

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting

August 6, 2020 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center  
Freeport, Illinois

Public access to the meeting is provided online via  
Zoom at <https://highland.zoom.us/j/94542425770?pwd=U1loTjNlZmV5PSk9aThNpYjhidXVldz09>  
or by at phone at 312-626-6799 and Password 867930

- I. Call to Order/Roll Call
- II. Moment of Silence in Memory of Mark Jansen
- III. Approval of Agenda
- IV. Approval of Minutes:     June 11, 2020 Board Retreat  
                                      June 23, 2020 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
  - A. Academic
    - 1. Curriculum & Instruction Committee Report (Page 1)
    - 2. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Belvidere School District (Page 3)
    - 3. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and North Boone School District (Page 10)
    - 4. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Pecatonica School District (Page 19)
    - 5. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Pearl-City School District (Page 26)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 31)
  - D. Financial (None)

**X. Main Motions**

**A. Academic**

1. **Articulation Agreement Between Northern Illinois University and Highland Community College (Page 33)**
2. **Articulation Agreement Between Columbia College and Highland Community College (Page 48)**
3. **Articulation Agreement and Community College Education Service Agreement Between Highland Community College and University of Phoenix (Page 53)**

**B. Administration**

1. **Resolution to Adopt the State Universities Retirement System Deferred Compensation Plan (Page 62)**

**C. Personnel**

1. **Appointment: Vocal Music Instructor (Page 72)**
2. **New Job Description: Men's Head Basketball Coach (Page 73)**
3. **Revised Job Description: Women's Head Volleyball Coach (Page 75)**
4. **Revised Job Description: Coordinator, Women's Athletics (Page 78)**
5. **New Job Description: Vice President of Academic Services/Chief Academic Officer (Page 81)**

**D. Financial**

1. **Tentative Budget for Fiscal Year 2021 (Page 86)**
2. **Service Provision Agreement Between Highland Community College and New Horizons Counseling Center for the Provision of Student Mental Health Services (Page 109)**
3. **Payment of Bills and Agency Fund Report – June 2020 (Page 114)**

**XI. Reports**

- A. **Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 116)**
- B. **Student Trustee**
- C. **Audit and Finance Committee**
- D. **ICCTA Representative**
- E. **Board Chair**
- F. **Administration**
- G. **Strategic Plan**

**XII. CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

**XIII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  - 1. Appointment: Interim Vice President of Academic Services/Chief Academic Officer (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
  - 1. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 for Lab Course ELEC 293 Due to the COVID-19 National Pandemic (Page 119)
  - 2. Faculty Contract (Page 121)

**XIV. Old Business**

**XV. New Business**

- A. Election Day Closing

**XVI. Dates of Importance**

- A. Next Regular Board Meeting – August 25, 2020, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – September 9, 2020, at 1:00 p.m. in the Student/Conference Center room H-206 (lunch available at 12:30 p.m.)

**XVII. Adjournment**

**AGENDA ITEM #IX-A-1  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CURRICULUM & INSTRUCTION COMMITTEE REPORT**

**RECOMMENDATION OF THE PRESIDENT:** That the attached report of the course and curriculum changes for the July 1, 2019, through June 30, 2020, period be approved.

**BACKGROUND:** The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustees' approval of the course and curriculum changes. In this FY20 report there were:

| <u>FY'20</u>             | <u>FY'19</u>             |
|--------------------------|--------------------------|
| 4 course additions       | 32 course additions      |
| 4 curriculum additions   | 7 curriculum addition    |
| 9 course changes         | 49 course changes        |
| 2 curriculum changes     | 12 curriculum changes    |
| 7 course withdrawals     | 4 course withdrawals     |
|                          | 7 curriculum withdrawals |
|                          |                          |
| <u>FY'18</u>             | <u>FY'17</u>             |
| 15 course additions      | 7 course additions       |
| 40 course changes        | 17 course changes        |
| 6 curriculum changes     | 4 curriculum changes     |
| 1 curriculum addition    |                          |
| 10 course withdrawals    |                          |
| 3 curriculum withdrawals |                          |

BOARD ACTION: \_\_\_\_\_

**Curriculum & Instruction Committee  
FY20**

**Curriculum Changes**

Emergency Medical Technician – updated title to Emergency Medical Services **Approved by ICCB 9/19**  
Hospitality Management AAS – changed to 63 total credit hours (was 64) **Approved by ICCB 9/19**

**Curriculum Additions**

Early Care and Education certificate – 14 credit hours **Approved by ICCB 6/20**  
Medical Assistant certificate – 40 credit hours **Approved by ICCB 6/20**  
Horticulture certificate – 30 credit hours **Approved by ICCB 6/20**  
Commercial Applicator certificate – 35 credit hours **Approved by ICCB 6/20**

**Course Changes**

MUS270 Conducting – changed to 3 credits (was 2) and updated title to Fundamentals of Conducting **Approved by ICCB 10/19**  
ECE121 Intro to Early Childhood Education – removed all prerequisites **Approved by C&I 10/19**  
ECE122 Child Growth and Development – removed all prerequisites **Approved by C&I 10/19**  
NURS107 Intro to Phlebotomy – updated prerequisites **Approved by C&I 12/19**  
NURS108 Phlebotomy Techniques – updated prerequisites **Approved by C&I 1/19**  
ECE121 Intro to ECE – changed from 3 credits, 2 lecture, 1 lab to 3 credits, 3 lecture **Approved by ICCB 5/20**  
ECE125 Assessment in ECE Settings – changed from 3 credits, 2 lecture, 1 lab to 3 credits, 3 lecture **Approved by ICCB 5/20**  
ECE126 Observation/Guidance – changed from 3 credits, 2 lecture, 1 lab to 3 credits, 3 lecture **Approved by ICCB 5/20**  
LTRE097 – prerequisite change – **Approved by C&I 5/20**

**Course Additions**

CJS212 Communication/Criminal Justice – 3 credits, 3 lecture, 0 lab **Approved by ICCB 10/19**  
MATH096 Supplementary College Algebra – 2 credits, 2 lecture, 0 lab **Approved by ICCB 03/20**  
CJS103 Intro to Cyber Security – 3 credits, 3 lecture, 0 lab **Approved by ICCB 3/20**  
THEA104 Cultural Diversity in Performance – 3 credits, 3 lecture

**Course Inactivations**

CHLD181 Intro to ECE **Approved by ICCB 5/20**  
CHLD186 Nutrition/Health **Approved by ICCB 5/20**  
CHLD187 Practicum **Approved by ICCB 5/20**  
CHLD189 Family, Community **Approved by ICCB 5/20**  
CHLD284 Exceptional Child **Approved by ICCB 5/20**  
CHLD285 Children's Literature **Approved by ICCB 5/20**  
CHLD286 Child Literature & Language **Approved by ICCB 5/20**

**AGENDA ITEM #IX-A-2  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT  
MEMORANDUM OF UNDERSTANDING BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND  
BELVIDERE SCHOOL DISTRICT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Belvidere School District to be used for the Linking Talent with Opportunity (LTO) grant.

**BACKGROUND:** The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students can earn dual credit. The attached MOU will be used as part of the Pathways delivery process.

**BOARD ACTION:** \_\_\_\_\_

**Linking Talent with Opportunity Program ("LTO") Dual Credit  
Memorandum of Understanding between  
Highland Community College and Belvidere School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Belvidere School District ("School District"), located at 1500 East Avenue, Belvidere, Illinois 61008 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

**WHEREAS**, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

**WHEREAS**, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

**NOW, THEREFORE**, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
  - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
  - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
  - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
  - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by Aug 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for



expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2020-2021 school year.



