

MEMORANDIUM OF AGREEMENT

Associate in Applied Sciences (AAS) Aviation Maintenance Technician

This agreement is made between Mountwest Community & Technical College (MCTC), hereinafter referred to as the "College," the Robert C. Byrd Institute, hereinafter referred to as "RCBI," and Marshall University, hereinafter referred to as "MU," for the period beginning 10/23/2019 and ending 10/22/2022. The purpose of the agreement is to establish a cooperative cross institutional relationship that facilitates student engagement through high impact teaching and high impact practices, shares students, increases successful transitions to Aviation Baccalaureate degree options, builds a unified vision, and enhances performance outcomes. The College, along with MU, will award the appropriate degree in Associate of Applied Science (AAS) in Aviation Maintenance.

This first of its kind West Virginia cross institutional agreement will allow MU and the College to create a joint program in Aviation Maintenance offering a dual degree and having both institutions' names appear on the Associate of Applied Science (AAS) in Aviation Maintenance degree.

The College and MU through authorized personnel shall cooperatively plan with the Director of RCBI or his/her designee and the FAA the respective courses which are to be offered at the Aviation Maintenance Technician Program under the terms of this agreement and in accordance with academic requirements for the degree identified in the above paragraph.

The College and MU shall offer the dual degree in accordance and compliance with the requirements and approval of the Higher Learning Commission, the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.

All appropriate courses shall be designed and taught to meet requirements as set forth by the Federal Aviation Administration, Title 14 of the Code of Federal Regulations (14CRF) part 147 Aviation Maintenance Technical Schools.

The scheduling, content, and length of the programs are to be mutually agreed upon by the designated College, RCBI, MU, and the FAA representatives and made a matter of written record for the benefit of all parties involved.

MU will provide RCBI and the College, in regard to the programs identified above, facilities and equipment in accordance with the following guidelines:

A. FACILITIES

- 1.) Classrooms will be furnished by MU and RCBI for technical aviation courses to be taught in newly renovated space at the Huntington Tri State Airport. Technical courses are identified with Title 14 of the Code of Federal Regulations (14 CRF) part 147 Aviation Maintenance Technician Schools.

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- 2.) MU and RCBI will provide offices for MU/RCBI/College faculty members employed in the degree program.
- 3.) MU and RCBI will be responsible for any and all damages to equipment and facilities occurring when offering courses.
- 4.) MU and RCBI shall provide access to the video/distance learning to offer all classes that are required by the program.

B. EQUIPMENT AND SUPPLIES

- 1.) Classrooms, machines, equipment and tools will be furnished by MU and RCBI; and the maintenance and the usage of equipment shall be scheduled through the Aviation Maintenance Technician Program Manager's office at the Tri State Airport.
- 2.) MU and RCBI shall be responsible for providing the aviation materials required for the instruction of the technical courses.

C. FACULTY/STAFF

- 1.) The respective technical instructors shall be appointed to serve as faculty members in the Career and Technical Program Division of the "College." Faculty must meet the requirements as outlined in Institutional Board of Governors Policy H-19 Adjunct Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy).
- 2.) MU/RCBI shall employ technical faculty for a contract term of 12 months and designate a faculty or staff individual to serve as the Aviation and Maintenance Program Manger to coordinate these programs.
- 3.) MU/RCBI faculty will meet all reporting and grading deadlines required of College instructors.
- 4.) MU/RCBI/College may also provide respective faculty for any agreed upon course offerings outside the relevant Associate Degree requirements.

D. TOOLS, TEXTBOOKS, INSTRUCTUAL MATERIALS AND FAA CERTIFICATION EXAMS AND USE OF EQUIPMENT

- 1.) Tools, textbooks, other instructional materials, and equipment used in technical courses shall be selected in accordance with the FAA, Title 14 of the Code of Federal Regulations (14 CRF) part 147 Aviation Maintenance Technician Schools (for Aviation Maintenance Technician Program), local professional agencies, and other program requirements.

- 2.) Students who are successfully admitted to the AAS program of study shall be required to purchase the required tools.

