stays	\$125 per da	\$51,000
Intra-island transportation	340 days	\$20 per day	\$6,800
Meals	408 days	\$25 per day	\$10,000
Classroom Space	340 instructional days	\$50 per day	\$17,000
Libraries	170 library days	\$50 per day	\$8,500
Office Space	170 days	\$50 per day	\$8,500
Clerical Support	170 days	\$35 per day	\$5,950
Support person(s)	170 days	\$50 per day	\$8,500

Total Contribution

\$116,250