

Michigan State University
College of Agriculture and Natural Resources Institute of Agricultural Technology
and
Muskegon Community College

CONSORTIUM AGREEMENT
Updated 4/9/24

Michigan State University's College of Agriculture and Natural Resources ("MSU CANR") and Muskegon Community College, pursuant to this Consortium Agreement (the "Agreement"), agree to provide inter-institutional instructional programs in Urban Forest Management Certificate and Associate in Applied Science in Urban Forest Management (each a "Program" and collectively, the "Programs"). The specific courses and requirements for the Programs are outlined in Appendices A and B. The inter-institutional understanding includes the following major points:

A. Both Parties Desire to Enhance Agriculture, Food and Natural Resources Post-Secondary Education in Michigan and Increase Student Access to Such Educational Opportunities; therefore, MSU CANR and Muskegon Community College, shall use reasonable efforts to:

1. Engage in an inclusive planning process to enhance post-secondary educational opportunities and student recruitment in the agriculture, food, and natural resources disciplines.
2. Identify and recruit potential partners and sponsors of agriculture, food, and natural resources programs.
3. Identify resource needs related to future programming.
4. Foster connections and partnerships with stakeholders that enhance post-secondary agriculture, food, and natural resources education.

B. Certificate Program

MSU CANR, with instructional coordination provided by its Institute of Agricultural Technology ("IAT"), will offer coursework that, combined with credits from Muskegon Community College, will allow students to complete a certificate program in Urban Forest Management.

1. MSU will provide students with a schedule of MSU courses needed to complete a certificate in the respective Programs (see Appendix A for MSU courses).
2. Muskegon Community College, will provide the coursework that students must complete in addition to the MSU courses required to earn a certificate in the respective Programs, including developmental and prerequisite coursework, and student tutoring as necessary (see Appendix B for Muskegon Community College, courses). Students must earn a minimum grade of 2.0 in all Muskegon Community College courses that are to be transferred to MSU for completion of a certificate program.

C. Associate Degree

1. Muskegon Community College will offer an Associate in Applied Science for those students who wish to add an associate degree to an MSU certificate. Muskegon Community College agrees to accept all MSU Certificate coursework in transfer toward the associate degree where the grade is a 2.0 or better. To be awarded an associate degree at Muskegon Community College, students must complete all required coursework, with at least 15 credits of coursework at Muskegon Community College, and any other program requirements for the associate degree.
2. MSU CANR will keep its course equivalencies up to date in Transfer MSU (<http://transfer.msu.edu/>) and will provide Muskegon Community College, with curriculum guidelines, as needed, beyond those found in the MSU Academic Programs catalog (<https://reg.msu.edu/AcademicPrograms/Default.aspx>).
3. MSU CANR will also keep its transfer course equivalencies with Muskegon Community College, up to date on the Michigan Transfer Network (MTN) website (<https://www.mittransfer.org/>).

D. Michigan State University College of Agriculture and Natural Resources Program Coordinator

1. MSU CANR agrees to designate a coordinator for the Institute of Agricultural Technology (the "MSU Coordinator") for the purpose of student recruitment, curriculum coordination, workplace internship placements, certificate coursework review, academic advising assistance, support to students participating in the Program and work with the Muskegon Community College-MSU Urban Forest Management stakeholder groups.
2. Muskegon Community College shall reimburse MSU CANR 50% of the MSU Coordinator's annual salary and fringe benefits costs. Muskegon Community College shall make the reimbursement payment to MSU CANR within 30 days of receiving an invoice detailing such payments. Muskegon Community College agrees that its reimbursement of the MSU Coordinator's annual salary and fringe benefits shall remain in effect for all periods covered by this Agreement.
3. MSU CANR shall be responsible for supervising and evaluating the MSU Coordinator. A representative of Muskegon Community College shall participate in the selection and annual evaluations of the MSU Coordinator; however, MSU CANR shall have final decision-making responsibility.
4. The MSU Coordinator will serve as the academic advisor, for both Muskegon Community College and IAT, to work directly with students in the program and industry partners to establish workplace internships.

