

**MEMORANDUM OF AGREEMENT BETWEEN
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
AND
COLLINS CAREER TECHNICAL CENTER
RESPIRATORY THERAPY A.A.S.**

This agreement is made between **Mountwest Community & Technical College**, at One Mountwest Way, Huntington, WV 25701 hereinafter known as “**College**”, and the **Collins Career Technical Center** at 11627 State Route 243 Chesapeake, OH 45619, hereinafter known as “**CCTC**”. The purpose of this agreement is to continue a cooperative relationship whereby the College will award an Associate of Applied Science in Respiratory Therapy degree to all persons who successfully complete the established program of study in Respiratory Therapy.

Provisions:

1. Awarding of Equivalent College Credit

The College agrees to award academic credit for technical courses completed during training in the Respiratory Therapy program at the CCTC. College credit for Respiratory Therapy will be awarded and documented on the student’s transcript only after the student has completed the required general education and allied health / science program requirements. The total number of credits transferred will be determined by the most current MCTC curriculum for the Respiratory Therapy A.A.S. program.

2. General Education and Allied Health Courses

The College will provide the following courses, or its equivalence, that are required for an A.A.S. in Respiratory Therapy degree. Students are required to meet the following requirements for college-level courses:

AH 151	Medical Terminology	3 credit hours
AH 226	Special Topic Pharmacology	3 credit hours
BIOL 257	Intro to A&P	3 credit hours

Academic year 2021- 2022

COM 112	Oral Communication	3 credit hours
ENG 111	Written Communication	3 credit hours
MAT 133	Algebra for Healthcare	5 credit hours
PSYC 215	Lifespan Psychology	3 credit hours

3. Residency Requirements

While courses may be transferred to the College from regionally accredited institutions, students wishing to earn an A.A.S in Respiratory Therapy must satisfy residency requirements of 15 credit hours earned at Mountwest Community and Technical College.

4. Program Accreditation

CCTC's Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The CCTC agrees to provide the College with assessment information generated for this program.

5. Program Director

The CCTC Program Director of the A.A.S. Respiratory Therapy Program must have earned a baccalaureate and possess current accreditation and / or licensure in field. The duties and responsibilities of the CCTC's Respiratory Therapy Program director will be as follows:

- Participate in the development and delivery of educational curriculum in the Respiratory Therapy program under the direction of the College Dean of the Career and Technical Division or College designee.
- Coordinate the scheduling of courses in the A. A. S. Respiratory Therapy program in cooperation with the College Dean of Career and Technical Division or other appropriate official.
- Serve on and participate in appropriate College Committees, when requested.
- Other duties and / or responsibilities as are customarily assigned to non-paid part-time faculty members at Mountwest Community and Technical College.
- Attend adjunct faculty meetings and training sessions.

6. Admissions

Students will submit application packet and all applicable fees prior to first day of class. Upon receipt of application material, students will be admitted to Mountwest Community and Technical

Academic year 2021- 2022

College. Students must provide official transcripts to Mountwest Community and Technical College in order to be eligible for graduation. Students wishing to apply transfer credit for coursework taken at other regionally accredited postsecondary institutions must provide official transcripts of this coursework prior posting articulated Respiratory Therapy courses onto their official MCTC transcript.

7. Facilities

Respiratory Therapy courses will be taught using CCTC facilities, classrooms, and laboratories. Clinical experience will be provided through area health care facilities and coordinated through the CCTC. The Program Director at the CCTC will be responsible for the adequacy of facilities and clinical arrangements. The CCTC will provide to the College access to clinical agreements upon request. General education courses will be offered at the CCTC on an annual basis pending approval of the Ohio Board of Regents.

8. Advisory Committee

An advisory Committee consisting of representatives from the CCTC, the College, and the health care community will monitor the quality of the program. The College's representatives will be the Dean of Career and Technical Division or designee. The Advisory Committee will meet a minimum of twice per year to review the students election process, evaluate faculty credentials, monitor adequacy of the facilities, review curriculum, and recommend revisions.

9. Delivery of College Courses

The College will deliver course work at the CCTC as described in paragraph 2 of this agreement. The courses will be scheduled in cooperation with the CCTC's Respiratory Therapy Program Director. The costs of courses will be equal to the third party contract rate, including the direct cost of the instructor, travel, and supplies, as established by the West Virginia Council for Community and Technical College Education.

10. Contractual Arrangements

The College will invoice the CCTC at the end of each College semester for the actual number of students enrolled based on third party contractual agreement, including the direct cost of instruction. The CCTC will compensate the College within 30 days of receipt of invoice. The official student roster submitted during the first week of classes will be used for invoice purposes.

11. Modification or Cancellation of this Agreement

Modification or cancellation of this agreement may be made at the end of the academic year, in writing by either party providing 30 days' notice. This agreement will be reviewed every three years by the College and the CCTC or as changes occur in the program of study as recommended by the Commission on Accreditation for Respiratory Care (CoARC).

12. Student Services

Respiratory Therapy students will be afforded the same services as on-campus students to include access to the library, both on-campus and on-line access.

13. Students

- The Registrar of MCTC shall maintain the official records of each student and issue grades and other records according to College procedures.
- Upon receipt of admissions documents and fees, students will be admitted to Mountwest Community and Technical College as degree seeking students and registered for their first semester classes.
- Students with military credits must request the copies of their military transcripts be sent to the College Registrar for credit evaluation and these credits shall be posted onto student's official transcripts at the end of the term.
- Students wishing to apply transfer work from another regionally accredited postsecondary institution must contact MCTC Registrar for instructions at least 6 months prior to their anticipated graduation date to ensure articulation of acceptable College course work prior to graduation. Official transcripts must be provided prior to posting to MCTC transcript or requesting and evaluation of transfer course work to assess transfer course(s) suitability towards fulfilling degree requirements.

14. Assessment

CCTC faculty agree to assist in the assessment process of students to include, but are not limited to:

- Assessment of students learning in courses and the program
- Sharing employer feedback on satisfaction surveys for graduates.
- Providing information on graduates passage rates on national examinations and end of course examinations.

Academic year 2021- 2022

- CCTC faculty will work with students to complete General Education Portfolio as required for graduation from an MCTC A.A.S degree program.
- At the end of the program, CCTC will immediately send to the MCTC Registrar an official transcript of their graduates Respiratory Therapy coursework for articulation and posting onto the graduate's MCTC transcript.

15. Effective Date

This agreement is automatically renewable annually unless both parties agree to its termination or modification 60 days prior to the end of the effective academic year. This agreement supersedes all previous agreements when signed by all parties concerned.

The parties to this Agreement cause the Agreement to be executed on the dates set forth below.

Executed this 6 day of July 2021.

COLLINS CAREER TECHNICAL CENTER

By:  _____

Its: Steven Dodgion,
Superintendent

By:  _____

Its: Christopher Leese,
Postsecondary Administrator

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE

By:  _____

Its: Dr. Josh Barker
President

By:  _____

Its: Michael McComas
Vice President of Academic Affairs

