Michigan State University
College of Agriculture and Natural Resources
Institute of Agricultural Technology and
Kellogg Community College

CONSORTIUM AGREEMENT

Michigan State University's College of Agriculture and Natural Resources (MSU CANR) and Kellogg Community College, pursuant to this Consortium Agreement (Agreement), agree to provide inter-institutional instructional programs in Food Processing, Technology, and Safety Certificate and Associate of Agricultural Science (AAgS) (Program, Programs). The specific courses and requirement for the Programs are outline in Appendix A (MSU IAT certificates, additional AAgS requirements). The inter-institutional understanding includes following major points:

A. **Both parties desire to enhance agriculture, food, and natural resources post-secondary education in Michigan and increase student access to such education al opportunities MSU CANR and Kellogg Community College shall use reasonable efforts to:**
   1. Engage in an inclusive planning process to enhance post-secondary educational opportunities and student recruitment in the agriculture, food, and natural resources disciplines.
   2. Identify and recruit potential partners and sponsors of agriculture, food, and natural resources programs.
   3. Identify resource needs related to future programming.
   4. Foster connections and partnerships with stakeholders that enhances post-secondary agriculture, food, and natural resources education.

B. **Certificate Program**
   MSU CANR, with instructional coordination provided by its Institute of Agriculture Technology (IAT), will offer coursework that, combined with credits from Kellogg Community College, will allow students to complete a certificate program in Food Processing, Technology, and Safety.
   1. MSU will provide students with a schedule of MSU courses needed to complete a certificate in the respective programs (see Appendix A for a list of MSU courses).
   2. Kellogg Community College will provide the coursework that students must complete in addition to the MSU courses required to earn a certificate in the respective Programs, including developmental and prerequisite coursework, and student tutoring in necessary (see Appendix A for a list of Kellogg Community College courses). Students must earn a minimum grade of 2.0 in all Kellogg Community College courses that are to be transferred to MSU completion of a certificate program.

C. **Associate of Agricultural Science**
   1. Kellogg Community College will offer an Associate of Agricultural Science for those students who wish to add an AAgS to an MSU certificate. Kellogg Community College agrees to accept all MSU certificate coursework in transfer toward the AAgS where the grade is 2.0 or better to be awarded an associate degree or certificate at Kellogg Community College, students must complete all required coursework, with at least 15 credits of coursework at Kellogg Community College, and program requirements for the AAgS.
   2. MSU CANR will keep its course equivalencies up-to-date in transfer MSU (http://transfer.msu.edu/) and will provide Kellogg Community College with curriculum guidelines, as needed, beyond those found in the MSU Academic Program catalog (http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=1440).

D. **Michigan State University College of Agriculture and Natural Resources Program**

Coordinator

1. MSU CANR agrees to designate a coordinator for the Institute of Agricultural Technology Program (MSU Coordinator) for the purposes of student recruitment, curriculum coordination, workplace internship placements, certificate coursework review, academic advising assistance, support to students participating in the Program and work with the Kellogg Community College-MSU Food Processing, Technology, and Safety stakeholder groups.

2. Kellogg Community College shall reimburse MSU CANR 50% of the MSU Coordinator's annual salary and fringe benefits costs. Kellogg Community College shall make the reimbursement payment to MSU CANR within 30 days of receiving an invoice detailing such payments. Kellogg Community College agrees that its reimbursement of the MSU Coordinator's annual salary and fringe benefits shall remain in effect for all periods covered by this agreement.

3. MSU CANR shall be responsible for supervising and evaluating the MSU Coordinator. A representative of Kellogg Community College shall participate in the selection and annual evaluation of the MSU Coordinator; however, MSU CANR shall have the final decision-making responsibility.

E. **Community College Program Representative and Academic Advisor**

1. Kellogg Community College agrees to designate a representative (KCC Representative) to serve as a single point of contact for the MSU Coordinator and for prospective students in the Programs. The KCC Representative, working together with the MSU Coordinator, will coordinate inter-institutional communication and information regarding admissions and enrollment status, financial application, and verification (via MSU's Student Information System), as well as course scheduling. The program coordinator will serve as the academic advisor, for both KCC and IAT, to work directly with students in the program and industry partners to establish workplace internships.