E. Community College Program Representative

1. Muskegon Community College agrees to designate a representative (the "Muskegon Community College Representative") to serve as a single point of contact for the MSU Coordinator and for prospective students in the Programs. The Muskegon Community College Representative, working together with the MSU Coordinator, will coordinate inter-institutional communication and information regarding admissions, enrollment status, course scheduling, and advising.

F. Muskegon Community College and MSU College of Agriculture and Natural Resources' Institute of Agricultural Technology Admissions, Dual Enrollment, Student Reporting and Financial Aid

1. Institute of Agricultural Technology students shall apply simultaneously for admission to both Muskegon Community College and the IAT Program offered by MSU, permitting them to enroll in the required coursework offered by both institutions. Fundamental to the effective and efficient administration of the Programs is the need to regularly share information, including student records, between Muskegon Community College and MSU. To that end, MSU and Muskegon Community College agree to share academic and other information concerning dually enrolled students for the purpose of administering the Programs. Each institution agrees to comply with applicable law and regulations promulgated under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g et seq. regarding the use and redisclosure of any such records. All dually enrolled students will be notified that Muskegon Community College and MSU will disclose their student records to the other institution.
2. Muskegon Community College will assume the responsibility of processing, awarding, and disbursing financial aid for those students who qualify for aid. Accordingly, Muskegon Community College will be responsible for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention and reporting including the National Student Loan Data System (NSLDS). Both schools shall be responsible for reporting data on the Fiscal Operations Report and Application to Participate (FISAP).

The guiding operational principle is that Muskegon Community College will act as the home institution and MSU as the host institution for the purposes of delivering financial aid. Aid eligibility will be determined based on the combined enrollment at both institutions.

Under this Agreement, the responsibility for administering outside scholarships awarded to the student will be a shared arrangement. Generally, outside scholarship funds will be sent to and processed by Muskegon Community College. In most cases, the administration of local promise zones will be processed by Muskegon Community College. Muskegon Community College will be notified of any scholarship that is not processed by Muskegon Community College.

The MSU Coordinator at Muskegon Community College will provide a list of enrolled students for both MSU and Muskegon Community College to both financial aid offices to ensure that

there is no duplication of aid. Any institutional aid awarded by MSU will be reported to Muskegon Community College as well.

3. The student will be charged tuition and fees by Muskegon Community College for only the Muskegon Community College courses and the student will separately owe tuition and fees charges to MSU at MSU rates for courses taken through MSU. It is the student's responsibility to pay each school respectively. Financial aid refunds received by students through Muskegon Community College must be used to help cover the costs of tuition, fees, room and board, and other educational related expenses for coursework at MSU.

G. Use of Classroom Facilities on the Muskegon Community College Campus (es) for Michigan State University Coursework in the Programs

1. MSU and Muskegon Community College agree to cooperate in the use of classroom space and facilities. When MSU courses are offered on the campus(es) of Muskegon Community College, classroom usage fees and equipment (such as those used for Interactive Television or other distance learning technology) may be waived. If there is a need for a classroom facilitator to operate equipment, MSU will be responsible for those charges. MSU courses will be offered during normal operating hours of Muskegon Community College.
2. In the event of campus delays or closure, MSU courses will follow Muskegon Community College operational decisions.
3. The Muskegon Community College Disability Support Services office is available for collaboration on student accommodations, but if there is a need for student accommodations within an MSU course, MSU will be responsible for any charges associated with the accommodations. Muskegon Community College will be responsible for any accommodation and charges associated with accommodation as a part of any Muskegon Community College course.
4. Muskegon Community College will provide access to current technology systems that they use at their college. Systems provided by MSU are MS 365, ZOOM, and D2L. If another system is required for compatibility, an agreement must be developed between MSU and Muskegon Community College prior to implementation.
5. Muskegon Community College will proctor MSU online course exams as needed in the Testing Center at no charge for students that are dually enrolled. Proctoring online courses must occur during Testing Center operational hours.
6. The MSU Coordinator at Muskegon Community College will be provided with a computer by MSU. However, the MSU Coordinator will be provided access to the Muskegon Community College authenticated network.

H. Additional Certificate Programs

1. This Agreement serves as the operating agreement for any additional IAT certificate programs as agreed to by both parties. Additional programs will be jointly agreed upon and an additional agreement, or written amendment to this Agreement, will need to be signed before additional programs can be implemented.

