Memorandum of Agreement
between
Kapi'o'lan Community College
and
Windward Community College

September 22, 2008

The University of Hawai‘i Community Colleges (UHCC), including Kapi'o'lan Community College (Kapi'o'lan) and Windward Community College (Windward), enable the University of Hawai‘i System to meet its mission mandate of putting postsecondary education within the reach of every resident who wishes to enter the workplace and/or a profession. The University of Hawai‘i System’s Second Decade initiative, calls for access into that system through geographically accessible entry points which allow flexibility for students to move within the system. In addition, the Second Decade recognizes that in order to make the most efficient use of resources, there is need for “mission differentiation” between the ten UH system institutions. Furthermore, in addressing the workforce development needs of the state of Hawai‘i, this initiative identified the need to address underserved regions and populations of the state, particularly Native Hawaiians. Consequently, the UHCC system designated areas throughout the State of Hawai‘i that required more assistance to improve the educational status of its residents, including the Windward Oahu area. In an effort to focus UH System resources more sharply to meet State workforce development needs, the University of Hawai‘i System asked for and received from the State Legislature additional funding to community colleges to provide more outreach, services, and educational opportunities to designated areas of need. Thus, this MOA is created to increase access to postsecondary education through geographically accessible entry points in the UHCC system, capitalizing on mission differentiation while focusing on a partnership between the colleges that will provide nurse training at various levels for underserved regions and populations on Oahu.

As O’ahu’s only community college with nursing programs to prepare licensed nurses, Kapi'o'lan Community College developed a Nurse Education Satellite Program (NESP) to deliver its various nursing programs, including Associate Degree in Nursing (ADN) and Practical Nursing (PN) programs to designated sites on Oahu. The program for satellite sites was initiated in response to requests made by community residents and legislators for nursing education to be taught closer to their homes and for the programs to be responsive to community-based nursing needs. Also, the NESP was developed in response to the UHCC system need to maintain a cohesive system of higher education, coordinate resource acquisition, and allocate and invest available resources effectively.

As a result of UHCC system-based planning, the Hawai‘i State Legislature appropriated various funds in support of Kapi'o'lan’s Nurse Education Satellite Program. This funding included allocation of ten (10) full-time nursing faculty positions to
Kapi'olani to accommodate the additional enrollment necessary to meet the State's current and projected nursing shortage throughout the island of Oahu.

In order to implement the NESP, Kapi'olani must acquire approvals from external agencies such as the Western Association of Schools and Colleges (WASC), the State of Hawai‘i Board of Nursing, and the National League for Nursing Accrediting Commission (NLNAC). For example, the NLNAC is primarily concerned with the quality and equality of the nursing program sites, and therefore promotes the position that there needs to be one Kapi'olani nursing curriculum, one faculty, and one student body. Thus, although the curriculum may be taught at different sites, the NLNAC considers the faculty and students as Kapi'olani CC nursing faculty and student body respectively. Furthermore, the classroom, laboratory, support services and opportunities for learning must be equal for nursing faculty and students at all sites. Consequently, Kapi'olani will request a substantive change in its NLNAC accreditation to allow off-site campus nurse education programs beginning with Windward Community College. This Memorandum of Agreement is being executed in order to establish the framework for the NESP at a host campus, and to submit to the NLNAC, as well as the State of Hawai‘i Board of Nursing and WASC, substantiation of the quality and equality of the off-site campus programs.

Therefore, Kapi'olani is now entering into a Memorandum of Agreement with Windward Community College that provides for the establishment of a satellite site at Windward where Kapi'olani Nursing Programs, ADN and LPN, will be taught. The MOA specifies responsibilities between the two Colleges for the delivery of the nursing curriculum, physical facilities management, offering of student support services, and provision of technical and instructional support for nursing students and faculty.

I. **Kapi'olani Community College Responsibilities**

Kapi'olani Community College agrees to:

1. Provide the Program Coordinator and nursing faculty.
2. Provide equipment and supplies needed for the nursing laboratory courses to meet the nursing programs' requirements.
3. Offer the Nursing Programs to qualified students each fall, spring, and/or summer semester. Qualified students will be selected on the basis of rules and regulations governing the accreditation of the nursing program and the mission and policies established by the University of Hawai‘i and the University of Hawai‘i Community College System. Priority for entry into nursing programs at host sites will be given to students who completed the pre-requisite (and co-requisite) courses at the host institution (where available).
4. Provide Nursing Programs at the Windward campus as long as there are sufficient students and workforce need to warrant the classes.
5. Provide nursing instruction in classroom, laboratory and clinical settings.
6. Collect all tuition, student activity fees, and professional fees paid by these students.

7. Provide a Kapi‘olani Nursing Department Counselor to advise and counsel prospective and current nursing students and to conduct bimonthly large group and individual advising sessions.

8. Provide publicity and marketing for the KCC-related nursing programs.

9. Provide financial aid services to students once they have finished pre-requisite courses at the host institution and are applying to a nursing program.

10. Provide general information sessions at host campuses concerning the Kapi‘olani nursing programs.

11. Provide computerized testing services.

12. Provide clerical support for the nursing programs.

13. Provide nursing program library collection.

14. Conduct a Nursing Career Fair on host campuses each year, as needed, coordinated by Kapi‘olani.

II. Windward Community College Responsibilities

Windward Community College agrees to:

1. Provide the site administrator for purpose of coordination between the campus and the KCC nurse education programs.

2. Provide the necessary prerequisite courses to meet requirements for Kapi‘olani Nursing Department programs.

3. Provide physical facilities and supplemental support as follows:
   a. Facilities:
      • Classrooms;
      • Office for nursing instructors and student assistant;
      • Office furniture to include, at minimum, a desk, two chairs, and file cabinet, computer connection outlet;
      • Nursing Laboratories;
      • Appropriate space for Nursing Counselor to conduct individual and large group advising sessions, as needed;
      • Storage space for medical equipment and supplies;
      • Access to a copy machine for faculty (Kapi‘olani pays for what it uses).
   b. Supplemental Support:
      • Student access to library and library services; space for nursing program library collection, approximately 100 books;
      • Student access to computer laboratory;
      • Regular Counseling Services, including disabilities counselor when needed;
      • Access to Health Center Services;
      • Bookstore services so that Windward-based students can purchase Kapi‘olani nursing textbooks.
4. Provide custodial services for the facilities used by Kapi'olani to deliver the Nursing Programs.
5. Cover all applicable utility costs (electricity, water, telephone, etc.) for the facilities used by Kapi'olani Nursing Programs.
6. Allow Kapi'olani Nursing Programs the use of the nursing laboratories and classrooms, effective from the time of this agreement and until such time as Kapi'olani is no longer offering Nursing Programs at the Windward campus.
7. Provide classroom space for nursing program information sessions.
8. Ensure that Kapi'olani nursing students have the same access to student activities and resources as does host campus-based students.
9. Provide technology support for nursing faculty.
10. Provide reception service and a mailbox for the nursing programs.

III. Amendment Procedures

This agreement may be amended through a mutually acceptable written statement between Kapi'olani Community College and Windward Community.

Approved:

By: Leon Richards 9/22/08
    Chancellor
    Kapi'olani Community College

By: Angela Meixell 9/22/08
    Chancellor
    Windward Community College