

MARYLAND HIGHER EDUCATION COMMISSION  
ACADEMIC PROGRAM PROPOSAL

PROPOSAL FOR:

NEW INSTRUCTIONAL PROGRAM

SUBSTANTIAL EXPANSION/MAJOR MODIFICATION (to offer program  
off-campus)

COOPERATIVE DEGREE PROGRAM

WITHIN EXISTING RESOURCES or  REQUIRING NEW RESOURCES

(For each proposed program, attach a separate cover page. For example, two cover pages would accompany a proposal for a degree program and a certificate program.)

Morgan State University  
Institution Submitting Proposal

Fall 2018  
Projected Implementation Date

Bachelor of Science-B.S.  
Award to be Offered

Electrical Engineering  
Title of Proposed Program

090900  
Suggested HEGIS Code

141001  
Suggested CIP Code


Electrical Engineering  
Department of Proposed Program

Craig Scott  
Name of Department Head

Dr. Craig Scott  
Contact Name

craig.scott@morgan.edu  
Contact E-Mail Address

443-885-3073  
Contact Phone Number

  
Signature and Date President/Chief Executive Approval

\_\_\_\_\_  
Date

Date Endorsed/Approved by Governing Board

**Academic Program Proposals  
From Degree-Granting Institutions Authorized to  
Operate in the State of Maryland**

**Off-Campus Programs**

**1. Title of the program and the degree or certificate to be awarded:**

Bachelor of Science in Electrical Engineering offered at the Laurel College Center (LCC)

**2. The resource requirements for the program and the source of funds to support the program for the first two years of program implementation:**

This proposal outlines the intent of Morgan State University to partner with the Laurel College Center, Prince George's Community College and Howard Community College to offer the Bachelor of Science degree in Electrical Engineering at the Laurel College Center in Laurel, Maryland. Please see Appendix A for the Memorandum of Understanding between Morgan State University, the Laurel College Center, Prince George's Community College and Howard Community College.

The project budget is based on the projected five-year student enrollment provided in Table 1. The source of funds is tuition. Tuition and fee revenue is calculated based on an \$8000 average cost for tuition and fees for full-time students and an average cost for part-time tuition and fees of \$642 per credit hour. Students will be recruited principally from Prince George's Community College, Howard Community College and the Laurel College Center. The other source of funds (Table 1, number 4) is an expected average state support of \$13,000 per student.

Table 2 details anticipated expenditures. Faculty expenses are calculated based on an 18:1 student to faculty ratio with 70% regular-30% adjunct combination. Administrative and staff support will be provided by current personnel. Average salary with benefits for regular faculty is \$100,000 and average salary with benefits for adjunct faculty is \$49,500. New or renovated space expenses include fees to rent classroom space from the LCC. Other expenses include travel funds for student services staff to visit LCC periodically to provide in-person services, marketing expenses (website, brochures, etc.), software, laboratory experimental equipment, and support for a graduate assistant.

<b>TABLE 1: RESOURCES:</b>					
<b>Resource Categories</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
1. Reallocated Funds	0	0	0	0	0
2. Tuition/Fee Revenue (c + g below)	107,556	242,668	309,336	387,560	477,340
a. Number of F/T Students	12	26	30	34	38
b. Annual Tuition/Fee Rate	8,000	8,000	8,000	8,000	8,000
c. Total F/T Revenue (a x b)	96,000	208,000	240,000	272,000	304,000
d. Number of P/T Students	3	9	18	30	45
e. Credit Hour Rate	642	642	642	642	642
f. Annual Credit Hours	6	6	6	6	6
g. Total P/T Revenue (d x e x f)	11,556	34,668	69,336	115,560	173,340
3. Grants, Contracts & Other External Sources	0	0	0	0	0
4. Other Sources	175,500	396,500	507,000	637,000	786,500
<b>TOTAL (Add 1 – 4)</b>	<b>\$283,056</b>	<b>\$639,168</b>	<b>\$816,336</b>	<b>\$1,024,560</b>	<b>\$1,263,840</b>

<b>TABLE 2: EXPENDITURES:</b>					
<b>Expenditure Categories</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>1. Faculty (b + c below)</b>	55,238	124,796	159,575	200,492	247,546
<b>a. # FTE (Part –time Contractual)</b>	0.75	1.69	2.17	2.72	3.36
<b>b. Total Salary</b>	41,625	94,042	120,250	151,083	186,542
<b>c. Total Benefits</b>	13,613	30,754	39,325	49,408	61,004
<b>2. Admin. Staff (b + c below)</b>	0	0	0	0	0
<b>a. # FTE</b>	1	1	1	1	1
<b>b. Total Salary</b>	0	0	0	0	0
<b>c. Total Benefits</b>	0	0	0	0	0
<b>3. Support Staff (b + c below)</b>	0	0	0	0	0
<b>a. # FTE</b>	1	1	1	1	1
<b>b. Total Salary</b>	0	0	0	0	0
<b>c. Total Benefits</b>	0	0	0	0	0
<b>4. Equipment</b>	0	0	0	0	0
<b>5. Library</b>	0	0	0	0	0
<b>6. New or Renovated Space</b>	13,500	13,500	13,500	13,500	13,500
<b>7. Other Expenses</b>	37,900	46,300	33,700	37,900	46,300
<b>TOTAL (Add 1 – 7)</b>	<b>\$106,638</b>	<b>\$184,596</b>	<b>\$206,775</b>	<b>\$251,892</b>	<b>\$307,346</b>

