

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**MONTGOMERY COLLEGE and NOTRE DAME OF MARYLAND UNIVERSITY**

This document creates a *Memorandum of Understanding* (MOU) between Montgomery College (MC) and the School of Education of Notre Dame of Maryland University (NDMU). The purpose of this *Memorandum of Understanding* is to establish a framework for MC and NDMU to work collaboratively in designing and offering needed coursework for MC students to graduate from Montgomery College with an A.A.S. in Early Childhood Education Technology, A.A.T. in Early Childhood Education/Early Childhood Special Education or A.A.T. in Elementary Education/Elementary Special Education and pursue a Bachelor's Degree in Education (Elementary, Special Education, ESOL, Elementary/Early Childhood) with NDMU. The coursework provided should reflect best practices and provide models of evidenced-based effective teaching and learning to assist MC students to be highly effective educators.

Benefits and Responsibilities

To the greatest extent possible, each partner shall share in the support and sustainability of this partnership.

MC will benefit in the following ways:

- To address access, MC students will have the opportunity to complete an Associate's Degree and transfer credits to NDMU to complete a Bachelor's Degree in Education on the campus of Montgomery College.
- To address cost to degree, MC students will receive, per class, a \$300 Partnership Scholarship from NDMU to complete their degree.

The responsibilities of MC are as follows:

- Make arrangements for classrooms/computers labs, at no cost.
- Marketing of program/and publishing course offerings
- If appropriate, select MC instructors to teach courses in collaboration with NDMU

Notre Dame of Maryland University will benefit in the following ways:

- Increase enrollment of students seeking high-caliber courses designed to fulfill the Maryland State Department of Education (MSDE) requirements
- Develop a collaborative partnership with MC for the purpose of increasing the number of certified teachers in the school system, the County, and the State
- Through the collaborative partnership with MC, continue exploration of new opportunities to address critical teacher shortages and design alternative programs which will accelerate the training of quality teacher candidates.

The responsibilities of NDMU are as follows:

- Offer and staff courses

- Participate in the advising process to work with MC students transitioning to NDMU program
- Provide a sequence of courses leading to certification that is NCATE accredited and MSDE approved
- Collaborate with MC to monitor and advise candidates throughout the educational and certification process
- Provide a discount to MC students to increase affordability and increase student retention and completion (for the use of MC classrooms)

### Program Evaluation

The participation and success rate of the program participants will be monitored on an ongoing basis. Data collection will be conducted to capture the following information on candidates:

- The completion of a proposed program of study appropriate for each candidate
- A list of candidates who completed all course work and PRAXIS II requirements of the Maryland State Department of Education for certification.

### Governance

This agreement will be governed by all policies of Montgomery College and Notre Dame of Maryland University. All applicable state and federal laws that apply to both institutions will continue to be in force. This contract shall be governed by and construed in accordance with the laws of the State of Maryland. Both parties shall comply with all applicable federal, state and local laws. This contract may not be altered, amended, or modified except by a written instrument signed by the duly authorized representatives of both parties.

All existing regulations regarding insurance and facilities for either institution must be followed in the delivery of this partnership.

Montgomery College agrees to indemnify, protect, and hold harmless Notre Dame of Maryland University, its agencies, officers, or employees from and against any and all claims, demands, actions or judgments for which Notre Dame of Maryland University its agents, officers or employees may become liable upon or arising out of any services performed under or pursuant to the Agreement resulting from the negligence, actions, or omissions of Montgomery College, or any of its directors, officers, agents, or employees.

Notre Dame of Maryland University hereby agrees to indemnify, protect, and hold harmless MC, its agencies, officers, or employees from and against any and all claims, demands, actions or judgments for which MC, its agents, officers or employees may become liable upon or arising out of any services performed under or pursuant to the Agreement resulting from the negligence, actions, or omissions of Notre Dame of Maryland University, or any of its directors, officers, agents, or employees.

Both parties agree to make no distinction among the participant, students or employees who are covered by the Agreement on the basis of age, sex, sexual orientation, race, color, religious belief, national origin, marital status, status as a qualified individual with a disability or as a disabled veteran.

Both parties agree to abide by the Federal Education Rights and Privacy Act (FERPA), and by each individual institutions definition of directory information. This agreement does not allow for the sharing of data or information except in cases identified within or approved by FERPA.

The contact at MC will be Sonia Pruneda-Hernandez; the contact at NDMU will be Kathy Sipes.

Term of Agreement


The term of this Agreement shall be for a period of five years. It will remain in effect for the stated period unless thirty (30) days written notification to terminate is provided by one Party to the other; however, courses already in session will remain in session until the closure of that semester. All amendments and modification to the MOU must be in writing, have a specified effective date, and be signed by both of the Parties. This MOU may be renewed by written agreement of both parties.


Students enrolled in a course at the time of termination shall be permitted to complete the course under the terms and conditions set forth in this Agreement. A student may elect to take additional coursework provided by the University at his or her sole expense after the Agreement is terminated.

IN WITNESS IN HEREOF THE PARTIES HAVE SIGNED AND SEALED THIS AGREEMENT AS OF THE DATE WRITTEN BELOW:

Montgomery College

Notre Dame of Maryland University

 for Dr. Rai  
Dr. Ganjay Rai  
Senior Vice President for Academic Affairs

  
Sister Sharon Slear  
Provost

8 - April 2019  
Date

4/4/19  
Date