

Memorandum of Understanding
C-HCCAA Head Start
&
Union Institute & University

This Memorandum of Understanding (MOU) establishes a collaborative agreement between Cincinnati-Hamilton County Community Action Agency Head Start (C-HCCAA) and the Union Institute & University (UI&U) in order to establish a provision of coursework leading toward Bachelor of Science in Early Childhood Studies.

Execution of this Agreement terminates and replaced all previous agreement establish between the same parties.

Organizational Mission:

The Cincinnati-Hamilton County Community Action Agency mission is to act as advocate, provider and facilitator for the full range of public and private resources, programs and policies which give low to moderate-income individuals the opportunity to improve the quality of life for them, their families and their communities. Head Start is an Early Childhood Education Program that is dedicated to engage and support children and families by providing the educational foundation that inspires life-long learning.

The Union Institute & University empowers adults to acquire, apply, and create knowledge through interdisciplinary, flexible, and collaborative programs focusing on social relevance, personal enrichment, and professional advancement. Union Institute & University aspires to educate generations of highly motivated adults who seek academic programs that engage, enlighten and empower them in their pursuit of a lifetime of learning and service.

Purpose & Scope:

C-HCCAA Head Start and Union Institute & University through their collaborative efforts will ensure that all Head Start teaching staff person approved through our Professional Advancement Training for Head Start (PATHS) program are provided every opportunity to achieve their Bachelor of Science degree in Early Childhood Studies. The overall objective of this agreement is to provide tuition coverage and guidance that will promote advanced quality professionals in the Head Start education settings.

Responsibilities:

Each Party will appoint a person to serve as an official contact and coordinate the activities of each organization in caring out this MOU. The initial appointees of each organization are:

C-HCCAA Head Start Staff Development Professional Trainer

Madeline McSayles
1740 Langdon Farm Road
Cincinnati, OH 45237
Email: mmcsayles@cincy-caa.org
Phone: 513-569-4510 ext. 1463

Union Institute & University

Sharon Garrett
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Cincinnati, Ohio 45206
Email: sharon.garrett@myunion.edu
Phone: 513-487-1120

These organizations agree to the following task as defined by this MOU and in accordance with Union Institute & University and Head Start requirements/regulations:

C-HCCAA Head Start will promote and encourage potential BS ECS students to enroll in the Early Childhood Studies (ECS) degree programs at the Union Institute & University and ensure that all provisions/terms defined are in alignment to the best interest of all parties.

The Union Institute & University will ensure that each enrolled PATHS ECE student is provided with a course degree plan and outline that is in accordance with the standards set forth within the and outlined by the terms of this agreement (*Appendix A*).

The designated representatives from both organizations will schedule a quarterly time to meet and review this agreement; discussing, potential changes, concerns, or new processes required to meet objectives.

The designated representatives will ensure that open communication is maintained to discuss and collaborate regarding student and organizational needs.

C-HCCAA Head Start will ensure that;

1. C-HCCAA Head Start PATHS Program will refer approved staff to Union Institute & University to the Bachelor of Science in Early Childhood, providing a potential increase of tuition students.
2. PATHS students are identified formally; providing a list of all students after application has been submitted and approved for enrollment into UI&U ECS program.
3. Ensure that all applications for enrollment meet the deadline set-forth by UI&U student guidance.
4. Understand that students who do not meet published requirements for all UI&U students are not eligible for the provisions under this agreement.

5. Provide (as applicable) PATHS student data needed to; process payments for tuition, sponsorship contracts, or releases.
6. Provide documentation of acquired Child Development Associate (CDA) course hours that can be applied to UI&U for advanced standing credits agreed upon in the agreement.
7. Provide timely notification to UI&U of all student withdraws and terminations made by the C-HCCAA Head Start.
8. Provide timely payments for PATHS students tuition not covered by the traditional grants and scholarships awarded and after semester courses have been completed. (C-HCCAA Head Start will be responsible for remainder of tuition only after all other financial avenues have been exhausted.
9. Provide guidance and resources when available to assist PATHS students who are not meeting / struggling with the expectation of the University/C-HCCAA Head Start.
10. Provide orientation and guidance to UI&U staff regarding PATHS program objectives and requirements as needed.