E. CURRICULUM

- 1.) Course requirements and credit hours for the AAS program shall be determined in accordance with the appropriate national standards committee, local agencies, Associate of Applied Science degree requirements of the "College", WVCTC Council, and HEPC.
- 2.) Both MU and the College agree to mutually add the AMT classes into their course inventory
- 3.) MCTC agrees to create in collaboration with MU and RCBI the AAS in Aviation Maintenance and the College agrees to offer the AAS in Aviation Maintenance with two concentrations: Airframe and Powerplant
- 4.) Aviation Maintenance faculty will complete and provide all data necessary for post-audit and program reviews

F. STUDENTS

1. The Registrar of the College shall maintain the official records of each student and issue grades and other records in accordance with this agreement.
2. Students enrolled in the MU/RCBI/College aviation programs will receive a dual Associate in Applied Sciences (AAS) Aviation Maintenance Technician degree; both MU and the College's names will appear on the diploma; and the college will report 50% of student enrollment for graduation reports and MU will report 50% of student enrollment for graduation reports.
3. Students enrolled in the MU/RCBI/College Aviation programs will receive the same level of student support services available to other students to include: library services, academic advising, and use of on-campus facilities and services.
4. The program will be open to all applicants who meet admission criteria as established by MU/RCBI/College.
5. Residents of West Virginia will pay resident tuition and fees; non-residents will pay non-resident tuition and fees for appropriate CTC courses as published by MCTC.
6. All students will be eligible for financial assistance; West Virginia residents will also be eligible for the WV Invests Grant Program.
7. All students will be responsible to purchase tools, text books, and other required materials.
8. All students will be responsible to pay for the costs of the tests administered by the Federal Aviation Administration.

9. ASSESSMENT

- 1.) Degree program shall follow the College guidelines to complete the following.
 - a.) A Program Assessment Plan which is updated annually.
 - b.) An Annual Assessment Report and Improvement and Implementation Plan that includes an analysis of results for both program and courses assessment details about how the results for the assessment report will be used to improve instruction, courses, and the program.
- 2.) An Aviation Maintenance Technician Advisory Board will be nominated and jointly appointed by MU/RCBI/College. This Board will serve as the advisory board for the Aviation Maintenance Technician Certificate and Degree Programs. The Board will meet twice per year either in person or via teleconference or more frequently if needed.
- 3.) Copies of Advisory Board meeting minutes will be forwarded to the College's Vice President of Academic Affairs and MU's Provost for appropriate posting to the college's website.

10. TUITION AND FEES

- 1.) Students enrolled in these programs shall pay the current or program specific tuition and fees of the College and the appropriate course and/or program fees. Tuition and fees shall be assessed over the following terms:
 - a.) Fall Term (16 weeks)
 - b.) Spring Term (16 weeks)
 - c.) Summer Term (16 weeks)
- 2.) The College shall pay to RCBI seventy-five percent (75%) of the total tuition and fees and off campus fee not to exceed 12 semester credit hours per student.
- 3.) RCBI will invoice the College at the end of each semester based upon actual enrollment and collections.
- 4.) The College shall reimburse to RCBI one hundred percent (100%) course lab fees set at \$330.00 per aviation maintenance credit hour. The Aviation course lab fees will be used to purchase equipment; including aircraft, maintain equipment, tools, supplies, technology, and necessary CAD/CAM softwares.
- 5.) The College working in partnership with the Program Manager of the Aviation Maintenance Technician Program will provide RCBI pertinent student information immediately following enrollment of each section of the Aviation Program at the end of each semester so that RCBI can invoice the College appropriately.

- 6.) Students will be responsible to obtain course materials including textbooks for general education courses that are required for their degree program.
- 7.) Student refunds will be per the college refund policy.

11. STUDENTS TERMINATION FROM THE PROGRAM

Termination of a student enrolled in these programs shall be in accordance with policies jointly established by the College, MU, and "RCBI."

12. GRADING

All coursework shall be graded in accordance with the policy and procedure of the "College."

13. PRIOR LEARNING CREDIT/LEARN AND EARN PROGRAMS/NON CREDIT PELL

- 1.) Students who possess knowledge or skills from prior experiences may receive credit in accordance with the RBA/BOG guidelines. The policies are described in the catalog under the heading Credit by Examination and Credit for Knowledge, Life Work Experience or Skills.
- 2.) MU/RCBI/College may work with students to develop pertinent Learn and Earn Programs with Industry.
- 3.) MU/RCBI/College may work with students to develop non-credit Pell eligible courses of study. Students with prior study in one or two of the aviation maintenance technician program areas of study may receive credit for prior experiences and be eligible to enroll as a non-credit Pell eligible student to complete their program of study.