Dr. Daniel Woestman                      6/15/2020  
High School Superintendent                      Date



Karla Maville, Board President   6/15/2020  
High School Board of Trustees                      Date

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Highland Community College President                      Date

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Highland Community College Board of Trustees                      Date

## **Appendix A Dual Credit Courses**

**The following Highland Community College courses will be offered at Belvidere School District as dual credit effective during this agreement: (courses listed here) AGOC 114 Principles of Animal Science, AGOC 116 Principles of Plant Science, and AGOC 118 Basic Horticulture Science.**

## **Appendix B Dual Credit Roster & Grading Procedures**

- 1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.**
  
- 2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.**
  
- 3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.**
  
- 4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC's posted final grading deadline.**

**AGENDA ITEM #IX-A-3  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT  
MEMORANDUM OF UNDERSTANDING BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND  
NORTH BOONE SCHOOL DISTRICT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and North Boone School District to be used for the Linking Talent with Opportunity (LTO) grant.

**BACKGROUND:** The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students can earn dual credit. The attached MOU will be used as part of the Pathways delivery process.

**BOARD ACTION:** \_\_\_\_\_

**Linking Talent with Opportunity Program ("LTO") Dual Credit  
Memorandum of Understanding between  
Highland Community College and North Boone School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between North Boone School District ("School District"), located at 17823 Poplar Grove Rd, Poplar Grove, Illinois 61065 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, It is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before April 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
  - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
  - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
  - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
  - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by April 15 for the fall semester and October 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.
5. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
  - b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
  - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
  - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
  - f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide appropriate placement testing to participating students, as required;
  - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
  - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
  - j. Review this MOU annually for accuracy; and
  - k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.
6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*



8. This agreement will be in effect for the 2020-2021 school year

*Dr. Michael J. Granello*  
*[Signature]* 6/9/2020  
High School Superintendent      Date

\_\_\_\_\_  
\_\_\_\_\_  
Highland Community College President      Date

*[Signature]*  
*[Signature]* 6/9/20  
Board of Education      Date

\_\_\_\_\_  
\_\_\_\_\_  
Highland Community College Board of Trustees      Date

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**Appendix A  
Dual Credit Courses**

**The following Highland Community College courses will be offered at North Boone School District as dual credit effective during this agreement: (courses listed here)**

## **Appendix B Dual Credit Roster & Grading Procedures**

- 1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.**
- 2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.**
- 3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.**
- 4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.**



**HIGHLAND COMMUNITY COLLEGE  
2020-2021 HCC Dual Credit with North Boone High School**

*Please review and complete this form. Your input is imperative to successfully processing and offering dual credit to the students of your school. Your prompt and thorough response will give us the best possible knowledge going forward.*

1. Please complete the chart below to indicate whether the course will be offered. If it will be offered, please also indicate when the course will be offered in 2020-2021. If the teacher will change, please mark that.

| Course                            | Offered? (Yes/No) | Returning Teacher | New Teacher? (Name) | Fall, Spring, or Yearlong? | Schedule (Days & Times - Not Periods) | Notes                   |
|-----------------------------------|-------------------|-------------------|---------------------|----------------------------|---------------------------------------|-------------------------|
| Ag Business Management (AGOC 124) | Pending Approval  | Cinay Kestning    |                     |                            |                                       | No prereq<br>No tuition |

*This course is offered every other year and will be offered next during the 2021-2022 school year by North Boone.*

2. Please list any previously offered classes, not shown above, that will be offered again in 2020-2021. Include class name, teacher, and time of year.

3. Please list any new classes/instructors that you will have or hope to have.

Ag Sales & Marketing

4. Would you like/need to order books from our bookstore? Yes  No

If Yes, for which class and how many? \_\_\_\_\_

For each class, please list the book that is being used:

Ag Business Management \_\_\_\_\_

5. Do you need any placement testing? Yes \_\_\_\_\_ No

If Yes, when would you like this done? Is there a preferred time period for testing?

---

High School Principal/Superintendent Approval

Joseph R. Herbert Date 6/22/20

Please confirm by May 15, 2020 and send back in the enclosed envelope.

**AGENDA ITEM #IX-A-4  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT  
MEMORANDUM OF UNDERSTANDING BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND  
PECATONICA SCHOOL DISTRICT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Pecatonica School District to be used for the Linking Talent with Opportunity (LTO) grant.

**BACKGROUND:** The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students can earn dual credit. The attached MOU will be used as part of the Pathways delivery process.

**BOARD ACTION:** \_\_\_\_\_

**Linking Talent with Opportunity Program ("LTO") Dual Credit  
Memorandum of Understanding between  
Highland Community College and Pecatonica School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Pecatonica School District ("School District"), located at 1300 Main Street, Pecatonica, Illinois 61063 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

**WHEREAS**, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

**WHEREAS**, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

**NOW, THEREFORE**, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
  - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
  - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
  - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
  - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by Aug 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for



expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.
5. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
  - b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
  - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
  - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
  - f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide appropriate placement testing to participating students, as required;
  - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
  - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
  - j. Review this MOU annually for accuracy; and
  - k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.
6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2020-2021 school year.

*John L. Paddy 6/22/2020*

High School Superintendent Date

Highland Community College President Date

*Lesley J. Boy*  
*President 6/22/20*  
Board of Education Date

Highland Community College Board of Trustees Date

779255v2

**Appendix A  
Dual Credit Courses**

The following Highland Community College courses will be offered at Pecatonica School District as dual credit effective during this agreement: (courses listed here)

## Appendix B Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.

**AGENDA ITEM #IX-A-5  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT  
MEMORANDUM OF UNDERSTANDING BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND  
PEARL CITY SCHOOL DISTRICT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Pearl City District to be used for the Linking Talent with Opportunity (LTO) grant.

**BACKGROUND:** The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students can earn dual credit. The attached MOU will be used as part of the Pathways delivery process.

**BOARD ACTION:** \_\_\_\_\_

**Linking Talent with Opportunity Program ("LTO") Dual Credit  
Memorandum of Understanding between  
Highland Community College and Pearl City School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Pearl City School District ("School District"), located at 100 S. Summit, Pearl City, Illinois 61032 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

**WHEREAS**, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

**WHEREAS**, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

**NOW, THEREFORE**, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
  - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
  - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
  - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
  - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*



8. This agreement will be in effect for the 2020-2021 school year.

Mike Schiff

Mike Schiff 6/7/20  
High School Superintendent Date

\_\_\_\_\_

Highland Community College President Date

Chad Beaman

Chad Beaman 6/15/20  
Board of Education Date

\_\_\_\_\_

Highland Community College Board of Trustees Date

779255v2

**AGENDA ITEM #IX-C-1  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT:** That the attached list of part-time instructors, overload, and other assignments be approved for the Summer of 2020.

**BACKGROUND:** The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

**BOARD ACTION:** \_\_\_\_\_

| Summer 2020                  |          |      |                                      |  |              |               |            |                 |           |
|------------------------------|----------|------|--------------------------------------|--|--------------|---------------|------------|-----------------|-----------|
| FIRST                        | LAST     | CRN  | SUBJECT                              | COURSE<br>TITLE                        | CLOCK<br>HRS | CREDIT<br>HRS | RATE       | TOTAL<br>SALARY |           |
| Luke                         | Norman   | 1035 | PHYD221Y1                            | Physical Fitness II                    |              | 2             | \$531.33   | \$1,062.66      |           |
| Luke                         | Norman   | 1032 | PHYD121Y1                            | Physical Fitness I                     |              | 1.8           | \$531.33   | \$956.39        |           |
| Jessica                      | Larson   | 1184 | NURS109ISX                           | Nursing Assistant<br>Independent Study | 1            |               | \$30.00    | \$30.00         |           |
| Martin                       | Hilberg  | 1152 | MATH166A                             | College Algebra                        |              | 4             | \$1,269.03 | \$4,060.89*     |           |
| Pete                         | Norman   | 1036 | PHYD227Y1                            | Sports Officiating                     |              | 3             | \$634.52   | \$190.36*       |           |
| Ellen                        | McGinnis |      | MATHYA2                              | MAC Lab                                |              | 2             | \$488.69   | \$977.38        |           |
| Ellen                        | McGinnis |      | MATHYB2                              | MAC Lab                                |              | 2             | \$488.69   | \$977.38        |           |
| *Pro rated based on students |          |      |                                      |  |              |               |            |                 |           |
| Other Assignments            |          |      |                                      |  |              |               |            |                 |           |
| Kim                          | Ramirez  |      | Medical coding course for 3 students |  |              |               |            |                 | \$ 600.00 |

**AGENDA ITEM #X-A-1  
AUGUST 6, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ARTICULATION AGREEMENT BETWEEN NORTHERN ILLINOIS UNIVERSITY  
AND HIGHLAND COMMUNITY COLLEGE**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached Articulation Agreement for the dual enrollment academic articulation from the Associate of Applied Science degrees in Nursing at Highland Community College to the Bachelor of Science in Nursing degree at Northern Illinois University.