3. The need and demand for the program in terms of:

- a. Specific local, regional and State need for graduates;
- b. Job opportunities available to those who complete the program; and
- c. Evidence of market demand through supporting data, including results of surveys that have recently been conducted;

There are two core drivers that influence the training needs and job vacancies for any given engineering discipline. One is the expected market for goods and services and the other is the anticipated supply or demand of human capital in that sector. Gartner, Inc. is an American research and advisory entity that provides meaningful insight on technology trends. The Gartner hype curve is one of the most useful tools available to predict technology market trends. Shown in Figure 1 is the 2017 hype cycle with short-term and midterm technology predictions<sup>1</sup>. Three trends appear for the emerging technologies in 2017: Artificial Intelligence (AI) Everywhere, Transparently Immersive Experiences and Digital Platforms. The electrical engineering program currently has two tracks, cybersecurity and computer engineering, that address these needs.

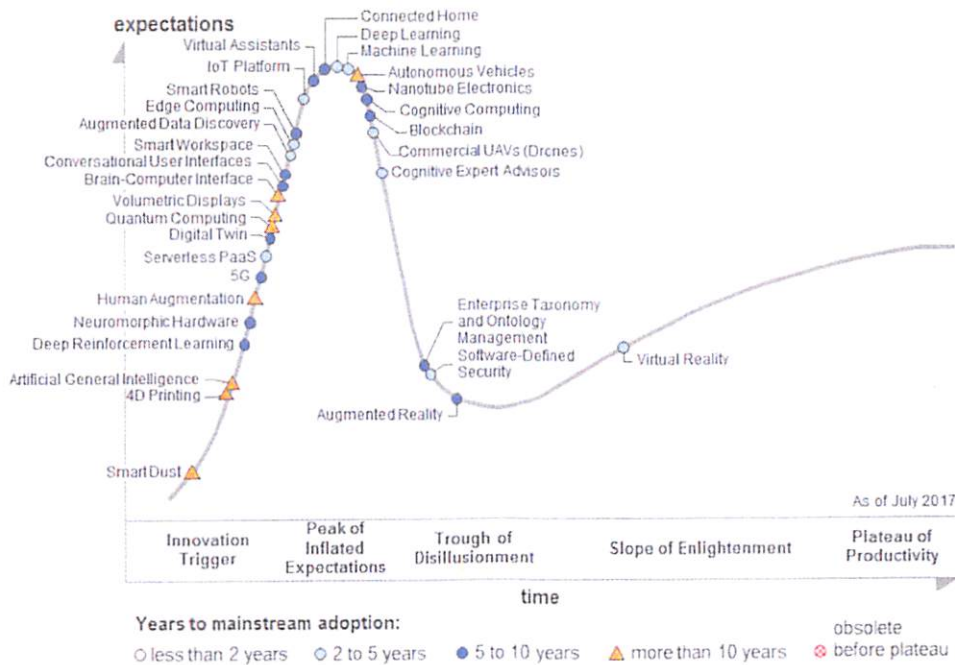


Figure 1: 2017 short-term and mid-term technology predictions

On a regional scale, the electrical engineering job market will grow by 13% percent and computer engineering job market will grow by 19.4% percent by 2024. This growth transforms into an estimated 320 job openings annually for both electrical and computer engineering<sup>2</sup>. (see Table 3)

<sup>1</sup> Gartner Inc., "Gartner Identifies Three Megatrends That Will Drive Digital Business Into the Next Decade," on the internet at <https://www.gartner.com/newsroom/id/3784363> (visited October 18, 2017).

<sup>2</sup> Projections Central-State Occupational Projections, on the Internet at <http://www.projectionscentral.com/Projections/LongTerm> (visited October 14, 2017).

Table 3: Projected job growth for Electrical and Computer Engineering in the state of Maryland

Occupation Name	Base	Projected	Change	%Change	Avg Annual Openings
Computer Hardware Engineers	4050	4840	790	19.4	170
Electrical Engineers	4410	4980	570	13	150

4. A description of the following, if a similar program is offered within the same geographical region of the State:

- a. Similarities or differences in the degree to be awarded;
- b. Area of specialization; and
- c. Specific academic content of the program;

According to the MHEC program inventory, there are five institutions offering the electrical engineering degree: The Johns Hopkins University, University of Maryland-Baltimore County (UMBC) and University of Maryland-College Park (UMCP). A table contrasting total credits and specialization areas is shown below in Table 4.

Table 4: Comparison of regional computer engineering programs

Institution	Credits	Number of Electives	Specialization Areas
Capitol Technology University	120	0	Communications and Signal Processing Computer Engineering Controls
Johns Hopkins University	126	18	Signals, Systems and Communication Photonics and Optoelectronics Computer Engineering Biomedical Control Systems Microelectronics
Loyola University Maryland	-	16	Communications Control Systems Digital Signal Processing Electromagnetics
Morgan State University	120	12	Communications and Signal Processing Computer Engineering Cybersecurity Microelectronics Power Systems Controls

Univ. of Maryland, College Park	120	13	Communications and Signal Processing Computer Engineering Electrophysics Microelectronics Power Systems Controls
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Of the engineering programs listed, Capitol Technology University is the only 4-year institution offering an Electrical Engineering degree in the city of Laurel. At present, only the programs at UMCP, Johns Hopkins and Morgan State University have cybersecurity/hardware security options within the Computer Engineering specialization area. All programs are accredited by the Accreditation Board for Engineering and Technology making them very similar in core content offerings.

