

SOUTHERN CALIFORNIA FOOTHILLS CONSORTIUM

Memorandum of Understanding Fall 2017

The Southern California Foothills Consortium, formed for the purpose of selecting students and instructors to study abroad, consists of the following named institutions, which shall hereinafter be referred to as “Consortium members”.

Antelope Valley College
Barstow Community College
Chaffey College
Citrus College
College of the Canyons
College of the Desert
Crafton Hills College
Mira Costa College
Mt. San Antonio College
Mt. San Jacinto College
Rio Hondo College
San Bernardino Valley College
San Diego City College
Victor Valley College

In accordance with the agreement dated 1/11/17 between the Citrus Community College District and on behalf of the Southern California Foothills Consortium, hereinafter referred to as “Consortium” and American Institute for Foreign Study (AIFS), the Consortium parties agree to the following. The parties defined in this MOU are Citrus Community College District and Antelope Valley College:

1. Colleges that wish to join the Consortium after the date of execution of this document must be approved by a majority vote of the Consortium members.
2. Each Consortium college shall appoint one person to serve on the Consortium. The Chair of the Consortium shall be the Citrus College Dean of Social and Behavioral Sciences. The Chair shall call meetings as needed, in which a quorum at such meetings is defined by at least two-thirds presence of all Consortium members.
3. The Consortium shall function as a policy advisory unit in the administration of the study abroad program and, among other responsibilities, shall be charged with determining the curriculum content of the program, staffing needs, and other activities necessary to maintain a quality instructional program. Citrus College will provide promotional materials to each Consortium member. The Citrus College Study Abroad Specialist will work with each Consortium member to ensure that information meetings to recruit students are conducted

for each program. Upon request by a Consortium member, the Citrus College Study Abroad Specialist may conduct information meetings at the Consortium member's site.

4. Citrus Community College District will serve as the fiscal agent for the Consortium. As such, each Consortium member authorizes Citrus College to award and disburse financial aid to students enrolled in Consortium programs. All students participating in the Consortium study abroad programs will apply and register for classes with Citrus Community College District. Consortium members hereby authorize Citrus Community College District to record these students as Full-time Equivalent Students (FTES) of Citrus College, with the understanding that Citrus College shall receive any applicable apportionment for registered program students.
5.
 - a. The Consortium may appoint faculty members to participate in the study abroad program. Consortium members are strongly encouraged to recruit or submit the names of faculty members for selection.
 - b. The on-site coordinator, designated as the lead faculty, may be a faculty member from any of the Consortium members. Citrus College shall select the on-site coordinator. Other faculty members participating in the program acknowledge that the on-site coordinator shall exercise supervision over them in carrying out and serving the purpose of the Study Abroad Program.
6. The Consortium shall develop the curriculum for each study abroad spring and fall semester program. The curriculum, including disciplines and courses to be taught, shall be based on the desire to provide curricular breadth and shall capitalize on the strengths of the appointed faculty members. Standards for courses, instructors, texts, out-of-classroom assignments and grading practices shall, at a minimum, be equivalent to those required in Title 5.
7. Each Consortium member shall be allocated a pro-rata quota share of the total number of student spaces available. Any Consortium member that fails to meet its quota shall allow the Consortium to assign unfilled spaces to other Consortium members. The desired minimum number of students recruited per Consortium member is three.
8. The salary and benefits of faculty in the Study Abroad Program shall be paid by the respective Consortium member. As fiscal agent, Citrus Community College District shall reimburse each Consortium member up to \$12,000 for the services of each participating faculty per semester program. Consortium members shall be reimbursed upon receipt of an itemized invoice from the fiscal officer of the respective Consortium member. All itemized invoices are to be sent to Office of Academic Affairs – Attention: Study Abroad Specialist.
9. All students shall be enrolled through Citrus College. Each students' tuition, fees, and room and board costs shall be paid by the student and shall be calculated in accordance with the requirements of the study abroad sites as arranged through the American Institute for Foreign Study (AIFS), and as outlined in the agreement between the Citrus Community

College District and the Southern California Foothills Consortium, dated 1/11/17. Citrus College shall provide a transcript, at no cost to each student, to transfer courses and credits earned in the Study Abroad Program from Citrus College to the student's respective home college.

10. Citrus Community College District shall award, disburse and administer financial assistance to eligible students in accordance with all applicable federal and state requirements. Such eligibility, for purposes of this program, is defined as a student previously enrolled at a Consortium member college who has been selected to participate in the Study Abroad Program in accordance with this MOU, and who otherwise meets all eligibility criteria for federal financial aid.
11. In awarding and disbursing federal financial aid funds to eligible students, Citrus Community College District shall be responsible for the following:
 1. Monitoring student eligibility.
 2. Calculating awards in accordance with federal regulatory requirements.
 3. Disbursing aid in accordance with federal regulatory requirements.
 4. Monitoring satisfactory academic progress and other student eligibility requirements in accordance with federal regulatory requirements.
 5. Maintaining all records required by federal regulatory requirements.
12. Faculty members selected to participate in the Study Abroad Program remain employees of their respective employer college and remain subject to the policies, procedures, and operating guidelines of their employer college as may be reasonable and appropriate considering the foreign study program and its locale. Selected faculty members shall be entitled to any applicable sick leave and fringe benefits otherwise provided to them when serving at their respective college, subject to appropriate sick leave verification by the on-site coordinator.
13. Faculty members chosen to participate in the Study Abroad Program must abide by the Citrus College Responsibilities While Teaching Abroad agreement. As a condition of participation; all Faculty members must meet state credentialing, minimum qualifications, and/or Citrus College's equivalency requirements, and register their credentials with the Los Angeles County Office of Education.
14. To be considered for the program, students must have completed 12 units of post-secondary education classes with a 2.5 GPA by the time they begin a study abroad program. Students who do not meet those criteria may petition the CEO of their home college.

15. Students participating in the spring or fall semester shall be required to enroll in a minimum of 12 units, including 3 units of the designated country's Life & Culture class in collaborations with the American Institute for Foreign Study (AIFS). Students are required to maintain a minimum of 12 units.
16. The fall semester program for the Study Abroad Program shall normally commence in early September and the spring semester shall normally begin in the middle of February.
17. Citrus College will provide timely updates to Consortium members regarding program activities and collaborate with Consortium members to provide necessary support mechanisms for students and faculty.
18. The term of this Memorandum of Understanding (MOU) commences with the academic fall term beginning August 25, 2017 and terminates on December 16, 2017.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by duly authorized representatives on the day and year first above written.

Antelope Valley College Agent: _____ Date: _____

Title: _____

Citrus College Agent: _____ Date: _____

Title: _____