TO: VP Parks B. Dimsdale
    Acting VP Thomas Henderson
    Dr. Martha Saunders
    Dr. Dianne Barlar
    Mr. Jim Jipson

FROM: Morris L. Marx
    President

SUBJECT: UWF and Okaloosa-Walton Community College Cooperative Program in Interdisciplinary Arts – Letter of Agreement

Please note/comment and return to me.
Please note and schedule appointment to discuss with me.
Please draft reply for my signature.
Please draft response in your name, sending a copy to me.
Please take appropriate action.
Please circulate—no need to return.
Please circulate and return to me.
For your information.

XX For your files.

REMARKS:

MLM: vgm

Attachment
THE UNIVERSITY OF WEST FLORIDA AND OKALOOSA-WALTON COMMUNITY COLLEGE
COOPERATIVE PROGRAM IN INTERDISCIPLINARY ARTS

LETTER OF AGREEMENT

The University of West Florida (UWF) and Okaloosa-Walton Community College (OWCC) agree to establish a cooperative degree program entitled Interdisciplinary Arts. The 2+2 program will allow students to complete the first two years of the program through OWCC and the second two years through UWF. Students completing the curriculum may earn both the Associate of Arts and Bachelor of Arts degrees, all on-site at the Niceville Campus of OWCC. Throughout their study, students will utilize the instructional and performing facilities of the Arts Center at OWCC.

CURRICULUM

The basic program content and requirements will be commensurate with those of the Interdisciplinary Arts bachelor's degree program on the UWF main campus. Students will be able to access a complete bachelor's degree program – both upper and lower division courses – on site at OWCC.

Exceptions to established degree requirements must be approved by The appropriate UWF an/or OWCC personnel. The basic program outline follows.

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Courses offered each term will be jointly determined by the appropriate OWCC and UWF staff members. In order to provide students with continued access to performances, studio classes, and applied music and dance opportunities, upper
and lower division courses may be co-listed (taught as combined sections) on an as needed basis.

**STUDENTS**

Normally, new students will begin the program as AA degree-seekers at OWCC, subject to the usual OWCC admission standards and to applicable audition requirements for selected performance and applied classes. For reporting purposes, students may also declare their intent to pursue the bachelor’s degree at UWF while completing the associate’s degree at OWCC. Upon completion of the AA degree, students will transfer to UWF, subject to the usual admission requirements. With appropriate approvals, lower division students beginning their studies at UWF may register for OWCC classes as transient students or may transfer to OWCC. Eligible students may also seek admission to UWF through the University’s Early Admission option. Students who do not complete the A.A. degree may continue their studies at UWF as transfer students subject to the usual admission requirements.

Matriculation, tuition, lab fees, and FTE generated will accrue to the institution awarding the credits.

**FACULTY/PERSOONEL**

In general, lower division courses will be taught by OWCC faculty members and upper division courses will be taught by UWF faculty. However, OWCC faculty members may also teach selected upper division courses and UWF faculty members may teach selected lower division courses. Normally the home institution will determine teaching schedules for faculty participating in the program. Schedules for part-time faculty teaching for both OWCC and UWF shall be scheduled through a consultative process by the two institutions.

When an OWCC faculty member teaches a UWF course, the arrangement may be accomplished through any of the following methods:

a) the faculty member assumes the instructional responsibilities as part of his/her OWCC workload and UWF will compensate OWCC for the proportionate salary and benefits;

b) the faculty member assumes the instructional responsibilities as part of his/her OWCC workload and UWF will provide a qualified instructor to “back fill” the proportionate course load for OWCC (faculty exchange);

c) the faculty member assumes instructional responsibilities in addition to his/her OWCC workload and is compensated directly by UWF.

When a UWF faculty member teaches an OWCC course, the arrangement may be accomplished through any of the following methods:
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c) the faculty member assumes instructional responsibilities in addition to his/her UWF workload and is compensated directly by OWCC.

UWF and OWCC will provide on-site faculty, administrative and career service staff sufficient to support the program. Unless otherwise agreed, the home institution will be responsible for employee compensation and benefits.

**Administration and Operations**

Program procedures, articulation policies, course scheduling, and related issues will be resolved by a Program Committee, with recommendations forwarded to the appropriate institution as needed. Committee membership will include members from UWF and OWCC, as appointed by the two Presidents.

UWF students may attend and participate in Arts Center events/activities under the same guidelines as OWCC students.

UWF students will have full access to the student support services of the Universities Fort Walton Beach Campus.

**Equipment and Facilities**

Classrooms, labs, program administration space and faculty offices will be provided by OWCC, with the Arts Center and the “M” Building designated as the primary program space.

During the initial development stages of the program, OWCC will receive no overhead or facilities use fees for the program space utilized by UWF; however, UWF will fund a limited amount of capital improvement/minor renovation and remodeling needed to implement the cooperative program.

Photocopying and telephone services will be provided by OWCC through a separate agreement reflecting the same arrangements provided at the Fort Walton Beach Joint Campus.

Unless otherwise agreed to, equipment purchased by UWF for use in the program will remain the property of UWF and equipment purchased by OWCC for use in
the program will remain the property of OWCC, with maintenance and replacement the responsibility of the home institution.

**BUDGET**

An annual budget and a three-year projected budget shall be developed by the Program Committee and submitted to the appropriate UWF and OWCC staff for review and approval no later than June 1st of the preceding fiscal year.

**DURATION OF THE AGREEMENT**

The provisions of this agreement are effective upon signature and will remain in effect from year-to-year unless cancelled or amended by mutual agreement of the President of Okaloosa Walton Community College and the President of the University of West Florida.

Draft 5/19/00; revised 5/29/00; revised 5/30/00
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[Signatures and dates]

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