### Academic Content

A cross walk of the Electrical Engineering academic program is shown in Table 5 and Table 6.

*Table 5: Electrical Engineering Program Courses needed to be completed at LCC*

Semester	HCC Course	Credits	MSU Equivalent	Credits	PGCC	Credits
1	Waived for transfer student	0	OREN 104 - Freshman Orientation	1	PAS 100 - First Year Experience	1
1	ENGL 121 College Composition	3	ENGL 101- Freshman Composition I (EC)	3	EGL 1010 - Composition I: Expository Writing	3
1	MATH 181 Calculus MATH Core	4	MATH 241 Calculus I	4	MAT 2410 Calculus I Mathematics	4
1	PHYS 110 General Physics I	4	PHYS 205 & 205L Univ. Physics & Lab	5	PHY 1030 General Physics I Science Core	3
1	ENES 100 Intro to Engineering Design	3	EEGR 105 Intro to Electrical & Comp Engineering	3	EGR 1010 Introductory Engineering	3
1	S & B Science Core Group B	3	Social & Behavioral Science (SB)	3	POS 1000 Intro to Political Science SBS	3
	<b>Total Semester Credits</b>	<b>17</b>		<b>19</b>		<b>17</b>
2	ENGL 207 Ethics in Literature (AH)	3	ENGL 102 Freshman Composition II (EC)	3	EGL 1020 or 1100 Composition II	3
2	PHIL 102 Intro to Logic gen ed	3	PHIL 109 Intro to Logic (CT)	3	PHL 1090 Intro to Logic A&H gen ed	3
2	PHYS 111 General Physics II	4	PHYS 206 & 206L University Physics II	5	PHY 2030 General Physics II – Science Core	4
2	MATH 182 Calculus II	4	MATH 242 Calculus II	4	MAT 242 Calculus II	4
2	ENES 171 Intermediate Programming	4	EEGR 161 Intro to Programming (IM)	3	EGR 1140 Computer Programming for Engineers & Scientists	3

	Concepts for Engineers					
	<b>Total Semester Credits</b>	<b>18</b>		<b>18</b>		<b>17</b>
3	PHYS 112 General Physics III	3	Non EE Elective	3	PHY 2040 General Physics III	4
3	CHEM 135 Chemistry for Engineers	4	CHEM 110 & 110L General Chemistry for Engineers & Lab (BP)	4	CHM 2000 General Chemistry for Engineers	4
3	MATH 240 Calculus III	4	MATH 243 Calculus III	4	MAT 2430 Calculus III	4
3	ENES 244 Digital Logic Design	3	EEGR 211 Intro to Digital Logic	3	EGR 2440 Digital Logic Design	3
3	ENES 222 Elements of Discrete Signal Analysis	4	EEGR 221 Signals and Systems	4	EGR 2050 Signals and Systems: Modeling, Computation and Analysis	4
	Total Semester Credits	18		18		19
4	SPCH XXX Arts & Humanities Core Group B	3	Arts and Humanities Elective (AH)	3	SPH 1090 Interpersonal Communications Arts and Humanities	3
4	ECON 101 Principles of Economics Macro	3	ECON 211 Principles of Economics (SB) Macro	3	ENC 1030 Principles of Macro Economics SBS	3
4	MATH 260 Differential Equations	3	MATH 340 Differential Equations	3	MAT 2460 Differential Equations	4
4	ENES 245 Digital Circuits & Systems Lab	2	EEGR 203 Introduction to Electrical Lab	1	EGR 2450 Electronic / Digital Circuit Lab	2
4	ENES 205 Electric Circuits	4	EEGR 202 Electric Circuits	4	EGR 2030 Circuit Analysis	4
	Total Semester Credits	15		14		16
	<b>Total Credits</b>	<b>68</b>		<b>69</b>		<b>69</b>

Table 6: Electrical Engineering Program Courses needed to be completed at MSU

Semester	Course Number	Course Title	Credits	Grade Required	Notes
SP2018	HH XXX	Healthful Living (HEED 203)	3	D or better	General Education Requirement (HH)
1	EEGR 215	Electronic Materials and Devices	4	C or better	
3	AH XXX	Arts and Humanities Elective	3	C or better	General Education Requirement (AH)
4	HIST 350	Introduction to African Diaspora	3	D or better	General Education Requirement (CI)
<b>Total Semester Credits</b>					<b>13</b>
FA2018	EEGR 317	Electronic Circuits	4	C or better	
2	MATH 331	Applied Probability and Statistics	3	C or better	
1	EEGR 322	Discrete Systems	3	C or better	



