

THE BACHELOR OF SCIENCE IN DENTAL HYGIENE

A Partnership Program between
Eastern Washington University and Shoreline Community College

Memorandum of Understanding

1. Duration

This Agreement shall be in force beginning the first day of April 1, 2008, and extending until the last day of August 31, 2011.

2. Contract Administration

The Presidents of Eastern Washington University and Shoreline Community College, or their designees, shall be responsible for the administration of this Agreement. This Agreement shall be reviewed at the completion of each academic year by the appropriate representatives of Shoreline Community College and Eastern Washington University and amendments may be required to maintain an equitable partnership between the two institutions.

3. Purpose

The purpose of this Agreement is for Eastern Washington University, in collaboration with Shoreline Community College, to provide a baccalaureate completion program in Dental Hygiene on the Shoreline Community College campus for graduates with an Associate Degree in Applied Science from Shoreline Community College's Dental Hygiene program or an equivalent program. See attached proposal from the Eastern Washington University Department of Dental Hygiene to Northwest Association of Schools and Colleges (Appendix 1) and approval of the program proposal from Eastern Washington University Department of Dental Hygiene by the Higher Education Coordination Board (Appendix 2).

4. Credits

A minimum of 61 credits at the upper-division level will be required to complete the Bachelor of Science in Dental Hygiene degree. It is expected that each cohort will maintain a minimum of 20 active student enrollments.

See Appendix 3 for course and credit breakdown.

5. Staffing

The responsibility for providing faculty will reside with Eastern Washington University. Any faculty travel costs will be the responsibility of Eastern Washington University.

Karen Barter will serve as Program Coordinator on the Shoreline Community College campus. See Appendix 4 for the description of the Program Coordinator position. Eastern Washington University will compensate the Program Coordinator at the rate of \$12,500 per year and any associated benefit cost.

6. Facilities

Shoreline Community College will provide the classrooms for courses required for the Bachelor of Science in Dental Hygiene degree. The Program Coordinator (Karen Barter) will work with the Chair of the Eastern Washington University Department of Dental Hygiene (Rebecca Stolberg) as well as the Dean of Health Occupations, to identify and schedule the needed classroom space. If Eastern Washington University's occupancy of the classroom space should cause Shoreline Community College to incur additional direct costs (i.e., utilities, custodial, security), Eastern Washington University will reimburse Shoreline Community College for those costs.

7. Financial Aid

Financial aid will be awarded and governed by Eastern Washington University for students once they have been formally admitted to the Bachelor of Science for Dental Hygiene program, and will remain effective as long as they are eligible for financial aid, are in good standing in the program, and according to regulations and policies of Eastern Washington University.

8. Admissions, Registration, and Business Office (Fiscal) Functions

Eastern Washington University will be responsible for registering students and posting student grades by the deadlines established by Eastern Washington University. The Program Coordinator at Shoreline Community College will be responsible for reporting to the Registrar's Office, and the Chair of Department at Eastern Washington University, the student's name and date of complete withdrawal from the degree completion program. The Program Coordinator will collect a \$90.00 application fee from each program applicant and forward these funds to Eastern Washington University.

9. Indemnification/Responsibilities Clause

Eastern Washington University shall be responsible for consequences of any act or failure to act on the part of itself, its employees and agents. Shoreline Community College shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence and each party shall indemnify and hold the other party harmless for any loss which results there from. Neither party shall assume any responsibility to the other party for the consequences of any act or failure to act of any person, firm, or corporation not a party to this agreement.

10. Other Provisions

a. Site Mechanics

Bookstore, Textbooks: - Books will be stocked and sold, if necessary, by the Shoreline Community College bookstore to students enrolled in Eastern Washington University courses.

Office Space: To be provided by Shoreline Community College for the program coordinator. An accessible mailbox, as well as a photocopy machine will also be made available for after-hours.