**BACKGROUND:** This Memorandum of Understanding is only the second agreement of its kind in the state between NIU and a community college. Students will be able to complete Highland's AAS – Nursing degree along with prerequisite and support courses for NIU's Bachelor of Science in Nursing degree in four years or less. Students will, in some cases, be able to complete a Bachelor of Science in Nursing 8-weeks after they pass the NCLEX State Board of Nursing exam. The benefit to high school dual-credit students is profound. Students who come to Highland with a large number of dual-credits completed have an opportunity to graduate in 3 to 3 ½ years with a Bachelor's Degree. This agreement is flexible enough to serve the highly motivated full-time student and the busy, working, part-time non-traditional student. The agreement is the result of collaboration between Northern Illinois University representatives and Dr. Jennifer Grobe with a great deal of support from Thedford Jackson and to provide an affordable, dual-enrollment, quality pathway for our students.

**BOARD ACTION:** \_\_\_\_\_

**Articulation Agreement**  
 Between  
**Northern Illinois University**  
 And  
**Highland Community College**

This Articulation Agreement is made and entered into by and between the Board of Trustees of Northern Illinois University ("**NIU**") and the Board of Trustees of Illinois Community College District No. 519, Highland Community College ("**Community College**") and is made under and deemed a part of the Guaranteed Admission Agreement between the parties with an Effective Date of August 24, 2020 ("**Agreement**").

The two institutions agree to the following:

1. The terms of the Agreement are hereby incorporated into and made a part of this Articulation Agreement by this reference.
2. Community College students must meet the requirements of the Program (as defined in the Agreement) and the requirements stated in this Articulation Agreement, must be in good standing at Community College at the time of transfer and must adhere to each institution's standard policies and procedures, including, but not limited to, those dealing with admission, enrollment in courses, transfer credits, financial aid, student conduct and discipline, academic probation, dismissal and reentry.
3. Acceptance into a specific NIU undergraduate degree program is based on the individual transferring student meeting the conditions and considerations applicable to that program. Specifically, students completing the Associate in Applied Science Degree in Nursing at Highland Community College will be admitted to the baccalaureate [Bachelor of Science in Nursing] at NIU, provided they meet the requirements stated in the Transfer Guide attached hereto as Exhibit A, B, C, D, E and F and incorporated herein by reference, along with any other applicable admission requirements that may be required at NIU's sole discretion, and after the students have been reviewed and accepted for transfer to NIU.
4. Relationships between Community College and NIU faculty and administration are in the spirit of cooperation and provide the basis for this Articulation Agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this Articulation Agreement.
6. This Articulation Agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the other institution.
7. NIU will provide all appropriate publications and promotional materials regarding the subject matter of this Articulation Agreement to Community College and Community College shall undertake all commercially reasonable efforts to promote such NIU issued publications and promotional materials among its students.
8. Either NIU or Community College may terminate this Articulation Agreement by giving sixty (60) days advance written notice to the authorized representative of the other party.
9. This Articulation Agreement shall commence on August 24, 2020 ("**Articulation Agreement Effective Date**") and shall remain in effect during the term of the Agreement (including any renewal terms), unless otherwise earlier terminated in accordance with Section 8 of this Articulation Agreement. Unless earlier terminated, this Articulation Agreement shall terminate upon termination of the Agreement.
10. Defined terms used in the Agreement shall equally apply to this Articulation Agreement, unless separately defined herein.

11. To the extent there is a conflict between the terms in the Agreement and this Articulation Agreement, the terms in this Articulation Agreement shall govern.

**IN WITNESS WHEREOF**, authorized representatives of the parties have executed this Articulation Agreement in the appropriate spaces below.

**Board of Trustees of  
Northern Illinois University**

**Board of Trustees of  
Highland Community College  
District No. 519  
Highland Community College**

\_\_\_\_\_  
Beth Ingram, Ph.D.  
Executive Vice President and Provost

\_\_\_\_\_  
Chris Kuberski  
President

Date \_\_\_\_\_

Date \_\_\_\_\_

**Approved:**

**Approved:**

\_\_\_\_\_  
Derryl Block  
Dean of College of Health & Human Sciences

\_\_\_\_\_  
Jennifer Grobe  
Associate Dean of Nursing and Allied Health

Date \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit A- Fall Nursing Start at CC One Semester after NCLEX Exam Transfer Guide

This Transfer Guide is an exhibit to the Articulation Agreement between the Board of Trustees of Northern Illinois University and Board of Trustees of Illinois Community College District No. 519, Highland Community College with an Articulation Agreement Effective Date of August 24, 2020. All capitalized terms which are not defined herein shall have the same meanings set forth in the Articulation Agreement.

### Major (AAS) to Major (BS)

#### Community College ("CC") and Northern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Pre-Program or Summer Course Work

|                              |                        |
|------------------------------|------------------------|
| BIOS 110: Principals of Bio  | 4 hrs (BIOS 103 & 105) |
| CHEM 120: Gen/Org/Bio Chem   | 4 hrs (CHEM 110 & 111) |
| ENGL 121: Rhet & Comp I      | 3 hrs (ENGL 103)       |
| SPCH 191: Fund of Speech     | 3 hrs (COMS 100)       |
| PSY 161: Intro to Psychology | 3 hrs (PSYC 102)       |
| <b>Total</b>                 | <b>17 hrs</b>          |

*Students transferring in "dual credit" hours from may need may need additional electives to meet credit hour requirements for the B.S. degree. An official review of transcripts will be done after admission to NIU by the office of admissions.*

#### First Year at Highland

##### First Semester

|                           |                          |
|---------------------------|--------------------------|
| **BIOL 213: Anat & Phys I | 4 hrs (+ 214 = BIOS 357) |
| ENGL 122: Rhet & Comp II  | 3 hrs (ENGL 203)         |
| NURS 117: Med Terminology | 3 hrs (NIU gen elective) |
| HUMA 104: Humanities      | 3 hrs (C & CA elective)  |
| PHIL 282: Ethics          | 3 hrs (PHIL 103)         |
| <b>Total</b>              | <b>16 hrs</b>            |

##### Second Semester

|                             |                          |
|-----------------------------|--------------------------|
| **BIOL 214: Anat & Phys II  | 4 hrs (+ 213 = BIOS 357) |
| PSY 262: Human Grth & Devel | 3 hrs (PSYC 225)         |
| MATH 177: Statistics        | 4 hrs (STAT 208)         |
| BIOL 117: Nutrition         | 3 hrs (NIU gen elective) |
| <b>Total</b>                | <b>14 hrs</b>            |

#### Second Year at Highland and NIU

##### First Semester

|                              |                          |
|------------------------------|--------------------------|
| BIOL 211: Microbiology       | 4 hrs (BIOS 213)         |
| MATH 171: Finite Math        | 4 hrs (MATH 210)         |
| PSY 261: Educational Psych   | 3 hrs (EPS 300)          |
| HUM 110: Intro to Crit Think | 3 hrs (NIU gen elective) |
| <b>Total</b>                 | <b>14 hrs</b>            |

##### Second Semester (fall)

|   |               |
|---|---------------|
| NURS 191: Fundamentals of Nursing (8 hrs non-trans)   |               |
| NURS 103: Pharmacology (2 hrs non-transferable...n/t) |               |
| NURS 296: Health Assessment                           |               |
| NURS 347: Concepts/Issues <sup>#</sup>                | 4 hrs         |
| <b>Total</b>  | <b>16 hrs</b> |