F. **Kellogg Community College and MSU College of Agriculture and Natural Resources' Institute of Agricultural Technology Admissions, Dual Enrollment, Student Reporting, and Financial Aid**

1. Institute of Agricultural Technology students shall apply simultaneously for admission to both Kellogg Community College and the IAT Program offered by MSU, permitting them to enroll in the required coursework offered by both institutions. Fundamental to the effective and efficient administration of the Programs Kellogg Community College and MSU is the need to regularly share information, including student records, between institutions. To that end, MSU and Kellogg Community College agree to share academic and other information, concerning dually enrolled students for the purpose of administering the Programs. Each institution agrees to comply with applicable law and regulation promulgated under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 CFR Part 99, regarding the use and redisclosure of any such records. All dually enrolled students will be notified that Kellogg Community College and MSU will disclose their student records to the other institution and students seeking dual enrollment shall be required to sign consent with the respect to the disclosures (see Appendix B for the student consent form).

2. Prior to being admitted into Michigan State University (MSU) coursework, Kellogg Community College (KCC) will assume the responsibility of processing, awarding, and disbursing financial aid for those students who qualify for aid. Accordingly, KCC will be responsible for monitory student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention and reporting including the National Student Load Data System (NSLDS) and Fiscal Operations Report and Application to Participate (FISAP).

   When students are admitted to the Program at both institutions and begin MSU coursework, MSU will assume the responsibility of processing, awarding, and disbursing

financial aid to the extent that the students are eligible at MSU for financial assistance as a part of the broad consortia commitment of the Program. MSU also will assume primary responsibility for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations in addition to record retention and reporting the combined enrollment at both MSU and Kellogg Community College to the NSLDS and FISAP.

The guiding operational principle is that MSU will act as the home institution and Kellogg Community College as the host institution during the period of time that student is completing the requirements for the certificate program.

Once students complete the MSU certificate program, Kellogg Community College will then process the financial aid and monitor record retention and reporting including NSLDS and FISAP for any student still matriculating at Kellogg Community College to complete the associate degree.

Under this Agreement, the responsibility for administering outside scholarships awarded to the student will be a shared arrangement. Generally, outside scholarship funds will be sent to and processed by MSU. In most cases, the administration of local promise zones will be processed by Kellogg Community College. MSU will be notified of any scholarship that is not processed by MSU.

The MSU IAT coordinator at Kellogg Community College will provide a list of students and the courses they are enrolled in for both MSU and Kellogg Community College to both financial aid offices at the beginning of the fall and winter semesters.

Financial aid refunds received by students through MSU must be used to help cover the costs of tuition, fees, and other educational related expenses for coursework at Kellogg Community College.

As a practical matter, dually enrolled students who qualify for financial aid will receive aid through Kellogg Community College; federal law prohibits students from receiving aid through more than one institution. The MSU Coordinator and the Kellogg Community College Representative share the responsibility of counseling students on these financial aid matters and recommending appropriate academic schedules so that students sequentially qualify for aid.

Students will be eligible for scholarships from both MSU and Kellogg Community College.

G. **Use of classroom facilities on the Kellogg Community College campus(es) for Michigan State University Programs**
   1. MSU and Kellogg Community College agree to cooperate in the use of classroom space and facilities. When MSU courses are offered on the campus(es) of Kellogg Community College, classroom usage fees and equipment (such as those used for Interactive Television or other distance learning technology) will be waived. If there is a need for a classroom facilitator to operate equipment, MSU will be responsible for those charges. MSU courses will be offered during normal operating hours of Kellogg Community College.
   2. In the event of campus delays or closure, MSU courses will follow Kellogg Community College operational decisions.
   3. The Kellogg Community College Office of Accessibility is available for collaboration on student accommodations, but if there is a need for student accommodations within an

MSU course, MSU will be responsible for any chargers associated with the accommodations. Kellogg Community College will be responsible for any accommodations and charges associated with accommodations as a part of any Kellogg Community College course.

4. Kellogg Community College will provide a distance learning technology system that is compatible to the MSU system. Systems available to MSU are SKYPE for Business, Zoom, and ITV. If another system is required for compatibility, an agreement must be developed between MSU and Kellogg Community College prior to implementation.

5. Kellogg Community College will proctor MSU online course exams as needed in the Testing Center at no charge for students that are dually enrolled. Proctoring online courses must occur during Testing Center operational hours.

6. The MSU IAT Coordinator at Kellogg Community College will be provided a computer by MSU. However, the Coordinator will be provided access to the Kellogg Community College authenticated network.

H. Additional Certificate Programs

1. This agreement serves as the operating agreement for any additional IAT programs as agreed to by both parties. Additional programs will be jointly agreed upon and an additional Agreement will need to be signed before additional programs can be implemented.