2	EEGR XXX	ECE Elective	3	C or better	
<b>Total Semester Credits</b>				<b>13</b>	
SP2019	EEGR 490	Senior Design Project	2	C or better	
3	EEGR 400	Introduction to Professional Practice	1	C or better	
3	EEGR XXX(2)	ECE Elective	6	C or better	
2	EEGR 390	Principle of Design	3	C or better	
<b>Total Semester Credits</b>				<b>12</b>	
FA2019	EEGR 491	Senior Design Project II	3	C or better	
4	EEGR XXX(1)	ECE Elective	3	C or better	
4	PHEC 148	Physical Education Elective (PHEC 148 Hybrid)	1	D or better	
1	EEGR 305	Electromagnetic Theory and Application	4	C or better	
4	XXX	Approved Non EE Elective	3	C or better	
<b>Total Semester Credits</b>				<b>13</b>	
<b>Total MSU Credits</b>				<b>51</b>	
<b>Courses listed per semester may change – depending upon the availability of Morgan State University  faculty. All courses will be taught at the Laurel College Center.  Students enrolled at HCC may require an additional credit to earn the 120 required for the Engineering Degree at  MSU (68 credits HCC + 51 credits MSU = 119)</b>					

**5. A description of the method of instructional delivery, including distance education, on-site faculty, and the mix of full-time and part-time instructors:**

The primary mode of instructional delivery will be face to face. There will be some courses, primarily elective courses, offered in a blended mode. In this arrangement, some lectures will be delivered from Morgan's campus electronically with a faculty member resident at the Laurel College Center for recitation and office hours. All faculty will have credentials and experience that qualify them to teach at Morgan's main campus. The anticipated mix is 70% regular faculty and 30% adjunct faculty.

**6. A brief description of the academic oversight, quality control, and student services to be provided.**

Once admitted to Morgan and upon securing a Morgan student identification card, the Bear Necessity Card, students pursuing the Electrical Engineering degree at the Center will have all of the privileges afforded to all other Morgan students including appropriate use of Morgan's facilities, educational and learning resources, social and cultural events, and all available student support services. Morgan will provide the equipment, instruments, and/or software sufficient to support the delivery of quality laboratory, clinical, or experimental instructional experiences equivalent to those afforded to all other Morgan students majoring in Electrical Engineering. Morgan will provide access to Morgan's bookstore services for students enrolled in courses offered by Morgan at the Center.

Students may purchase their texts and learning resources through Morgan's bookstore, in person or online.

Morgan will provide appropriate professional staff from Morgan to conduct on-site or online registration, academic advising, and business office services according to a published schedule of such services. The director of the Office of Transfer Student Programming will hold regular hours at the Center and will be the primary point of contact for student support services. Per the MOU, the Center has agreed to provide, subject to availability, free office space for Morgan faculty and staff to conduct admissions, advising, registration, instruction and tutoring. A separate agreement for the rental of classroom and laboratory space will be developed after the first year of the MOU.

Morgan shall be responsible for hiring the faculty to teach Morgan's courses offered at the Center, and those individuals shall at all times be employees of Morgan. The dean of the Clarence M. Mitchell School of Engineering and the chairperson of the Department of Electrical and Computer Engineering shall maintain academic oversight and quality control over the academic program. The program will also be integrated into the University's Comprehensive Assessment Plan, which provides for the periodic assessment of the effectiveness of programs providing student learning opportunities, under the auspices of the Office of the Assistant Vice President for Assessment. The Office of the Assistant Vice President for Assessment works with all programs in collecting and analyzing data and disseminating the findings to inform programs on their effectiveness, accreditation, student success, satisfaction and retention, and performance against key benchmark indicators. Like all programs at the university, it will also be subject to external review and evaluation for accreditation by Middle States.

The Electrical Engineering program is also fully accredited by the Engineering Accreditation Commission (EAC) of Accreditation Board for Engineering and Technology. The program educational objectives (PEOs) and learning outcomes are periodically assessed and adjusted for continual improvement. In recognition of the University's efforts in the advancement of research and preparing students for careers in internet security, the National Security Agency (NSA) and the U.S. Department of Homeland Security (DHS) have designated Morgan State University as a National Center of Academic Excellence in Cyber Defense Education (CAE-CDE). Morgan joins a select list of institutions to have earned this distinction.

**7. Provision for adequate and appropriate library resources within reasonable distance of the instructional site or through institution-sponsored electronic collections and databases.**

Students will have access from any internet browser to Morgan's Inter-Library Loan Internet Accessible Database (ILLIAD), a web-based interface that allows access to the Morgan State University interlibrary loan service. Students are able to connect to University databases from off-campus locations using the fourteen(14) digits barcode number at the back of their Morgan student Bear Card and last name. Morgan is also a member of the University System of Maryland and Affiliated Institutions (USMAI) Consortium, which allows Morgan students to borrow library resources from any of the 17 member institutions. Additionally, per the attached MOU, Laurel College Center will provide access to the Center's on-site library and library services, including internet access through the open computer laboratories.

# Appendix A

**MEMORANDUM OF AGREEMENT  
BETWEEN  
MORGAN STATE UNIVERSITY AND  
LAUREL COLLEGE CENTER**

**PREAMBLE**

Morgan State University, an agency and instrumentality of the state of Maryland, located at 1700 East Cold Spring Lane, Baltimore, Maryland, 21251, hereinafter referred to as "Morgan" and the Laurel College Center, which has as its principal mailing address, 312 Marshall Avenue, Suite 205 Laurel, Maryland, 20707, and hereinafter referred to as the "Center" have identified mutually beneficial objectives in cooperating in the delivery of instructional services.