#### Third Year at Highland and NIU

##### First Semester (spring)

|   |                |
|---|----------------|
| NURS 192: Health and Illness I (8 hrs n/t)    |                |
| NURS 291: Family Nursing (5 hrs n/t)          |                |
| NURS 425: Informatics <sup>#</sup>            | 1 hr           |
| NURS 435: Gerontological Nursing <sup>#</sup> | 2 hrs          |
| <b>Total</b>                                  | <b>17 hrs.</b> |

##### Summer One

|                           |              |
|---------------------------|--------------|
| NURS 312:                 |              |
| Research/EBP <sup>#</sup> | 3 hrs        |
| <b>Total</b>              | <b>3 hrs</b> |

##### Second Semester (fall)

|   |               |
|---|---------------|
| NURS 292: Health and Illness II (8 hrs n/t) |               |
| NURS 293: Psychiatric Nursing (5 hrs n/t)   |               |
| NURS 308: Pathophysiology <sup>#</sup>      | 3 hrs         |
| NURS 408: Genetics <sup>#</sup>             | 1 hr          |
| <b>Total</b>                                | <b>17 hrs</b> |

#### Fourth Year at Highland and NIU

##### First Semester (spring)

|   |               |
|---|---------------|
| NURS 298: Pro & Leadership (2 hrs n/t)            |               |
| NURS 294: Health and Illness III (8 hrs n/t)      |               |
| NURS 432: Nursing Leadership <sup>#</sup>         | 3 hrs         |
| NURS 419: Population-Focused Nursing <sup>#</sup> | 3 hrs         |
| <b>Total</b>                                      | <b>16 hrs</b> |

##### Sumer Two

TAKE NCLEX

##### Second Semester (fall)

|                                   |              |
|-----------------------------------|--------------|
| NURS 488: Ethics/Law <sup>#</sup> | 3 hrs        |
| NURS 463: Practicum <sup>#</sup>  | 3 hrs        |
| <b>Total</b>                      | <b>6 hrs</b> |

**COMMENTS**

**Accreditation** – NIU's Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

**GPA Graduation Requirements/Course Grade Requirements/etc.**

NIU minimum GPA of 2.75, NIU minimum course grade in all NURS courses of "C" or above.

**Additional transfer guide notes:**

\* An alternative, equivalent course may be taken at Highland if it meets NIU graduation requirements. Please refer to Articulation Guide for transferable courses.

\*\*Highland students who take BIOL 120: Foundations of Anatomy and Physiology for 5 credit hours (instead of BIOL 213 and BIOL 214 for 8 credit hours) will need an additional 3 hours of elective credit.

# NURS courses are taken at NIU

**Transfer Guide is in effect from Fall 2020 - Fall 2022.**

**Institutional Contacts:**

**Northern Illinois University:** [transfercenter@niu.edu](mailto:transfercenter@niu.edu), Attention "Transfer Center," Tel: 815-753-0446; and

**Community College**

**Highland Community College:** [admissions@highland.edu](mailto:admissions@highland.edu), 815.599.3414

**Departmental contacts:****Northern Illinois University:**

Academic Advisor, Merlynette Griffin, [mgriffin2@niu.edu](mailto:mgriffin2@niu.edu), 815-753-6557.

Program Coordinator, Amber Davis, [adavis16@niu.edu](mailto:adavis16@niu.edu), 815-753-6553.

**Community College: Advisor Name, Email, Phone.**

Associate Dean of Nursing and Allied Health, Jennifer Grobe, [Jennifer.Grobe@highland.edu](mailto:Jennifer.Grobe@highland.edu), 815-599-3688.

Nursing Program Student Advisor, Beth Groshans, [beth.groshans@highland.edu](mailto:beth.groshans@highland.edu), 815-599-3483.

Coordinator of Nursing and Allied Health, Alicia Kepner, [alicia.kepner@highland.edu](mailto:alicia.kepner@highland.edu), 815-599-3657.



## Exhibit B- Spring Nursing Start at CC One Semester after NCLEX Exam Transfer Guide

This Transfer Guide is an exhibit to the Articulation Agreement between the Board of Trustees of Northern Illinois University and Board of Trustees of Illinois Community College District No. 519, Highland Community College with an Articulation Agreement Effective Date of August 24, 2020. All capitalized terms which are not defined herein shall have the same meanings set forth in the Articulation Agreement.

### Major (AAS) to Major (BS)

#### Community College ("CC") and Northern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Pre-Program or Summer Course Work

|                              |                        |
|------------------------------|------------------------|
| BIOS 110: Principals of Bio  | 4 hrs (BIOS 103 & 105) |
| CHEM 120: Gen/Org/Bio Chem   | 4 hrs (CHEM 110 & 111) |
| ENGL 121: Rhet & Comp I      | 3 hrs (ENGL 103)       |
| SPCH 191: Fund of Speech     | 3 hrs (COMS 100)       |
| PSY 161: Intro to Psychology | 3 hrs (PSYC 102)       |
| <b>Total</b>                 | <b>17 hrs</b>          |

*Students transferring in "dual credit" hours from may need may need additional electives to meet credit hour requirements for the B.S. degree. An official review of transcripts will be done after admission to NIU by the office of admissions.*

#### First Year at Highland

##### First Semester (fall)

|                           |                          |
|---------------------------|--------------------------|
| **BIOL 213: Anat & Phys I | 4 hrs (+ 214 = BIOS 357) |
| ENGL 122: Rhet & Comp II  | 3 hrs (ENGL 203)         |
| NURS 117: Med Terminology | 3 hrs (NIU gen elective) |
| HUMA 104: Humanities      | 3 hrs (C & CA elective)  |
| PHIL 282: Ethics          | 3 hrs (PHIL 103)         |
| <b>Total</b>              | <b>16 hrs</b>            |

##### Second Semester (spring)

|                             |                          |
|-----------------------------|--------------------------|
| **BIOL 214: Anat & Phys II  | 4 hrs (+ 213 = BIOS 357) |
| PSY 262: Human Grth & Devel | 3 hrs (PSYC 225)         |
| MATH 177: Statistics        | 4 hrs (STAT 208)         |
| BIOL 117: Nutrition         | 3 hrs (NIU gen elective) |
| <b>Total</b>                | <b>14 hrs</b>            |

#### Second Year at Highland and NIU

##### First Semester (fall)

|                              |                          |
|------------------------------|--------------------------|
| BIOL 211: Microbiology       | 4 hrs (BIOS 213)         |
| MATH 171: Finite Math        | 4 hrs (MATH 210)         |
| PSY 261: Educational Psych   | 3 hrs (EPS 300)          |
| HUM 110: Intro to Crit Think | 3 hrs (NIU gen elective) |
| <b>Total</b>                 | <b>14 hrs</b>            |

##### Second Semester (spring)

|   |               |
|---|---------------|
| NURS 191: Fundamentals of Nursing (8 hrs non-trans) |               |
| NURS 347: Concepts/Issues <sup>#</sup>              | 4 hrs         |
| <b>Total</b>  | <b>12 hrs</b> |

#### Third Year at Highland and NIU

##### Summer One

|                                    |              |
|------------------------------------|--------------|
| NURS 103: Pharm (2 hrs non-trans)  |              |
| NURS 296: Health Assess (2 hrs)    |              |
| NURS 425: Informatics <sup>#</sup> | 1 hr         |
| <b>Total</b>                       | <b>4 hrs</b> |

##### First Semester (fall)

|  |               |
|--|---------------|
| NURS 192: Health & Illness I (8 hrs n/t) |               |
| NURS 435: Gerontology <sup>#</sup>       | (2 hrs)       |
| <b>Total</b>                             | <b>10 hrs</b> |

