



**MEMORANDUM OF COOPERATION**  
**SUL ROSS STATE UNIVERSITY**  
**RIO GRANDE COLLEGE**  
**and**  
**SOUTHWEST TEXAS JUNIOR COLLEGE**



**PURPOSE:** The purpose of this "Memorandum of Cooperation" is to confirm and sustain a positive and mutually beneficial working relationship between Sul Ross State University Rio Grande College and Southwest Texas Junior College. Fundamental to this agreement is the belief that these two institutions working together can be a significant provider of post-secondary education for the social and economic betterment of their service areas. Furthermore, the institutions believe that by working together, their students can expect a positive and beneficial college experience.

**PARTIES:**

Sul Ross State University Rio Grande College (RGC)  
Southwest Texas Junior College (SWTJC)

**PREFACE:** All cooperative agreements must of necessity be flexible to be useful to the parties involved. To that end, both parties understand and agree:

1. Periodic changes and revisions will be needed
2. Open communication about how the agreement is working is essential for continued benefit
3. All cooperative activities carry to some extent resource requirements. Cooperative ventures at the outset may seem inconsequential in terms of cost, facilities, or labor, yet intime may become burdensome for one party. Regular review and redistribution of costs, facility usage, and personnel are understood as essential and expected.

**OBLIGATIONS AND LIMITATIONS:** The intent of this document is to outline areas in which SWTJC and RGC can continue current cooperation, areas in which expanding or developing further cooperation might be mutually beneficial, and areas of potential or future cooperation. The signing of this document indicates the willingness to work on these areas of cooperation and develop other appropriate instruments, pathways, and agreements to implement the intent of this document. Any commitment of resources will be governed by other documents.

**SWTJC and SRSU-RGC AGREE TO COOPERATION IN THE FOLLOWING AREAS:**

**Recruiting and Admission:** Southwest Texas Junior College and Sul Ross State University-Rio Grande College agree to engage in joint student recruiting. Examples:

- A. Joint recruitment planning
- B. Joint admission of students
- C. Sharing prospective student data as they pertain to respective programs of study and referring of students whose needs are best served by the programs of each institution.
- D. Joint recruiting publications, announcements, and advertisement

**Degree transition and completion:** SWTJC and RGC agree to provide as smooth a transition from recruitment to bachelor's degree completion as possible. Examples:

- A. Joint and shared advising of students from freshmen year through graduation
- B. Financial aid collaboration/consortium
- C. Sharing of course and program completion data, i.e., transfer and reverse transfer as well as institutional effectiveness data
- D. Accepting all appropriate freshmen and sophomore level work as satisfying the general education requirement in accord with the TCCN course system, the Academic Course Guide Manual, and the Texas Core requirement

- E. Acceptance by RGC for admission any SWTJC student in good standing
- F. Facilitate SWTJC enrollment of SWTJC students in SRSU RGC courses for which the prerequisite requirements are met
- G. RGC will clarify and articulate lower level course prerequisites for all upper level courses
- H. SWTJC and RGC will strive to encourage all students to be continuously enrolled in general education courses until all requirements are satisfied
- I. Observe FERPA requirements

**Student Services:** SWTJC and RGC agree to cooperate as feasible to provide student services. Examples:

- A. Academic tutoring and student success programs
- B. Admission to student clubs, organization, and activities regardless of institution of enrollment
- C. Admission to intramural sports programs or sports club programs regardless of institution of enrollment
- D. Dual branding of shared services such as library, book store, writing labs, etc.
- E. Joint development of arts, appreciation of arts, and exposure/presentation of fine arts experiences

**Faculty Recruiting, Selection, Evaluation, and Development:** SWTCJ and RGC agree to mutually support faculty development and involvement. Examples:

- A. Sharing of faculty credentials as appropriate
- B. Joint listing of full-time faculty in various publications as appropriate
- C. Faculty load sharing in departments and academic areas in which such sharing is mutually beneficial and appropriate
- D. Mutual use of faculty to serve on selection and screening committees for recruitment and recommendation for employment as appropriate and mutually agreed upon
- E. Inclusion of faculty in institutional ceremonies such as commencement
- F. Faculty development events for training and support
- G. Participate in the development of potential faculty for SWTJC with appropriate degrees as feasible
- H. Recognition and inclusion of SWTJC faculty as feasible in faculty development and other activities

**Academic Affairs:** SWTJC and RGC agree to cooperate in academic matters. Examples:

- A. Coordination of academic calendar, holidays, and other events
- B. Joint faculty meetings for academic areas, disciplines, and departments for planning purposes, goal setting, and coordination
- C. Shared library and research support for students and faculty
- D. Alignment of degree programs to provide seamless educational programs for students
- E. Coordination of academic institutional effectiveness goals and measures as appropriate
- F. Joint initiatives to facilitate student achievement.
- G. Shared instructional space with adjustment to lease as negotiated
- H. Yearly update/revision of degree completion pathways for students
- I. Work with SWTJC academic areas to coordinate course content for course prerequisites and preparation to eliminate duplication of courses and content

**Community Relations:** SWTJC and RGC agree to participate in community relations in all communities within the service area through:

- A. Promotion of staff and faculty involvement in community service
- B. Promotion of student involvement in community service
- C. Development of community service opportunities on and off campus
- D. Development of academic program connections and internship opportunities with appropriate community service sites and organizations

**Technology Services:** SWTJC and RGC agree to collaborate and share certain IT functions and services as mutually beneficial. Examples:

- A. Computing Infrastructure services including voice, video and data
- B. Development, deployment and support of business applications/ solutions that integrate the Enterprise Resource Planning (ERP) systems of both schools



- C. Sharing of computer laboratories as appropriate
- D. Sharing human resources for supporting technology in classrooms and distance learning facilities.

**Library Services:** SWTJC and RGC agree to collaborate and as feasible to share library services as may be mutually beneficial. Examples:

- A. Collection development resources
- B. Shared staff
- C. Interlibrary loans for students and as feasible, faculty/staff

**Institutional Initiatives:** SWTJC and RGC agree to mutual support on an institution wide level. Examples:

- A. Inclusion of appropriate administrators in strategic planning processes
- B. Inclusion of appropriate administrators in institutional effectiveness reviews, planning, decision making
- C. Joint grants and separate grants or awards
- D. Facility planning, development, and construction as appropriate

**ONGOING GOALS FOR THIS PARTNERSHIP:**

1. Avoid unnecessary duplication of course content
2. Promote collaboration between academic departments to develop continuity of educational programs
3. Plan and implement electronic transcripts
4. Participate in degree and curriculum planning to facilitate smooth educational experiences for students
5. Collaborate in admission and advising of students
6. Collaborate in seeking mutually beneficial grants.

NOTE: Each department decides which cooperative activities to implement. Formal agreements would be required for any which require funding or other resources.

**QUALIFICATIONS:** All aspects of this document are intended to promote cooperative efforts between the parties. FERPA, resources commitments, and any legal issues will of necessity be addressed in other documents or agreements.


**TERM OF MEMORANDUM:**

2016-17 school year and continuing until either party chooses to end participation

**RELEASE FROM MOC:**

Either party may request release from all or part of the above agreements. Ideally, one year's notice should be given to allow each institution ample time for any changes which may be required. Specific provisions may be altered, amended, terminated, or extended upon mutual agreement.

**AUTHORIZING SIGNATURES:**

  
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Bill Kibler, President Sul Ross State University

4/26/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Hector Gonzales, President Southwest Texas Junior College

5/3/17  
\_\_\_\_\_  
Date

