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Suite 700  
Charleston, WV 25301

## FY 2024 Participating RBA Campus MOU for West Virginia Remote Online Collaborative Knowledge System (WVROCKS)

THIS MEMORANDUM OF UNDERSTANDING (MOU) is effective from July 1, 2023 through June 30, 2024, by and between the following parties: **Bluefield State University (Institution)** and the **West Virginia Remote Online Collaborative Knowledge System (WVROCKS)**.

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 state-wide portal for the delivery of online courses shared with institutions of higher education in West Virginia and is maintained separate and apart from any degree granting institution to maintain data privacy and neutrality.

NOW, THEREFORE, IT IS AGREED as follows:

1. **Institution** agrees that all students and faculty participating in **WVROCKS** are **Institution** faculty and students.
2. Both parties agree that the portal is a place for hosting courses to facilitate the participation of multiple institutions.
3. **Institution** agrees to list courses being offered on the **WVROCKS** portal in their campus's schedule of courses using the coding system identified by **WVROCKS** or to list the classes using a different coding system and providing a **mapping of their coding** to the **WVROCKS's** coding.
4. **Institution** agrees that, for **WVROCKS** courses taught by **Institution** faculty, the lead instructor teaching the course will be listed as the **instructor of record**. For all non-**Institution** faculty, the institution is responsible for gathering the information needed if they require the listing of non-institution faculty. Once communicated by **WVROCKS**, attendance, mid-term, and final grades are the responsibility of the institution, ideally, the coordinator.
5. Both parties agree that courses will be offered during the following **five eight-week** periods:
  - a. August 21– October 13, 2023
  - b. October 16 – December 8, 2023
  - c. January 8 – March 1, 2024
  - d. March 4 – April 26, 2024
  - e. May 20 – July 12, 2024
6. **Institution** agrees that the cost of the courses, which will be called the e-rate, is **\$250.00** per credit hour
7. **Institution** agrees that **60%** of the e-rate collected will be sent to **WVROCKS**. **WVROCKS** will pay the instructor of record at the agreed upon rate, reimburse the institution **10%** of the faculty's base rate of pay, and keep the remaining funds to support continuation of the **WVROCKS** portal. **Institution** will retain the other **40%** of the e-rate collected.
8. **Institution** agrees to utilize any marketing materials provided by **WVROCKS** and make every effort to promote and grow the **WVROCKS** student population within the **Institution**.
9. **Institution** agrees to identify a **point of contact** for all data transfer. Please complete the following information for the **Institution** point of contact:
  - a. Name: Karen Grogan
  - b. Phone Number: 304-327-4086
  - c. Alternate Phone Number: 304-327-4081

d. Email Address: klroyan@bluefieldstate.edu

10. Institution agrees to register their students for the classes and provide real-time data to WVROCKS using the ARGOS reporting tool. NOTE: Institution must either grant access to their ARGOS system to WVROCKS Information Specialist for data collection purposes OR Institution must have process in place to send required data to Information Specialist every Monday, Wednesday, and Friday containing all active term(s) enrollment data.

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
  - v. Registration Code
  - vi. Registration Date

- 11. WVROCKS agrees that on behalf of the course instructors, they will forward the end-of semester grades back to the Institution who agrees to issue the grades to the students.
- 12. WVROCKS reserves the right to cancel a class due to low enrollment or other unforeseen issues.
- 13. WVROCKS agrees to provide 24 x 7 helpdesk support to students taking and faculty teaching classes on the portal.
- 14. 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.

Bluefield State University

By: Santa A. Rhonemus

Date: 07/24/2023

Name/Title: Interim Provost

West Virginia Remote Online Collaborative Knowledge System (WVROCKS)

By: L. Kefauver

Date: 08/11/2023

Name:  L. Kefauver, WVROCKS Director of Online Learning