##### Second Semester (spring)

|   |              |
|---|--------------|
| NURS 291: Family Nursing (5 hrs n/t)          |              |
| NURS 308: Alterations in Bio Sys <sup>#</sup> | (3 hrs)      |
| NURS 408: Genetics & Genomics <sup>#</sup>    | (1 hr)       |
| <b>Total</b>                                  | <b>9 hrs</b> |

#### Fourth Year at Highland and NIU

##### Summer Two

|                                   |              |
|-----------------------------------|--------------|
| NURS 293: Psychiatric (5 hrs n/t) |              |
| <b>Total</b>                      | <b>5 hrs</b> |

##### First Semester (fall)

|   |               |
|---|---------------|
| NURS 292: Health/Illness II (8 hrs n/t) |               |
| NURS 312: Research/EBP <sup>#</sup>     | (3 hrs)       |
| <b>Total</b>                            | <b>11 hrs</b> |

##### Second Semester (spring)

|  |               |
|--|---------------|
| NURS 298: Pro & Leadership (2 hrs n/t)       |               |
| NURS 294: Health and Illness III (8 hrs n/t) |               |
| NURS 419: Population-Foc Nur <sup>#</sup>    | (3 hrs)       |
| <b>Total</b>                                 | <b>13 hrs</b> |

#### Fifth Year at Highland and NIU

##### Summer Three

Take NCLEX

##### First Semester (fall)

|   |              |
|---|--------------|
| NURS 432: Nursing Leadership <sup>#</sup> | 3 hrs        |
| NURS 488: Ethics/Law <sup>#</sup>         | 3 hrs        |
| NURS 463: Practicum <sup>#</sup>          | 3 hrs        |
| <b>Total</b>                              | <b>9 hrs</b> |

**COMMENTS**

**Accreditation** – NIU’s Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

**GPA Graduation Requirements/Course Grade Requirements/etc.**

NIU minimum GPA of 2.75, NIU minimum course grade in all NURS courses of “C” or above.

**Additional transfer guide notes:**

\* An alternative, equivalent course may be taken at Highland if it meets NIU graduation requirements. Please refer to Articulation Guide for transferable courses.

\*\*Highland students who take BIOL 120: Foundations of Anatomy and Physiology for 5 credit hours (instead of BIOL 213 and BIOL 214 for 8 credit hours) will need an additional 3 hours of elective credit.

# NURS courses are taken at NIU

**Transfer Guide is in effect from Fall 2020 – Fall 2022.**

**Institutional Contacts:**

**Northern Illinois University:** [transfercenter@niu.edu](mailto:transfercenter@niu.edu), Attention “Transfer Center,” Tel: 815-753-0446; and

**Community College**

**Highland Community College:** [admissions@highland.edu](mailto:admissions@highland.edu), 815.599.3414

**Departmental contacts:**

**Northern Illinois University:**

Academic Advisor, Merlynette Griffin, [mgriffin2@niu.edu](mailto:mgriffin2@niu.edu), 815-753-6557.

Program Coordinator, Amber Davis, [adavis16@niu.edu](mailto:adavis16@niu.edu), 815-753-6553.

**Community College: Advisor Name, Email, Phone.**

Associate Dean of Nursing and Allied Health, Jennifer Grobe, [Jennifer.Grobe@highland.edu](mailto:Jennifer.Grobe@highland.edu), 815-599-3688.

Nursing Program Student Advisor, Beth Groshans, [beth.groshans@highland.edu](mailto:beth.groshans@highland.edu), 815-599-3483.

Coordinator of Nursing and Allied Health, Alicia Kepner, [alicia.kepner@highland.edu](mailto:alicia.kepner@highland.edu), 815-599-3657.

## Exhibit C- Fall Nursing Start at CC Two Semesters after NCLEX Exam Transfer Guide

This Transfer Guide is an exhibit to the Articulation Agreement between the Board of Trustees of Northern Illinois University and Board of Trustees of Illinois Community College District No. 519, Highland Community College with an Articulation Agreement Effective Date of August 24, 2020. All capitalized terms which are not defined herein shall have the same meanings set forth in the Articulation Agreement.

### Major (AAS) to Major (BS)

#### Community College ("CC") and Northern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Pre-Program or Summer Course Work

|                              |                        |
|------------------------------|------------------------|
| BIOS 110: Principals of Bio  | 4 hrs (BIOS 103 & 105) |
| CHEM 120: Gen/Org/Bio Chem   | 4 hrs (CHEM 110 & 111) |
| ENGL 121: Rhet & Comp I      | 3 hrs (ENGL 103)       |
| SPCH 191: Fund of Speech     | 3 hrs (COMS 100)       |
| PSY 161: Intro to Psychology | 3 hrs (PSYC 102)       |
| <b>Total</b>                 | <b>17 hrs</b>          |

*Students transferring in "dual credit" hours from may need may need additional electives to meet credit hour requirements for the B.S. degree. An official review of transcripts will be done after admission to NIU by the office of admissions.*

#### First Year at Highland

##### First Semester

|                           |                          |
|---------------------------|--------------------------|
| **BIOL 213: Anat & Phys I | 4 hrs (+ 214 = BIOS 357) |
| ENGL 122: Rhet & Comp II  | 3 hrs (ENGL 203)         |
| NURS 117: Med Terminology | 3 hrs (NIU gen elective) |
| HUMA 104: Humanities      | 3 hrs (C & CA elective)  |
| PHIL 282: Ethics          | 3 hrs (PHIL 103)         |
| <b>Total</b>              | <b>16 hrs</b>            |

##### Second Semester

|                             |                          |
|-----------------------------|--------------------------|
| **BIOL 214: Anat & Phys II  | 4 hrs (+ 213 = BIOS 357) |
| PSY 262: Human Grth & Devel | 3 hrs (PSYC 225)         |
| MATH 177: Statistics        | 4 hrs (STAT 208)         |
| BIOL 117: Nutrition         | 3 hrs (NIU gen elective) |
| <b>Total</b>                | <b>14 hrs</b>            |

#### Second Year at Highland and NIU

##### First Semester

|                              |                          |
|------------------------------|--------------------------|
| BIOL 211: Microbiology       | 4 hrs (BIOS 213)         |
| MATH 171: Finite Math        | 4 hrs (MATH 210)         |
| PSY 261: Educational Psych   | 3 hrs (EPS 300)          |
| HUM 110: Intro to Crit Think | 3 hrs (NIU gen elective) |
| <b>Total</b>                 | <b>14 hrs</b>            |

##### Second Semester (fall)

|   |               |
|---|---------------|
| NURS 191: Fundamentals of Nursing (8 hrs non-trans)   |               |
| NURS 103: Pharmacology (2 hrs non-transferable...n/t) |               |
| NURS 296: Health Assessment 2 hrs (waive NIU 306)     |               |
| <b>Total</b>  | <b>12 hrs</b> |

#### Third Year at Highland and NIU

##### First Semester (spring)

|  |               |
|--|---------------|
| NURS 192: Health and Illness I (8 hrs n/t) |               |
| NURS 291: Family Nursing (5 hrs n/t)       |               |
| NURS 347: Concepts/Issues#                 | 4 hrs         |
| <b>Total</b>                               | <b>17 hrs</b> |

##### Summer One

|               |              |
|---------------|--------------|
| NURS 312:     |              |
| Research/EBP# | 3 hrs        |
| <b>Total</b>  | <b>3 hrs</b> |

##### Second Semester (fall)

|   |               |
|---|---------------|
| NURS 292: Health and Illness II (8 hrs n/t) |               |
| NURS 293: Psychiatric Nursing (5 hrs n/t)   |               |
| NURS 435: Gerontological Nursing#           | 2 hrs         |
| <b>Total</b>                                | <b>15 hrs</b> |

#### Fourth Year at Highland and NIU

##### First Semester (spring)

|  |               |
|--|---------------|
| NURS 298: Pro & Leadership (2 hrs n/t)       |               |
| NURS 294: Health and Illness III (8 hrs n/t) |               |
| NURS 308: Pathophysiology#                   | 3 hrs         |
| <b>Total</b>                                 | <b>13 hrs</b> |

##### Sumer Two

TAKE NCLEX

##### Second Semester (fall)

|                                    |              |
|------------------------------------|--------------|
| NURS 432: Nursing Leadership#      | 3 hrs        |
| NURS 425: Nursing Informatics#     | 1 hr         |
| NURS 408: Genetics#                | 1 hr         |
| NURS 419: Population-Focused Nurs# | 3 hrs        |
| <b>Total</b>                       | <b>8 hrs</b> |

#### Fifth Year at Highland and NIU

##### First Semester (spring)

|                       |              |
|-----------------------|--------------|
| NURS 488: Ethics/Law# | 3 hrs        |
| NURS 463: Practicum#  | 3 hrs        |
| <b>Total</b>          | <b>6 hrs</b> |

**COMMENTS**

**Accreditation** – NIU’s Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

**GPA Graduation Requirements/Course Grade Requirements/etc.**

NIU minimum GPA of 2.75, NIU minimum course grade in all NURS courses of “C” or above.