The Center is a Maryland Regional Higher Education Center that provides quality learning experiences for students that lead to associate degrees, workforce development, and/ or personal enrichment. Morgan is Maryland's public urban university that provides quality learning experiences for students that lead to bachelors, masters, and doctoral degrees. Morgan and the Center recognize the need and importance of facilitating the transfer to Morgan of students earning associate degrees at Prince George's Community College and at Howard Community College and/ or students enrolled in courses at the Center in order that the students are able to earn bachelor degrees.

The primary purpose of this Memorandum of Agreement (AGREEMENT) between Morgan and the Center is to provide opportunities for students who are matriculating at Prince George's Community College and at Howard Community College and who are completing associate degrees to earn bachelor degrees in select majors from Morgan by enrolling in upper division classes, including but not limited to, those leading to a Bachelor of Science degree in Engineering or a Bachelor of Arts degree in Psychology while continuing to attend classes at the Center.

**WHEREAS**, the Center was established pursuant to the Annotated Code of Maryland, Education Article, Section 10-212;

**WHEREAS**, the Center's founding partners are Prince George's Community College and Howard Community College and is staffed by persons employed by Prince George's Community College and Howard Community College;

**WHEREAS**, a majority, but not all, of the students pursuing associate degrees by attending classes at the Center are matriculating at either Prince George's Community College or at Howard Community College;



**WHEREAS**, the Maryland Higher Education Commission has led a statewide effort on removing barriers to a seamless educational experience for Maryland's citizens and to facilitate a smooth transition from public schools and private career schools to undergraduate collegiate study to graduate schools by establishing the Student Transfer Advisory Committee, developing a Policy for Articulation and Transfer of Credits between Degree- granting Institutions and Maryland Secondary Schools and Non-Degree-granting Institutions, publishing the Student Guide to Transfer Among Maryland Colleges and Universities, and by supporting ARTSYS, an electronic data information system which allows students and advisors to determine the transferability of courses;

**WHEREAS**, Morgan convened an Obstacles to Degree Completion Task Force and among the Task Force's thirteen recommendations in the final report was the call to Enhance Transfer Policies and Procedures; and

**WHEREAS**, Morgan and the Center have a mutual interest in collaborating on initiatives to facilitate baccalaureate degree completion for students who are pursuing courses and/or associate degrees at Prince George's Community College, Howard Community College, or at the Center; and

**NOW, THEREFORE**, in support of the educational programming goals and priorities of this collaboration, Morgan and the Center do hereby agree to enter into this AGREEMENT according to the terms and conditions set forth in the following articles.

## ARTICLE 1 MORGAN'S RESPONSIBILITIES

### 1.1 Select Baccalaureate Degrees Offered by Morgan

- A. Morgan agrees to collaborate with the Center to permit upper division courses leading to select baccalaureate degrees offered by Morgan to be taught at the Center by Morgan faculty members.
- B. Morgan agrees to offer upper divisional credit programming at the Center that will be staffed by Morgan's faculty and advisors and that leads to degrees, including but not limited to, a Bachelor of Science degree in Engineering and a Bachelor of Arts degree in Psychology.
- C. Subject to institutional capacity, resources and student demand, Morgan may agree to offer additional upper division credit programming at the Center that leads to baccalaureate degrees in other majors.
- D. For the Bachelor of Science degree in Engineering, the Bachelor of Arts

degree in Psychology, and for any other bachelor's degree that Morgan and the Center agree will be offered at the Center, Morgan agrees to provide the complete plan of study for the courses and/or credit required to earn the bachelor's degree from Morgan in that major.

## 1.2 Transfer Articulation

- A. In accordance with Morgan State University's Transfer Policy, Morgan agrees to apply all articulated credits from Howard Community College and Prince George's Community College to the major and general education requirements such that a student who completes remaining degree requirements with a satisfactory grade and/or appropriate grade point average may complete a bachelor's degree at Morgan within two years (four semesters).
- B. Morgan will confirm the acceptance of the associate degree credits from Prince George's Community College and Howard Community College towards the Bachelor of Science in Engineering degree, the Bachelor of Arts in Psychology degree, and for any other bachelor's degree that Morgan and the Center agree will be offered at the Center, including all general education courses as designated in crosswalks between Prince George's Community College and Howard Community College and Morgan. No additional general education course should be required of students who transfer to Morgan under the terms of this AGREEMENT.
- C. All articulated credits shall be reflected in the course crosswalk developed between Prince George's Community College, Howard Community College, and Morgan and are expressly incorporated by reference in this AGREEMENT.
- D. Students who are eligible to participate in programs covered by this AGREEMENT must, prior to enrolling in upper division courses offered by Morgan in Engineering, Psychology, or any other Morgan baccalaureate program offered at the Center must complete an Associate Degree from the community college in which they are currently matriculating.
- E. Morgan agrees that any and all baccalaureate degree programs including but not necessarily limited to Engineering and Psychology, shall have met all appropriate provisions as outlined in Morgan's Board of Regents Policies, particularly, Morgan State University's Transfer Policy, and all applicable statutes, regulations and guidelines as prescribed by the Maryland Higher Education Commission (MHEC).