The Union Institute & University will ensure that;

1. Provide the C-HCCAA Head Start PATHS students financial assistance to apply for financial Assistance, grants and other scholarships available through same terms as other UI&U students.
2. Ensure that all financial assistance is allocated to tuition cost prior to submitting remainder to C-HCCAA Head Start for payment.
3. Provide all C-HCCAA Head Start PATHS students a Scholarship of \$ 100.00 per credit hour for the first thirty (30) credits. Waive all application fees for enrolled PATHS students.
4. Provide sponsorship contract for PATHS students, allowing C-HCCAA Head Start to only pay after students have completed courses for each term.
5. Provide PATHS students who have completed Child Development Associate (CDA) coursework through C-HCCAA Head Start program a minimum of 8 credit hours applicable to their degree plan.
6. Design Course Plan specific toward the Bachelor of Science in Early Childhood Studies.
7. Provide Union Institute & University release of information forms to all enrolled PATHS students; allowing C-HCCAA Head Start designated comprehensive access to all financial award records and academic progress while in the program.
8. Provide up-dates on PATHS students who receive below a 2.0 GPA in any given course; unable to reimburse any accrued tuition cost for failing grades.
9. Provide all PATHS students with a Student Teaching (Practicum) Component that include the availability of approved settings within the C-HCCAA Head Start classroom settings. This will be conducted under the direct supervision by supervisors and teacher-mentor staff in collaboration with qualified the Union Institute & University supervisor/instructor staff.
10. UI&U will provide a representative to address guidelines during designated Head Start PATHS student Orientations.
11. UI&U will refer students who have completed the BS Degree in program to C-HCCAA Head Start for career opportunities as ECE teachers/education professionals. UI&U's career services center will also be available to students as needed.
12. Provide guidance and training on UI&U program objectives to Head Start staff as needed.
13. As a service to C-HCCAA Head Start, UI&U will offer courses on-site at designated

C-HCCAA locations. This option requires a minimum of five registered learners and must support the academic needs of PATHS program and students. The University will provide a Certificate of Liability Insurance covering C-HCCAA classroom space. (i.e., Mathematics, Exceptional Child)

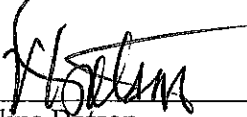
Implementation of the MOU

The parties hereto shall promote the C-HCCAA Head Start program and Union Institute & University partnership in supporting the commitment and vision for making all reasonable efforts to ensure fulfillment of the goals of this agreement by working cooperatively.

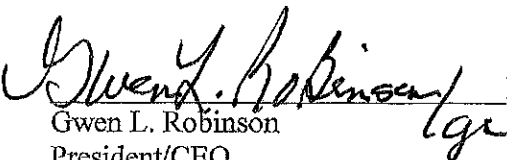
Amendment/Review/Effective Date

The Agreement may be amended by mutual consent or terminated by either party with thirty days written notice. The Memorandum of Understanding will become effective upon the signature of the authorized officials of the respective parties.

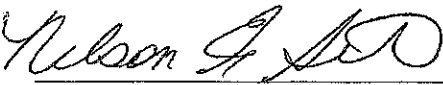
IN WITNESS WHEREOF, the parties have caused this MEMORANDUM OF UNDERSTANDING to be executed by their duly authorized representatives.



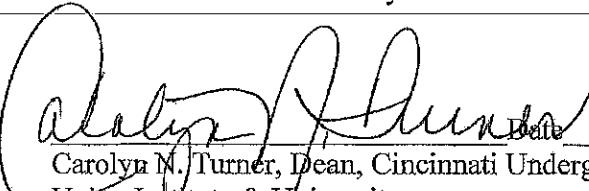
Date 10/1/2013
Verline Dotson
C-HCCAA
Head Start/Early Head Start Director



Date 10/1/2013
Gwen L. Robinson
President/CEO
C-HCCAA



Date 9/27/13
Nelson Soto, Vice President of Academic Affairs
Union Institute & University



Date 9/27/13
Carolyn M. Turner, Dean, Cincinnati Undergraduate Center
Union Institute & University