Classrooms: To be provided by Shoreline Community College through communication with the Dean of Health Occupations to reserve space.

b. Program Support

Advisory Committee: An advisory committee will be created for the EWU/SCC program located in Shoreline and will meet at least annually under the direction of the Chair of the Department of Dental Hygiene and the Program Coordinator at Shoreline Community College.

Library Services: Faculty and students enrolled in the program will have normal access (conventional and electronic) to the libraries on both campuses. An Eastern Washington University/Shoreline Community College library access agreement can be found in Appendix 6.

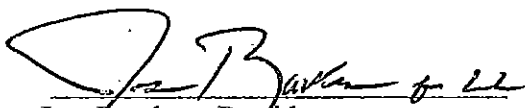
c. Reimbursable Expenses: Travel, copies, and other incidental expenses of the Program Coordinator will be reimbursed by Eastern Washington University. A budget for these expenses will be established on an annual basis.

11. Termination


This Agreement may be terminated by mutual agreement. It may also be terminated when the size of a cohort of students falls below the level of twenty (20) students. At this point, no additional students will be accepted into subsequent cohorts. Students will have sufficient notice so they can complete course requirements in the remaining time in their planned program. The program will terminate after the last cohort has had sufficient time to complete the required coursework.

For: Shoreline Community College

For: Eastern Washington University


Lee Lambert, President

Date: 4/14/08


Ms. Toni Habegger, Associate Vice President
of Business and Finance

Date: 5/27/08

**Role and Responsibilities of the Expanded Degree Program Director of the EWU
Expanded Degree Program—Shoreline Community College**

1. Direct and coordinate the education program at the Shoreline Community College site with Dental Hygiene Department chair, administrators, and staff at Eastern Washington University.
2. Meet with Shoreline Community College's Dean of the Health Occupations and Physical Education division at least quarterly, ideally in the *fifth week* of each academic quarter.
3. Submit to Shoreline's division secretary a completed room request form on or before an identified deadline for each quarter.
4. Provide the Shoreline dental hygiene program with a link from the Shoreline program Web page to the EWU program Web page.
5. Provide the Shoreline dean and division secretary, by e-mail, the following items on a regular basis:
 - a. Names of EWU associate faculty, the courses that each faculty member will teach, a contact telephone number and e-mail address for each faculty member. (This will be used for security and notification in the event of a campus closure or other emergency.)
 - b. Applications deadlines for the program.
 - c. Any changes in the program, program requirements, or related matters.
 - d. Dates and locations of any outreach activities
6. Invite Shoreline's dean to the program's advisory committee meetings.
7. Check the Shoreline-provided voice mail box weekly and respond to questions from students, potential students, faculty, and staff.
8. Shoreline's dean and EWU's Riverpoint-based Dental Hygiene Department Chair will communicate by telephone at set times at least twice per year to discuss the success of the program, any possible improvements, and minor issues that have arisen over the prior six-month period. (Major issues will be communicated immediately from Shoreline's dean to EWU's Riverpoint-based chair.)
9. Administer the admissions process including advising, promotion, distribution, collection and review of application materials.
10. Secure and provide orientation to faculty for each course offered on site.
11. Participate in the development and implementation of program policies and assure adherence to institutional (Shoreline Community College and EWU) policies.

12. Advise students about registration details each quarter, providing program planning advice when appropriate.
13. Assist in the development, collection and analysis of data for outcomes assessment (e.g. quarterly student evaluations, annual surveys, retention data, etc.)
14. Assist with the development and implementation of promotional materials for the program.
15. Facilitate collection of current licenses, personal information forms, and graduation forms and provide written report to EWU co-program chair.
16. Represent and market the degree completion program at area dental hygiene programs and at other local and regional programs.
17. Distribute Student Handbook and provide orientation to degree completion students.
18. Facilitate and chair annual Advisory Board meetings and provide written report to EWU co-program chair.
19. Assist the EWU co-program chair in resolving any problems/concerns/conflicts between faculty, students, staff, and administrators.
20. Assist the EWU co-program chair in suggesting and/or facilitating program changes as a result of the analysis of outcomes assessment data.