## 1.3 Application Processes, Tuition & Fees

- A. Students who are pursuing associate degrees at Prince George's Community College, at Howard Community College, or students who are attending classes at the Center and who are interested in earning the Bachelor of Science in Engineering or the Bachelor of Arts in Psychology or any other bachelor's degree that may be offered by Morgan at the Center shall apply directly to Morgan at [http://www.morgan.edu/admissions/undergraduate\\_admissions/apply.html](http://www.morgan.edu/admissions/undergraduate_admissions/apply.html) for

- admission to Morgan and to the selected degree program(s).
- B. Once admitted to Morgan, students shall register for upper division courses in Engineering, Psychology, or other bachelor degree program(s) that may be offered by Morgan at the Center in accordance with the policies, procedures, and schedule of classes established by Office of Records and Registration at Morgan.
  - C. Students at the Center may also register online for Morgan's upper division courses at the Center in accordance with the policies, procedures, and schedule of classes established by Office of Records and Registration at Morgan.
  - D. Once admitted to Morgan, students are responsible for paying all tuition and fees directly to Morgan subject to the Tuition & Fees Schedule published for the semester that the student is enrolled in classes offered by Morgan in accordance with the policies, procedures and schedule of payments established by the Office of the Bursar at Morgan.
  - E. Nothing in this AGREEMENT is meant to be construed as prohibiting students pursuing bachelor's degrees from Morgan at the Center from being eligible for scholarships, grants, loans, nor any other form of financial aid to which all other Morgan students might qualify; however, students must complete any and all necessary applications, forms, or documents that all other Morgan students must complete for any scholarships, grants, loans, or other form of financial aid.
  - F. Nothing in this AGREEMENT is meant to be construed as prohibiting the establishment of special scholarships, grants, loans, or other forms of financial aid designed to the goals of this AGREEMENT.

#### 1.4 Morgan Student Support Services

- A. Once admitted to Morgan and upon securing a Morgan student identification card, the Bear Necessity Card, students pursuing Morgan baccalaureate degrees by enrolling in upper division courses at the Center will have all of the privileges afforded to all other Morgan students including appropriate use of Morgan's facilities, educational and learning resources, social and cultural events, and all available student support services.
- B. Students pursuing Morgan baccalaureate degrees by enrolling in upper division courses at the Center will have access from any internet browser to Morgan's Inter-Library Loan Internet Accessible Database (ILLIAD) a web-based interface that allow access to the Morgan library interlibrary loan service.
- C. Morgan will provide the equipment, instruments, and/or software sufficient to support the delivery of quality laboratory, clinical, or experimental instructional experiences equivalent to those afforded to all other Morgan students majoring in Engineering or Psychology.
- D. Morgan will provide access to Morgan's bookstore services for students enrolled in upper division courses offered by Morgan at the Center. Students may purchase their texts and learning resources through Morgan's bookstore, in person or online.



- E. Morgan shall be responsible for hiring the faculty to teach Morgan's upper division courses offered at the Center, and those individuals shall at all times be employees of Morgan.
- F. Morgan will provide appropriate professional staff from Morgan to conduct on-site registration, academic advising, and business office services according to a published schedule of such services for students who are pursuing baccalaureate degrees at Morgan by enrolling in upper division courses at the Center.
- G. Morgan shall provide a master schedule of classes that is accessible by all Morgan students, faculty, and staff by March 1 and October 1 for the upcoming academic semesters for the purposes of scheduling and marketing the upper division courses offered at the Center.
- H. Morgan, at its sole discretion, will provide public relations outreach, marketing resources, and recruitment efforts necessary to promote the purpose and goals of this AGREEMENT.
- I. Morgan shall retain at all times the ultimate authority over all admission and subsequent academic decisions respective to its institution.

## **ARTICLE 2      CENTER'S RESPONSIBILITIES**

- 2.1 The Center agrees to collaborate with Morgan to permit upper division courses leading to select baccalaureate degrees offered by Morgan to be taught at the Center by Morgan faculty members.
- 2.2 The Center will not enter into an agreement with another post-secondary institution to offer a bachelor's degree in Engineering nor a bachelor's degree in Psychology nor other bachelor's degree programs that duplicate those offered by Morgan at the Center without providing an opportunity for Morgan to discuss and resolve any programming and/ or scheduling issues with appropriate administrative personnel at the Center.
- 2.3 The Center will provide access to students enrolled in upper division courses offered by Morgan at the Center to the colleges' library and library services, including internet access through the open computer laboratories.
- 2.4 The Center will provide advising services for its respective students through Prince George's Community College's and Howard Community College's Student Services Division about: the availability of degree programs at the Center; how students can gain maximum transferability of credit to Engineering, Psychology, and other bachelor degree programs that may be offered by Morgan at the Center; and how to contact Morgan for admissions and/or course registration.
- 2.5 The Center will promote Morgan's Bachelor of Science degree in Engineering,



Bachelor of Arts degree in Psychology, and any other bachelor degree programs that may be offered by Morgan to students through the Center with regular marketing conducted by the Center, Prince George's Community College, and Howard Community College as is financially feasible.

