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Chair



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**West Virginia Higher Education Policy Commission**  
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## **2014-2015 Campus MOU for West Virginia Remote Online Collaborative Knowledge System (WVROCKS)**

THIS MEMORANDM OF UNDERSTANDING (MOU) is made the 15th day of June, 2014, by and between the following parties: Bluefield State College (BSC) and the West Virginia Higher Education Policy Commission (Commission).

WHEREAS, the parties agree that WVROCKS is an avenue for offering online courses targeted at students receiving their Regents Bachelor of Arts degree.

WHEREAS, the parties agree that WVROCKS is a portal maintained and hosted by the West Virginia Network (WVNET).

NOW, THEREFORE, IT IS AGREED as follows:

1. BSC agrees that all students and faculty participating on WVROCKS are BSC faculty and students.
2. Both parties agree that the portal is a place for hosting courses to facilitate the participation of multiple institutions.
3. BSC agrees to list courses being offered on the WVROCKS portal in their campus's schedule of courses using the coding system identified by the Commission or to list the classes using a different coding system and providing a mapping of their coding to the Commission's coding.
4. BSC agrees to list the campus RBA coordinator as the instructor of record for all WVROCKS courses.
5. Both parties agree that courses will be offered in the fall the first eight weeks beginning on August 25 through October 17 and the second eight weeks beginning on October 20 through December 12. Courses offered in the spring the first eight weeks beginning on January 20 through March 13 and the second eight weeks beginning on March 16 and ending May 8.
6. BSC agrees that the cost of the courses, which will be called the erate, is \$223.00 per credit hour
7. BSC agrees that 60% of the erate collected will be sent to WVNET. WVNET will pay the instructor of record at the agreed upon rate, reimburse the institution 10% of the

- c. Instructor's birthday in the format mm/dd/yy.
  - d. Instructor's campus email address.
  - e. Instructor's campus phone number.
14. BSC agrees to send their SFASLST report at the end of each refund period to WVNET.
  15. WVNET agrees that on behalf of the course instructors, they will forward the end-of semester grades back to BSC who agrees to issue the grades to the students.
  16. WVROCKS reserves the right to cancel a class due to low enrollment or other unforeseen issues.
  17. WVNET agrees to provide 24 x 7 helpdesk support to students taking and faculty teaching classes on the portal.
  18. Both parties agree that should situations occur that require changes to this memorandum, those changes may be made in an expedited manner.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed in the year and date indicated.

Institution Name

By: Marsha V. Kutseng Date: 9/30/14  
Title: President, Bluefield State College

West Virginia Higher Education Policy Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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faculty's rate of pay, and keep the remaining funds to support continuation of the WVROCKS portal. BSC will retain the other 40% of the erate collected.

8. BSC agrees to identify a point of contact for all data transfer. BSC point of contact is:
  - a. Name: Tina Strock
  - b. Phone Number: 304-327-4057
  - c. Alternate Phone Number:
  - d. Email Address: tstock@bluefieldstate.edu
9. BSC agrees to register their students for the classes and provide the data to WVNET using the agreed upon data transfer method: Enrollment data will include:
  - a. Student's first and last names.
  - b. Student's SPRIDEN id from BANNER.
  - c. Student's birthday in the format mm/dd/yy.
  - d. Student's preferred phone number in Banner.
  - e. Student's campus email address from Banner.
  - f. Student's primary address from Banner.
  - g. Student's enrollment data for courses being hosted on the WVROCKS portal.
    - i. WVROCKS Term
    - ii. WVROCKS part of term
    - iii. WVROCKS Subject/Course Number
    - iv. Student ID
10. BSC agrees that after each eight week refund period they will send an updated version of the enrollment data file to include the registration status and registration status date. The updated enrollment file will include:
  - i. WVROCKS Term
  - ii. WVROCKS part of term
  - iii. WVROCKS Subject/Course Number
  - iv. Student ID
  - v. Student registration status at the end of the eight week period
  - vi. Student registration status date at the end of the eight week period.
11. BSC agrees that if one of their full or part-time faculty members is the instructor of record for one of the WVROCKS classes that the instructor will be paid by WVNET (on behalf of the Higher Education Policy Commission) at the agreed upon rate. (Currently set as a base of \$1800 for 10 students and an additional \$100 per student for up to a max of 25 students.) Courses taught on the WVROCKS portal will not count against the instructors load at their home campus. In addition, the faculty member's home campus will receive 10% of the faculty member's pay for overhead.
12. BSC agrees that should the assigned faculty member not meet their teaching obligation that BSC will find another qualified instructor to teach the class.
13. BSC agrees that if one of their full or part-time faculty members is the instructor of record for one of the WVROCKS classes that they will provide the following data to WVNET using the agreed upon data transfer method:
  - a. Instructor's first and last names.
  - b. Instructor's SPRIDEN id from BANNER.