

## **Educational Alliance between The Northern Wyoming Community College District and Franklin University**

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**Whereas**, the Northern Wyoming Community College District and Franklin University share a learner-centered and community-oriented approach to higher education,

**Whereas**, they share a common desire to create a seamless transition for the Northern Wyoming Community College District graduates seeking a Franklin University bachelor's degree that articulates well with programs offered at the Northern Wyoming Community College District, and

**Whereas**, the two institutions seek to use current technology to enhance the educational options for time and/or place bound, working adults,

The Northern Wyoming Community College District and Franklin University hereby enter into an educational alliance designed to effect the above stated aims in a manner which will provide the participating student with a quality bachelor's degree completion program.

In order to effect such a result, Franklin University will:

- Design and deliver on-line programs leading to bachelor's degrees that provide equivalent or greater learning outcomes as those achieved in parallel campus-based programs. These offerings will be subject to equivalent assessment, program review and other academic oversight afforded on-campus programs of Franklin University.
- Provide instruction by technologically trained and academically qualified faculty.
- Include in its offerings programs in Business Administration, Computer Science, Digital Communications, Health Care Management, Public Safety Management, Management Information Systems, Technical Management, and new majors as developed.
- Accept the Northern Wyoming Community College District full Associate of Arts, Associate of Science and Associate of Applied Science degrees. These degrees will meet all the lower level general education requirements, recognizing that additional coursework will be required to prepare students for their major in the Franklin University bachelor's degree completion program. These courses may be completed at Northern Wyoming Community College District or another appropriately accredited institution.
- Identify courses offered at the Northern Wyoming Community College District that would effectively transfer to Franklin University and create a bridge of

courses that will prepare the Northern Wyoming Community College District students for success in the Franklin University programs.

- Provide all necessary services including: major specific transfer guides, admissions, advisement, registration, financial aid, scholarship assistance, textbook purchase, access to a virtual library, tutoring, a technology help desk, and the services of a Student Services Associate to assist students with issues not requiring the intervention of the faculty member.
- Work cooperatively with the Northern Wyoming Community College District to identify those programs at the Northern Wyoming Community College District that provide the essential foundation for students interested in the above-mentioned Franklin University programs.
- Provide the Northern Wyoming Community College District with adequate and annual reports of the progress of its former students in the Franklin University programs.
- Develop mutually agreeable methods by which to identify current and former the Northern Wyoming Community College District students enrolled in the Franklin University programs and to compensate, on a trimester basis, the Northern Wyoming Community College District for services to support students in the online program, at the rate of 10% of the tuition paid by those students for courses in the programs in question. This obligation shall survive the expiration or termination of this agreement for students enrolled at Franklin University as of the date of termination.
- Assist the Northern Wyoming Community College District in efforts to develop its own distance education capacity, within limits to be determined by Franklin University.
- Allow masters-qualified Northern Wyoming Community College District faculty to deliver Franklin University on-line courses, pending training by Franklin University and provided such teaching is permissible as outside employment by the Northern Wyoming Community College District.

As its role in this alliance, the Northern Wyoming Community College District will:

- Support the marketing effort by promoting the above-mentioned programs and "bridge" courses through a variety of marketing efforts including student and alumni publications, local community publications/media and through the Northern Wyoming Community College District advisement staff/faculty, in conjunction with Franklin University.
- Provide Franklin University with the opportunity to train the Director of Distance Learning to the support of the programs on the Northern Wyoming Community College District campuses.





April 15, 2004

Dr. Stephen Maier  
President  
Northern Wyoming  
3059 Coffeen Avenue  
Sheridan, WY 82801

Dear Dr. Maier:

We are pleased with the continued development of the Community College Alliance program (CCA). This winter term we had 117 CCA graduates, and the alliance has grown to 212 member institutions. Your commitment and involvement are making a difference!

As you know, higher education institutions must comply with the Gramm-Leach-Bliley Act (GLBA), which was established to provide protection for consumer's 'non-public information'. The Act has provisions related to the administrative, technical and physical safeguarding of customer (student) information. Contractual provisions with third party entities that handle or have access to customer information in the course of providing services directly to institutions are also required to comply with GLBA.

Through the normal course of business, our institutions share student information. Therefore, in order to comply with the GLBA, Franklin University has prepared the enclosed Addendum to our Alliance Agreement with your institution. Based on our research, we believe this Addendum brings us into compliance with the requirements of GLBA. Please keep these on file with your records. We'd be happy to send you another copy of the original Alliance Agreement should you need one.

If you have any questions, or to request a copy of your Alliance Agreement please contact me at 1-877-341-6300, extension 6234 or via email at [otte@franklin.edu](mailto:otte@franklin.edu).

Again, we appreciate your involvement with the Community College Alliance. We will be at AACC in Minneapolis at the end of this month. If you are attending as well, please stop by our booth in the Academic Marketplace (Booth 729). Franklin also has scheduled a Business Meeting on Monday, April 26<sup>th</sup> from 7-8:30 am. At 8:00 am we will be presenting David Pierce with the 2004 Community College Leadership Award. We hope you are able to join us.

Sincerely,

A handwritten signature in blue ink, appearing to read "POtte", is written over the word "Sincerely,".

Paul Otte  
President



## **ADDENDUM TO THE COMMUNITY COLLEGE ALLIANCE AGREEMENT**

### **Confidentiality, Nondisclosure, Gramm Leach Bliley and FERPA**

By virtue of this Alliance, the two institutions may have access to information that is confidential to one another ("Confidential Information"). Confidential Information shall be limited to identifiable personal information concerning students as well as all other information identified as confidential by a party.

Confidential Information shall not include information that: (a) is or becomes a part of the public domain through no act or omission of the other university; (b) was in the other university's lawful possession prior to the disclosure and had not been obtained by the other university either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the other university by a third party without restriction on disclosure; or (d) is independently developed by the other university.

The community or technical college and Franklin University agree to hold each other's Confidential Information in confidence during the term of this Agreement and for an indefinite period of time after termination of this Agreement. The colleges and universities agree, unless required by law, not to make each other's Confidential Information available in any form to any third party for any purpose other than the implementation of this Agreement. Each university agrees to take all reasonable steps to ensure that Confidential Information is not disclosed or distributed by its employees or agents in violation of the terms of this Agreement.

Community or Technical Colleges that are members of the Community College Alliance recognize that Franklin University is an educational institution subject to the Family Education Rights to Privacy Act ("FERPA"), 20 U.S.C. Section 1232[g], et seq., and that in the performance of its work hereunder, it may have access to student information. Each member of the Alliance warrants and represents that (1) they are familiar with the requirements of FERPA and the United States Department of Education regulations promulgated thereunder and (2) they shall use reasonable efforts to ensure compliance with such requirements by itself and any of its contractors or sub-contractors.