- 2.6 The Center shall have sole responsibility for the safety and security of the students enrolled in Morgan's upper division courses at the Center; and the Center shall have sole responsibility for housekeeping for classrooms, laboratories, and other instructional and/ or office space located at 312 Marshall Avenue, Suite 205 Laurel, Maryland, 20707.

### **ARTICLE 3 MORGAN and the CENTER'S MUTUAL COOPERATION**

- 3.1 Subject to the availability of office space, the Center shall provide free of charge appropriate space for Morgan's faculty and/ or staff at the Center to conduct admissions, advising, registration, instruction or tutoring. Morgan agrees that it is the intention of the parties after the first year of this AGREEMENT, to develop a separate agreement for the rental of classroom and laboratory room. The terms and conditions of that separate rental agreement shall be executed by the Parties. It is also understood that if the terms and conditions of the separate rental agreement are not worked out, that either Party may terminate this AGREEMENT.
- 3.2 Morgan and the Center agree to provide appropriate training for their respective professional staff in order to facilitate the accurate and timely admission, advising, and enrollment of students pursuing upper division courses at the Center leading bachelor degrees from Morgan.
- 3.3 The Center and Morgan shall each designate a liaison in order to facilitate the purpose and goals of this AGREEMENT and to facilitate communication to appropriate personnel in their respective institutions are aware of this AGREEMENT including, but not limited to, the admission and advising staff, transfer coordinators, and appropriate faculty and deans.
- 3.4 Morgan's and the Center's liaisons shall meet as necessary but no less than a minimum of twice in the fall and twice in the spring semesters in order to:
- review and evaluate the progress of the collaboration;
  - review data and develop reports on the progress of the collaboration as may be required by Center's Policy and Coordinating Council or other state and institutional assemblies;
  - address student needs and challenges; and,
  - address disputes that may arise between and/or among students and faculty or that may arise between or among the institutions regarding

aspect of this AGREEMENT.

- 3.5 The liaisons responsible for obligations pursuant to §§ 3.2, 3.3, and 3.4 of this AGREEMENT are:

**For MORGAN:**

Kara Turner, Ph.D.  
Vice President for Enrollment Management  
and Student Success  
Truth Hall Room 409  
Morgan State University  
1700 E. Cold Spring Lane  
Baltimore, MD 21251  
Ph: (443) 885-3126  
kara.turner@morgan.edu

**For the CENTER:**

Asiah M. Mason, Ph.D.  
Director of College Partnerships  
The Laurel College Center  
312 Marshall Avenue, Suite 205  
Laurel, MD 20707  
Ph: (443) 518-4500  
masonam@pgcc.edu

- 3.6 As Morgan students, students enrolled in Morgan's upper division courses at the Center are subject to Morgan's student conduct, academic policies and procedures published in Morgan's current undergraduate catalog and for matters specifically related to its degree programs as published by its respective departments.
- 3.7 Morgan, Howard Community College and Prince George's County Community College each retain at all times the ultimate authority over all admission and subsequent academic decisions respective to its institution.

#### **ARTICLE 4 PRINCE GEORGE'S COUNTY COMMUNITY COLLEGE'S RESPONSIBILITIES**

- 4.1 Prince George's Community College, along with Howard Community College, will be the sole providers of lower division courses at the Center.
- 4.2 Prince George's Community College will provide access to students enrolled in upper division courses offered by Morgan at the Center to the colleges' library and library services, including internet access through the open computer laboratories.

- 4.3 Prince George's Community College will provide advising services for its respective students through Prince George's Community College's Student Services Division about: the availability of degree programs at the Center; how students can gain maximum transferability of credit to Engineering, Psychology, and other bachelor degree programs that may be offered by Morgan at the Center; and how to contact Morgan for admissions and/or course registration.
- 4.4 Prince George's Community College will promote Morgan's Bachelor of Science degree in Engineering, and Bachelor of Arts degree in Psychology, and any other bachelor degree programs that may be offered by Morgan being offered to students through the Center with regular marketing conducted by the Center, Prince George's Community College, and Howard Community College as is financially feasible.

#### **ARTICLE 5 HOWARD COMMUNITY COLLEGE'S RESPONSIBILITIES**

- 5.1 Howard Community College, along with Prince George's Community College, will be the sole providers of lower division courses at the Center.
- 5.2 Howard Community College will provide access to students enrolled in upper division courses offered by Morgan at the Center to the colleges' library and library services, including internet access through the open computer laboratories.
- 5.3 Howard Community College will provide advising services for its respective students through Howard Community College's Student Services Division about: the availability of degree programs at the Center; how students can gain maximum transferability of credit to Engineering, Psychology, and other bachelor degree programs that may be offered by Morgan at the Center; and how to contact Morgan for admissions and/or course registration.
- 5.4 Howard Community College will promote Morgan's Bachelor of Science degree in Engineering, and Bachelor of Arts degree in Psychology, and any other bachelor degree programs that may be offered by Morgan being offered to students through the Center with regular marketing conducted by the Center, Prince George's Community College, and Howard Community College as is financially feasible.