**Additional transfer guide notes:**

\* An alternative, equivalent course may be taken at Highland if it meets NIU graduation requirements. Please refer to Articulation Guide for transferable courses.

\*\*Highland students who take BIOL 120: Foundations of Anatomy and Physiology for 5 credit hours (instead of BIOL 213 and BIOL 214 for 8 credit hours) will need an additional 3 hours of elective credit.

# NURS courses are taken at NIU

**Transfer Guide is in effect from Fall 2020 – Fall 2022.**

**Institutional Contacts:**

**Northern Illinois University:** [transfercenter@niu.edu](mailto:transfercenter@niu.edu), Attention “Transfer Center,” Tel: 815-753-0446; and

**Community College**

**Highland Community College:** [admissions@highland.edu](mailto:admissions@highland.edu), 815.599.3414

**Departmental contacts:****Northern Illinois University:**

Academic Advisor, Merlynette Griffin, [mgriffin2@niu.edu](mailto:mgriffin2@niu.edu), 815-753-6557.

Program Coordinator, Amber Davis, [adavis16@niu.edu](mailto:adavis16@niu.edu), 815-753-6553.

**Community College: Advisor Name, Email, Phone.**

Associate Dean of Nursing and Allied Health, Jennifer Grobe, [Jennifer.Grobe@highland.edu](mailto:Jennifer.Grobe@highland.edu), 815-599-3688.

Nursing Program Student Advisor, Beth Groshans, [beth.groshans@highland.edu](mailto:beth.groshans@highland.edu), 815-599-3483.

Coordinator of Nursing and Allied Health, Alicia Kepner, [alicia.kepner@highland.edu](mailto:alicia.kepner@highland.edu), 815-599-3657.

## Exhibit D- Spring Nursing Start at CC Two Semesters after NCLEX Exam Transfer Guide

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### Major (AAS) to Major (BS)

#### Community College ("CC") and Northern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Pre-Program or Summer Course Work

|                              |                        |
|------------------------------|------------------------|
| BIOS 110: Principals of Bio  | 4 hrs (BIOS 103 & 105) |
| CHEM 120: Gen/Org/Bio Chem   | 4 hrs (CHEM 110 & 111) |
| ENGL 121: Rhet & Comp I      | 3 hrs (ENGL 103)       |
| SPCH 191: Fund of Speech     | 3 hrs (COMS 100)       |
| PSY 161: Intro to Psychology | 3 hrs (PSYC 102)       |
| <b>Total</b>                 | <b>17 hrs</b>          |

*Students transferring in "dual credit" hours from may need may need additional electives to meet credit hour requirements for the B.S. degree. An official review of transcripts will be done after admission to NIU by the office of admissions.*

#### First Year at Highland

##### First Semester (fall)

|                           |                          |
|---------------------------|--------------------------|
| **BIOL 213: Anat & Phys I | 4 hrs (+ 214 = BIOS 357) |
| ENGL 122: Rhet & Comp II  | 3 hrs (ENGL 203)         |
| NURS 117: Med Terminology | 3 hrs (NIU gen elective) |
| HUMA 104: Humanities      | 3 hrs (C & CA elective)  |
| PHIL 282: Ethics          | 3 hrs (PHIL 103)         |
| <b>Total</b>              | <b>16 hrs</b>            |

##### Second Semester (spring)

|                             |                                 |
|-----------------------------|---------------------------------|
| **BIOL 214: Anat & Phys II  | 4 hrs (+ 213 = BIOS 357)        |
| PSY 262: Human Grth & Devel | 3 hrs (PSYC 225)                |
| MATH 177: Statistics        | 4 hrs (STAT 208)                |
| <u>BIOL 117: Nutrition</u>  | <u>3 hrs (NIU gen elective)</u> |
| <b>Total</b>                | <b>14 hrs</b>                   |

#### Second Year at Highland and NIU

##### First Semester (fall)

|                              |                          |
|------------------------------|--------------------------|
| BIOL 211: Microbiology       | 4 hrs (BIOS 213)         |
| MATH 171: Finite Math        | 4 hrs (MATH 210)         |
| PSY 261: Educational Psych   | 3 hrs (EPS 300)          |
| HUM 110: Intro to Crit Think | 3 hrs (NIU gen elective) |
| <b>Total</b>                 | <b>14 hrs</b>            |

##### Second Semester (spring)

|  |                          |
|--|--------------------------|
| <u>NURS 191: Fundamentals of Nursing</u> | <u>(8 hrs non-trans)</u> |
| <b>Total</b>                             | <b>8 hrs</b>             |

#### Third Year at Highland and NIU

##### Summer One

|  |               |
|--|---------------|
| NURS 103: Pharm (2 hrs non-trans)      |               |
| <u>NURS 296: Health Assess (2 hrs)</u> |               |
| <b>Total</b>                           | <b>10 hrs</b> |
| <b>Total</b>                           | <b>4 hrs</b>  |

##### First Semmester (fall)

|  |               |
|--|---------------|
| NURS 192: Health & Illness I (8 hrs n/t)     |               |
| <u>NURS 347: Concepts/Issues<sup>#</sup></u> | <u>4 hrs</u>  |
| <b>Total</b>                                 | <b>12 hrs</b> |

##### Second Semester (spring)

|   |              |
|---|--------------|
| NURS 291: Family Nursing (5 hrs n/t)                        |              |
| NURS 308: Alterations in Bio Sys <sup>#</sup> (3 hrs)       |              |
| <u>NURS 408: Genetics &amp; Genomics<sup>#</sup> (1 hr)</u> |              |
| <b>Total</b>  | <b>9 hrs</b> |

#### Fourth Year at Highland and NIU

##### Summer Two

|  |              |
|--|--------------|
| <u>NURS 293: Psychiatric (5 hrs n/t)</u> |              |
| <b>Total</b>                             | <b>5 hrs</b> |

##### First Semester (fall)

|  |               |
|--|---------------|
| NURS 292: Health/Illness II (8 hrs n/t)          |               |
| NURS 425: Informatics <sup>#</sup> (1 hr)        |               |
| <u>NURS 435: Gerontology<sup>#</sup> (2 hrs)</u> |               |
| <b>Total</b>                                     | <b>11 hrs</b> |

##### Second Semester (spring)

|   |               |
|---|---------------|
| NURS 298: Pro & Leadership (2 hrs n/t)              |               |
| <u>NURS 294: Health and Illness III (8 hrs n/t)</u> |               |
| <b>Total</b>  | <b>10 hrs</b> |

#### Fifth Year at Highland and NIU

##### Summer Three

|                                     |              |
|-------------------------------------|--------------|
| Take NCLEX                          |              |
| NURS 312:                           |              |
| <u>Research<sup>#</sup> (3 hrs)</u> |              |
| <b>Total</b>                        | <b>3 hrs</b> |

##### First Semester (fall)

|   |              |
|---|--------------|
| NURS 432: Nursing Leadership <sup>#</sup> 3 hrs         |              |
| <u>NURS 419: Population-Foc Nur<sup>#</sup> (3 hrs)</u> |              |
| <b>Total</b>  | <b>6 hrs</b> |

##### Second Semester (spring)

|  |              |
|--|--------------|
| NURS 488: Ethics/Law <sup>#</sup>      | 3 hrs        |
| <u>NURS 463: Practicum<sup>#</sup></u> | <u>3 hrs</u> |
| <b>Total</b>                           | <b>6 hrs</b> |

**COMMENTS**

**Accreditation** – NIU's Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

**GPA Graduation Requirements/Course Grade Requirements/etc.**

NIU minimum GPA of 2.75, NIU minimum course grade in all NURS courses of "C" or above.