I. Program Review & Termination

1. The Programs will be reviewed annually by representatives from both institutions using assessment criteria to be developed by both institutions during the one-year period after the date this Agreement is signed.
2. Either Michigan State University or Muskegon Community College may terminate the Agreement at any time by notifying the other party in writing 90 days in advance. Should either party terminate the Agreement, any Muskegon Community College student who has become dually enrolled in one of the Programs prior to termination will be allowed to complete such Program within two (2) years from the date of enrollment, subject to the payment of applicable course fees and compliance with applicable academic regulations.
3. This Agreement is valid for three (3) years from the last dated signature below. Prior to the expiration of this Agreement, the parties may modify, extend, or amend the Agreement in writing signed by authorized signatories of both parties.

Therefore, in support of the Programs, Michigan State University and a Muskegon Community College re signatories to this Agreement, which will take effect upon the last dated signature below:

MUSKEGON COMMUNITY COLLEGE

Dr. John Selmon, President

Dr. Kelley Conrad, Provost and
Chief Students Services Officer

Dan Rinsema-Sybenga, Dean of Academic Affairs

MICHIGAN STATE UNIVERSITY

Dr. Thomas D. Jeitschko, Interim Provost and
Executive Vice President for Academic Affairs

Dr. Kelly Millenbah, Dean
College of Agriculture and Natural Resources

Dr. Jenó Rivera, Director
Institute of Agricultural Technology

Anthony Krolak, Associate Director
Office of Financial Aid

Lynn Kriser, Associate General Counsel

Appendix A

Michigan State University IAT Urban Forest Management Certificate Requirements

IAT Urban Forest Management – MSU

Requirements for Urban Forest Management

Students must complete 60 to 61 credits of the following:

1. All the following courses (36 credits):

AT	293	Professional Internship in Agricultural Technology	3
CSS	143	Introduction to Soil Science	2
ENT	110	Applied Entomology of Economic Plants	3
FOR	111	Field Exploration of Topics in Urban and Community Forestry	1
FOR	112	Career Development in Urban and Community Forestry	1
FOR	113	Fundamentals of Urban Tree Care Equipment and Worker Safety	2
FOR	114	Introduction to Climbing and Aerial Tree Work	1
FOR	120	Survey of Urban and Community Forestry	2
FOR	125	Methods of Engagement in Urban and Community Forestry	2
FOR	222	Forestry Field Methods	2
FOR	225	Urban Forestry Information Technology	3
FOR	235	Urban Tree Care Practicum	3
FOR	240	Crew Leadership & Management in Arboriculture	2
FOR	245	Capstone Experience in Urban and Community Forestry	2
HRT	211	Landscape Plants I	3
HRT	213	Landscape Maintenance	2
PLP	105	Fundamentals of Applied Plant Pathology	2

2. Complete 24 or 25 credits of additional course work through Muskegon Community College. All course work must be approved by the program coordinator in the Institute of Agricultural Technology.

Appendix B

Muskegon Community College Associate of Applied Science in Agriculture

Requirements for Associate Degree in Urban Forest Management

TOTAL CREDITS REQUIRED FOR DEGREE = 62 - 64

1. Complete 38 credits from the College of Agriculture and Natural Resources at MSU as part of the Urban Forest Management Program in the Institute of Agricultural Technology.

2. All the following MCC courses (24 to 26 credits total):

- ENG 101 English Composition – 3 Credits
- ENV 110 L&L Environmental Science – 4 Credits
- BIOL 121 Plant Biology Lecture & Laboratory - 4 Credits

Choose one (1) course from:

- BUS 125 Supervision – 3 Credits
- BUS 122 Principles of Management – 3 Credits
- CIS 120A Intro to Computer Information Systems – 3 Credits
- GEOG 25 I Intro to Geographic Information Systems – 1 Credit
- HE 110 Industrial Safety and Workplace Training – 3 Credits

Choose One (1) Course from below for 3-5 Credits.

- MATH 141 College Algebra
- TMAT 101A Technical Math I
- TMAT 102A Technical Math II
- TMAT 201 Technical Math III