## ARTICLE 6 CONTEXT and GENERAL TENETS

- 6.1 Morgan represents and warrants that it is an agency and instrumentality of the State of Maryland, acting in its higher education capacity, and has the legal capacity to enter into this AGREEMENT. Nothing in the terms of this AGREEMENT shall abrogate the responsibilities assigned to Morgan under applicable state and federal laws and regulations, or the policies of Morgan's Board of Regents for the development of curricula, the assessment of student learning, the transfer of students, nor the award of academic degrees.
- 6.2 The Center represents and warrants that it is established by the State of Maryland through the Annotated Code of Maryland, Education Article, Sections 10-212 and 16- 202, and has the legal capacity to enter into this AGREEMENT.
- 6.3 Howard Community College represents and warrants that it is an agency and instrumentality of the State of Maryland, acting in its higher education capacity, and has the legal capacity to enter into this AGREEMENT.
- 6.4 Prince George's County Community College represents and warrants that it is an agency and instrumentality of the State of Maryland, acting in its higher education capacity, and has the legal capacity to enter into this AGREEMENT.
- 6.5 Notwithstanding any other provision of this AGREEMENT, all information relating to student educational records shall be treated in accordance with Maryland law and the Federal Educational Rights and Privacy Act (FERPA).
- 6.6 Nothing in the terms of this AGREEMENT shall abrogate the responsibilities assigned to the Center by its founding partners, Prince George's Community College and Howard Community College, nor abrogate the Center's responsibilities as a Maryland Regional Higher Education Center.
- 6.7 Nothing in this AGREEMENT shall be deemed or implied to create a joint venture or partnership of any kind among Morgan, Prince George's Community College, Howard Community College, or the Center. Neither Morgan, Prince George's Community College, Howard Community College, nor the Center shall have the right to contract on behalf of or bind the other party or make any commitment, representation or warranty for or on behalf of the other party.
- 6.8 This AGREEMENT shall be effective upon its mutual signing and remain in effect for a period of five (5) years, and may be amended or extended upon written agreement by the parties.
- 6.9 Either Morgan or the Center may initiate the termination of this AGREEMENT by providing sixty (60) days written notice to the other party. If this AGREEMENT is terminated, all students identified on or before the effective date of termination will be able to complete their studies in accordance with the terms of this AGREEMENT that are relevant to their specific circumstances.
- 6.10 The AGREEMENT will be governed by the laws of the State of Maryland.
- 6.11 Neither Morgan, the Center, Prince George's Community College, nor Howard Community College shall use any identifying marks of the other without the express written permission of the other party.

- 6.12 **Morgan, the Center, Prince George's Community College, and Howard Community College subscribe to a policy of equal opportunity and shall not discriminate on the basis of age, race, gender, religion, national origin, marital status, sexual orientation, veteran status or physical disability.**
- 6.13 **If any section or provision of this AGREEMENT is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision shall be deemed severed and the validity of the remainder of this AGREEMENT shall not be affected thereby.**
- 6.14 **This AGREEMENT contains the entire agreement between the parties and shall not be modified, amended, or supplemented, or any rights herein waived, unless such amendment or modification to this AGREEMENT (i) is in writing; (ii) refers to this AGREEMENT; and (iii) is executed by an authorized representative of each party. This AGREEMENT supersedes any and all previous agreements, whether written or oral between the parties.**
- 6.15 **In the event that the parties collaborate in the development of intellectual property, including but not limited to, licenses, patents, and inventions, the ownership rights to the intellectual property shall be defined in writing by a separate agreement to be executed by the appropriate administrative officials at Morgan, the Center, Prince George's Community College, and Howard Community College.**
- 6.16 **All notices under this Agreement must be in writing and sent by mail and electronic mail as follows:**

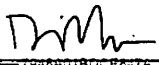
**Morgan State University  
Vice President for Academic  
Affairs/Provost Room 300 Truth Hall  
1700 East Cold  
Spring Lane  
Baltimore, MD 21251**

**Prince George's Community  
College Vice President for  
Academic Affairs Room 125  
Kent Hall  
301 Largo Road  
Largo MD 20774**

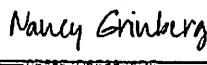
**Howard Community College  
Vice President for Academic  
Affairs 10901 Little Patuxent  
Parkway Columbia, MD 1044**

**Laurel College Center  
Program Director  
312 Marshall Avenue, Suite 205  
Laurel, MD 20707**

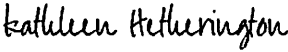
**NOW, THEREFORE** this AGREEMENT is approved and shall be effective upon the date of the signatures of the Morgan State University, Laurel College Center, Prince George's Community College, and Howard Community College.

DocuSigned by:  
  
\_\_\_\_\_  
David Wilson  
President  
Morgan State University

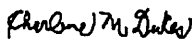
06-20-2017 | 3:35:59 PM EDT  
\_\_\_\_\_  
Date

DocuSigned by:  
  
\_\_\_\_\_  
Nancy L. Grinberg  
Program Director  
Laurel College Center

06-21-2017 | 11:11:01 AM EDT  
\_\_\_\_\_  
Date

DocuSigned by:  
  
\_\_\_\_\_  
Kathleen Hetherington  
President  
Howard Community College

06-27-2017 | 5:51:34 PM EDT  
\_\_\_\_\_  
Date

DocuSigned by:  
  
\_\_\_\_\_  
Charlene M. Dukes  
President  
Prince George's Community College

06-26-2017 | 8:24:15 PM EDT  
\_\_\_\_\_  
Date