**Additional transfer guide notes:**

\* An alternative, equivalent course may be taken at Highland if it meets NIU graduation requirements. Please refer to Articulation Guide for transferable courses.

\*\*Highland students who take BIOL 120: Foundations of Anatomy and Physiology for 5 credit hours (instead of BIOL 213 and BIOL 214 for 8 credit hours) will need an additional 3 hours of elective credit.

# NURS courses are taken at NIU

**Transfer Guide is in effect from Fall 2020 – Fall 2022.**

**Institutional Contacts:**

**Northern Illinois University:** [transfercenter@niu.edu](mailto:transfercenter@niu.edu), Attention "Transfer Center," Tel: 815-753-0446; and

**Community College**

**Highland Community College:** [admissions@highland.edu](mailto:admissions@highland.edu), 815.599.3414

**Departmental contacts:**

**Northern Illinois University:**

Academic Advisor, Merlynette Griffin, [mgriffin2@niu.edu](mailto:mgriffin2@niu.edu), 815-753-6557.

Program Coordinator, Amber Davis, [adavis16@niu.edu](mailto:adavis16@niu.edu), 815-753-6553.

**Community College: Advisor Name, Email, Phone.**

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Nursing Program Student Advisor, Beth Groshans, [beth.groshans@highland.edu](mailto:beth.groshans@highland.edu), 815-599-3483.

Coordinator of Nursing and Allied Health, Alicia Kepner, [alicia.kepner@highland.edu](mailto:alicia.kepner@highland.edu), 815-599-3657.

## Exhibit E- Fall Nursing Start at CC One Semester after NCLEX Exam Transfer Guide

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### Major (AAS) to Major (BS)

#### Community College ("CC") and Northern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Pre-Program or Summer Course Work

|                              |                        |
|------------------------------|------------------------|
| BIOS 110: Principals of Bio  | 4 hrs (BIOS 103 & 105) |
| CHEM 120: Gen/Org/Bio Chem   | 4 hrs (CHEM 110 & 111) |
| ENGL 121: Rhet & Comp I      | 3 hrs (ENGL 103)       |
| SPCH 191: Fund of Speech     | 3 hrs (COMS 100)       |
| PSY 161: Intro to Psychology | 3 hrs (PSYC 102)       |
| <b>Total</b>                 | <b>17 hrs</b>          |

*Students transferring in "dual credit" hours from may need may need additional electives to meet credit hour requirements for the B.S. degree. An official review of transcripts will be done after admission to NIU by the office of admissions.*

#### First Year at Highland

##### First Semester

|                           |                          |
|---------------------------|--------------------------|
| **BIOL 213: Anat & Phys I | 4 hrs (+ 214 = BIOS 357) |
| ENGL 122: Rhet & Comp II  | 3 hrs (ENGL 203)         |
| NURS 117: Med Terminology | 3 hrs (NIU gen elective) |
| HUMA 104: Humanities      | 3 hrs (C & CA elective)  |
| PHIL 282: Ethics          | 3 hrs (PHIL 103)         |
| <b>Total</b>              | <b>16 hrs</b>            |

##### Second Semester

|                             |                                 |
|-----------------------------|---------------------------------|
| **BIOL 214: Anat & Phys II  | 4 hrs (+ 213 = BIOS 357)        |
| PSY 262: Human Grth & Devel | 3 hrs (PSYC 225)                |
| MATH 177: Statistics        | 4 hrs (STAT 208)                |
| <u>BIOL 117: Nutrition</u>  | <u>3 hrs (NIU gen elective)</u> |
| <b>Total</b>                | <b>14 hrs</b>                   |

#### Second Year at Highland and NIU

##### First Semester

|                              |                          |
|------------------------------|--------------------------|
| BIOL 211: Microbiology       | 4 hrs (BIOS 213)         |
| MATH 171: Finite Math        | 4 hrs (MATH 210)         |
| PSY 261: Educational Psych   | 3 hrs (EPS 300)          |
| HUM 110: Intro to Crit Think | 3 hrs (NIU gen elective) |
| <b>Total</b>                 | <b>14 hrs</b>            |

##### Second Semester (fall)

|   |               |
|---|---------------|
| NURS 191: Fundamentals of Nursing (8 hrs non-trans)   |               |
| NURS 103: Pharmacology (2 hrs non-transferable...n/t) |               |
| <u>NURS 296: Health Assessment (2 hrs)</u>            |               |
| <b>Total</b>  | <b>12 hrs</b> |

#### Third Year at Highland and NIU

##### First Semester (spring)

|   |               |
|---|---------------|
| NURS 192: Health and Illness I (8 hrs n/t)  |               |
| <u>NURS 291: Family Nursing (5 hrs n/t)</u> |               |
| <b>Total</b>                                | <b>13 hrs</b> |

##### Summer One

|                                    |              |
|------------------------------------|--------------|
| NURS 347:                          |              |
| <u>Concepts/Issues<sup>#</sup></u> | <u>4 hrs</u> |
| <b>Total</b>                       | <b>4 hrs</b> |

##### Second Semester (fall)

|   |               |
|---|---------------|
| NURS 292: Health and Illness II (8 hrs n/t)             |               |
| NURS 293: Psychiatric Nursing (5 hrs n/t)               |               |
| <u>NURS 425: Nursing Informatics<sup>#</sup> (1 hr)</u> |               |
| <b>Total</b>  | <b>14 hrs</b> |

#### Fourth Year at Highland and NIU

##### First Semester (spring)

|   |               |
|---|---------------|
| NURS 298: Pro & Leadership (2 hrs n/t)                    |               |
| NURS 294: Health and Illness III (8 hrs n/t)              |               |
| <u>NURS 435: Gerontological Nursing<sup>#</sup> 2 hrs</u> |               |
| <b>Total</b>  | <b>12 hrs</b> |

##### Sumer Two

|                             |              |
|-----------------------------|--------------|
| TAKE NCLEX                  |              |
| NURS 312:                   |              |
| <u>Research<sup>#</sup></u> | <u>3 hrs</u> |
| <b>Total</b>                | <b>3 hrs</b> |

##### Second Semester (fall)

|   |              |
|---|--------------|
| NURS 488: Ethics & Law <sup>#</sup>           | 3 hrs        |
| <u>NURS 308: Alter in Bio Sys<sup>#</sup></u> | <u>3 hrs</u> |
| <b>Total</b>                                  | <b>6 hrs</b> |

#### Fifth Year at NIU

##### First Semester (spring)

|   |              |
|---|--------------|
| NURS 432: Nursing Leadership <sup>#</sup> | 3 hrs        |
| NURS 419: Population Focused <sup>#</sup> | 3 hrs        |
| <u>NURS 408: Genetics<sup>#</sup></u>     | <u>1 hr</u>  |
| <b>Total</b>                              | <b>7 hrs</b> |

##### Sumer Two

|  |              |
|--|--------------|
| <u>NURS 463: Practicum<sup>#</sup></u> | <u>3 hrs</u> |
| <b>Total</b>                           | <b>3 hrs</b> |

COMMENTS

**Accreditation** – NIU’s Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

**GPA Graduation Requirements/Course Grade Requirements/etc.**

NIU minimum GPA of 2.75, NIU minimum course grade in all NURS courses of “C” or above.