14. PROGRAM PROMOTION

- 1.) All program promotion activities will be conducted collaboratively by the College, MU, and RCBI. Materials will reference the nature of the collaborative.
- 2.) All program promotional items/materials must be reviewed by designated representatives from MU/RCBI/College to ensure compliance with print standards contained in advertising, marketing and Public Relations Administrative Procedure.

15. AGREEMENT TERMS, ALTERATIONS, OR TERMINATIONS

- 1.) This agreement is in effect from 10/23/2019 through 10/22/2022 and renewed automatically on an annual basis unless otherwise specified in writing thirty (30) days prior to the end of the term.
- 2.) This agreement represents an exclusive academic cross institutional partnership.
- 3.) Any of the parties to this MOA may request a change in the agreement pending a thirty (30) day written notification to the other parties. Such changes shall not affect any class currently in session unless specifically indicated in the notice of change.
- 4.) The MOA may be terminated upon written notification to other parties ninety (90) days prior to the end of the fiscal year. Such termination shall not affect any currently enrolled students.
- 5.) Currently enrolled students shall have two (2) years to complete the program requirements. The written notification shall contain the reasons and /or conditions upon which the termination is requested.
- 6.) In event there is an alteration in program funding, the above language regarding agreement alterations or termination is suspended and immediately void.
- 7.) No party to this agreement shall be obligated, as a matter of contract between the parties to this agreement, to defend or indemnify the other party to this agreement against any claims of third parties. Provided, however, that nothing in this agreement shall be construed to constitute a waiver or diminishment of, or substantive or procedural limitation upon, any claims for common law or statutory contribution or indemnity that either party to this agreement may have against the other party to this agreement under applicable law.
- 8.) All parties to this agreement shall maintain liability insurance \$1,000,000 per occurrence for bodily injury, disability and death of students and instructors and other persons and \$1,000,000 per occurrence for property damage caused by operating, handling or transporting the equipment during the term of the agreement.

This MOA shall be governed by the laws of the State West Virginia.

Date: 11/21/19



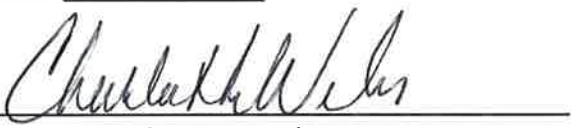
President, Mountwest Community and Technical College

Date: 11-21-19



President, Marshall University

Date: 11-21-19



Director, Robert C. Byrd Institute

RCBI Aviation Maintenance Degree Plan

Mountwest Community & Technical College

Airframe Concentration

1/2
12
36
24
60

Fall	Credits	Contact hrs.
AMT 101 Introduction to Aviation Maintenance	3	120
AMT 102 Aircraft FAA Regulations & Publications	3	120
AMT 103 Aviation Shop Practices	3	120
AMT 105 Aircraft Utility Systems	<u>3</u>	90
Semester Total	12	
Spring		
AMT 109 Aviation Electronics	3	120
AMT 204 Aircraft Propeller and Control Systems	3	90
AMT 202 Aircraft Sheet Metal Structures	3	120
MAT 120 Applied Professional Mathematics	<u>3</u>	
Semester Total	12	
Summer I		
AMT 206 Aircraft Fluid Power & Landing Gear Systems	3	120
AMT 110 Aircraft Power Generation & Distribution Systems	3	120
IT 101 Fundamentals of Computers	3	
ENL 111 Written Communication	<u>3</u>	
Semester Total	12	

RCBI Aviation Maintenance Degree Plan

Mountwest Community & Technical College

Powerplant Concentration

Fall	Credits	Contact hrs.
AMT 101 Introduction to Aviation Maintenance	3	120
AMT 102 Aircraft FAA Regulations & Publications	3	120
AMT 103 Aviation Shop Practices	3	120
AMT 105 Aircraft Utility Systems	<u>3</u>	90
Semester Total	12	
Spring		
AMT 109 Aviation Electronics	3	120
AMT 204 Aircraft Propeller and Control Systems	3	90
AMT 202 Aircraft Sheet Metal Structures	3	120
MAT 120 Applied Professional Mathematics	<u>3</u>	
Semester Total	12	
Summer I		
AMT 206 Aircraft Fluid Power & Landing Gear Systems	3	120
AMT 110 Aircraft Power Generation & Distribution Systems	3	120
IT 101 Fundamentals of Computers	3	
ENL 111 Written Communication	<u>3</u>	
Semester Total	12	