I. Program Review and Termination

1. These programs will be reviewed annually by representative from both institutions using assessment criteria to be developed by both institutions during the one-year period after the date this Agreement is signed.

2. Either Michigan State University or Kellogg Community College may terminate the Agreement by notifying the other party in writing 90 days in advance. Should either party terminate the Agreement, and a Kellogg Community College student who has become dually enrolled in one of the Programs prior to termination, will be allowed to complete such Program within two years from the date of enrollment, subject to the payment of applicable course fees and compliance with applicable academic regulations.

3. This agreement is valid for 3 years from the last dated signature below. Prior to the expiration of this Agreement, the parties may modify, extend, or amend the Agreement in writing signed by authorized signatures of both parties.

Therefore, in support of the Programs, Michigan State University and Kellogg Community College are signatories to this Agreement, which will take effect upon the last dated signature.

Agreement signed on May 14, 2019

Kellogg Community College and Michigan State University
Associate of Agricultural Science (KCC)
IAT Food Processing, Technology, and Safety (WMU)

Requirements for Food Processing, Technology, and Safety

TOTAL CREDITS REQUIRED FOR GRADUATION = 60

MSU Courses
1. All of the following MSU courses (27 credits):

Course	Title	Credits
ABM 100	Decision Making in the Agri-Food Systems	3
AT 193	Agricultural Technology Clerkship	2
AT 293	Professional Internship	3
FSC 111	Foundational Concepts in Food Processing and Technology	3
FSC 112	Seminar in Food Processing, Technology, and Safety	1
FSC 113	Basic Commodity Overview Food Processing and Technology	3
FSC 114	Food Processing and Technology Facilities Management	3
FSC 125	Food Processing and Technology Unit Operations	2
FSC 240	Applied Food Processing and Technology Microbiology	2
FSC 241	Safety Principles and Regulations in Food Processing and Technology	3
FSC 242	Applied Food Processing and Technology Chemistry	2

2. Select two of the following courses (4 credits):

FSC 230	Fruit and Vegetable Processing	2
FSC 231	Cereals Processing	2
FSC 232	Dairy Foods Processing	2
FSC 233	Muscle Foods Processing	2

3. Complete a minimum of 3 elective credits in the College of Agriculture and Natural Resources as approved by the program coordinator in the Institute of Agricultural Technology.

Community College Partner Courses

4. Complete 26 credits of additional coursework through the College of Agriculture and Natural Resources, Kellogg Community College, or an approved transferring institution. All coursework must be approved by the program coordinator in the Institute of Agricultural Technology.

Requirements for Food Processing, Technology, and Safety

TOTAL CREDITS REQUIRED FOR GRADUATION = 60

1. Complete 30 credits from the College of Agriculture and Natural Resources at MSU as part of the Food Processing, Technology, and Safety Program in the Institute of Agricultural Technology.

2. All of the following KCC courses (10 credits):

FYS 101	First-Year Seminar	1
ENGL 151	Freshman Composition	3
ECON 201	Principle of Economics – MACRO	3
OIT 161	Microsoft Office Application Software	3

3. Complete one of the following courses:

MATH 115	Math for Liberal Arts	4
MATH 125	College Algebra	4
MATH 130	Statistics	3

4. Complete one of the following courses:

BIOL 111	Botany	4
CHEM 100	Fundamentals for Chemistry	4
CHEM 110	General Chemistry 1	4

5. Complete one of the following courses:

HUMA 151	Encounter with the Arts	3
ART 211	Art Appreciation	3
MUSI 211	Music Appreciation	3

6. Complete one of the following courses:

COMM 101	Foundations of Interpersonal Communications	3
ENGL 152	Freshman Composition	3

7. Complete one of the following courses:

PSYC 201	Introduction to Psychology	3
PEHL	Physical Education Healthy Living course	2-3

8. Complete the required service-learning experience as approved by the program coordinator.

9. Complete a minimum of three elective credits as approved by the program coordinator.

Student Consent Form

My signature below indicates that I understand my enrollment in the Food Processing, Technology, and Safety Program offered by Michigan State University (MSU) in cooperation with Kellogg Community College (KCC) requires sharing of my student records at both institutions in order to provide advising, satisfy financial aid reporting requirements, and track progress toward and completion of the MSU IAT Certificate program.

_____   _____
                         NAME   **KCC STUDENT ID**

                                                                                       _____
                                                                                                MSU STUDENT PID

_____   _____
                    SIGNATURE   **DATE**