**Additional transfer guide notes:**

\* An alternative, equivalent course may be taken at Highland if it meets NIU graduation requirements. Please refer to Articulation Guide for transferable courses.

\*\*Highland students who take BIOL 120: Foundations of Anatomy and Physiology for 5 credit hours (instead of BIOL 213 and BIOL 214 for 8 credit hours) will need an additional 3 hours of elective credit.

# NURS courses are taken at NIU

**Transfer Guide is in effect from Fall 2020 – Fall 2022.**

**Institutional Contacts:**

**Northern Illinois University:** [transfercenter@niu.edu](mailto:transfercenter@niu.edu), Attention “Transfer Center,” Tel: 815-753-0446; and

**Community College**

**Highland Community College:** [admissions@highland.edu](mailto:admissions@highland.edu), 815.599.3414

**Departmental contacts:****Northern Illinois University:**

Academic Advisor, Merlynette Griffin, [mgriffin2@niu.edu](mailto:mgriffin2@niu.edu), 815-753-6557.

Program Coordinator, Amber Davis, [adavis16@niu.edu](mailto:adavis16@niu.edu), 815-753-6553.

**Community College: Advisor Name, Email, Phone.**

Associate Dean of Nursing and Allied Health, Jennifer Grobe, [Jennifer.Grobe@highland.edu](mailto:Jennifer.Grobe@highland.edu), 815-599-3688.

Nursing Program Student Advisor, Beth Groshans, [beth.groshans@highland.edu](mailto:beth.groshans@highland.edu), 815-599-3483.

Coordinator of Nursing and Allied Health, Alicia Kepner, [alicia.kepner@highland.edu](mailto:alicia.kepner@highland.edu), 815-599-3657.



## Exhibit F- Spring Nursing Start at CC Three Semesters after NCLEX Exam Transfer Guide

This Transfer Guide is an exhibit to the Articulation Agreement between the Board of Trustees of Northern Illinois University and Board of Trustees of Illinois Community College District No. 519, Highland Community College with an Articulation Agreement Effective Date of August 24, 2020. All capitalized terms which are not defined herein shall have the same meanings set forth in the Articulation Agreement.

### Major (AAS) to Major (BS)

#### Community College ("CC") and Northern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Pre-Program or Summer Course Work

|                              |                        |
|------------------------------|------------------------|
| BIOS 110: Principals of Bio  | 4 hrs (BIOS 103 & 105) |
| CHEM 120: Gen/Org/Bio Chem   | 4 hrs (CHEM 110 & 111) |
| ENGL 121: Rhet & Comp I      | 3 hrs (ENGL 103)       |
| SPCH 191: Fund of Speech     | 3 hrs (COMS 100)       |
| PSY 161: Intro to Psychology | 3 hrs (PSYC 102)       |
| <b>Total</b>                 | <b>17 hrs</b>          |

*Students transferring in "dual credit" hours from may need may need additional electives to meet credit hour requirements for the B.S. degree. An official review of transcripts will be done after admission to NIU by the office of admissions.*

#### First Year at Highland

##### First Semester (fall)

|                           |                          |
|---------------------------|--------------------------|
| **BIOL 213: Anat & Phys I | 4 hrs (+ 214 = BIOS 357) |
| ENGL 122: Rhet & Comp II  | 3 hrs (ENGL 203)         |
| NURS 117: Med Terminology | 3 hrs (NIU gen elective) |
| HUMA 104: Humanities      | 3 hrs (C & CA elective)  |
| PHIL 282: Ethics          | 3 hrs (PHIL 103)         |
| <b>Total</b>              | <b>16 hrs</b>            |

##### Second Semester (spring)

|                             |                          |
|-----------------------------|--------------------------|
| **BIOL 214: Anat & Phys II  | 4 hrs (+ 213 = BIOS 357) |
| PSY 262: Human Grth & Devel | 3 hrs (PSYC 225)         |
| MATH 177: Statistics        | 4 hrs (STAT 208)         |
| BIOL 117: Nutrition         | 3 hrs (NIU gen elective) |
| <b>Total</b>                | <b>14 hrs</b>            |

#### Second Year at Highland and NIU

##### First Semester (fall)

|                              |                          |
|------------------------------|--------------------------|
| BIOL 211: Microbiology       | 4 hrs (BIOS 213)         |
| MATH 171: Finite Math        | 4 hrs (MATH 210)         |
| PSY 261: Educational Psych   | 3 hrs (EPS 300)          |
| HUM 110: Intro to Crit Think | 3 hrs (NIU gen elective) |
| <b>Total</b>                 | <b>14 hrs</b>            |

##### Second Semester (spring)

|                                   |                   |
|-----------------------------------|-------------------|
| NURS 191: Fundamentals of Nursing | (8 hrs non-trans) |
| <b>Total</b>                      | <b>8 hrs</b>      |

#### Third Year at Highland and NIU

##### Summer One

|                                   |              |
|-----------------------------------|--------------|
| NURS 103: Pharm (2 hrs non-trans) |              |
| NURS 296: Health Assess (2 hrs)   |              |
| <b>Total</b>                      | <b>4 hrs</b> |

##### First Semester (fall)

|                              |                |
|------------------------------|----------------|
| NURS 192: Health & Illness I | (8 hrs n/t)    |
| <b>Total</b>                 | <b>(8 hrs)</b> |

##### Second Semester (spring)

|                            |              |
|----------------------------|--------------|
| NURS 291: Family Nursing   | (5 hrs n/t)  |
| NURS 347: Concepts/Issues# | (4 hrs)      |
| <b>Total</b>               | <b>9 hrs</b> |

#### Fourth Year at Highland and NIU

##### Summer Two

|                       |              |
|-----------------------|--------------|
| NURS 293: Psychiatric | (5 hrs n/t)  |
| <b>Total</b>          | <b>5 hrs</b> |

##### First Semester (fall)

|                                |               |
|--------------------------------|---------------|
| NURS 292: Health/Illness II    | (8 hrs n/t)   |
| NURS 308: Alter in Bio Sys#    | (3 hrs)       |
| NURS 408: Genetics & Genomics# | (1 hr)        |
| <b>Total</b>                   | <b>12 hrs</b> |

##### Second Semester (spring)

|                                  |               |
|----------------------------------|---------------|
| NURS 298: Pro & Leadership       | (2 hrs n/t)   |
| NURS 294: Health and Illness III | (8 hrs n/t)   |
| NURS 425: Informatics#           | (1 hr)        |
| <b>Total</b>                     | <b>11 hrs</b> |

#### Fifth Year at NIU

##### Summer Three

|              |              |
|--------------|--------------|
| Take NCLEX   |              |
| NURS 435:    |              |
| Gerontology# | (2 hrs)      |
| <b>Total</b> | <b>3 hrs</b> |

##### First Semester (fall)

|                               |              |
|-------------------------------|--------------|
| NURS 432: Nursing Leadership# | (3 hrs)      |
| NURS 312: Research#           | (3 hrs)      |
| <b>Total</b>                  | <b>6 hrs</b> |

##### Second Semester (spring)

|                               |              |
|-------------------------------|--------------|
| NURS 488: Ethics/Law#         | (3 hrs)      |
| NURS 419: Population-Foc Nur# | (3 hrs)      |
| <b>Total</b>                  | <b>6 hrs</b> |

#### Sixth Year at NIU

##### Summer Three

|                      |       |                  |
|----------------------|-------|------------------|
| NURS 463: Practicum# | 3 hrs | .....Total 3 hrs |
|----------------------|-------|------------------|

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Program Coordinator, Amber Davis, [adavis16@niu.edu](mailto:adavis16@niu.edu), 815-753-6553.

**Community College: Advisor Name, Email, Phone.**

Associate Dean of Nursing and Allied Health, Jennifer Grobe, [Jennifer.Grobe@highland.edu](mailto:Jennifer.Grobe@highland.edu), 815-599-3688.

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Coordinator of Nursing and Allied Health, Alicia Kepner, [alicia.kepner@highland.edu](mailto:alicia.kepner@highland.edu), 815-599-3657.