

DRAFT

AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
KENT STATE UNIVERSITY, OHIO, USA
AND
UNIVERSITY OF WOLLONGONG, NSW, AUSTRALIA

JOINT OFFERING OF A MASTER OF EDUCATION DEGREE
IN ADVANCED PHYSICAL EDUCATION PEDAGOGY

1. **Overview:** The purpose of this amendment between Kent State University (hereinafter “KSU”) in Ohio, United States of America, and the University of Wollongong (hereinafter “UoW”) in New South Wales, Australia, is the development of a collaborative graduate degree program and curriculum.
2. **Program, Administrative Units and Audience**
 - 2.1. **Program:** Master of Education (hereinafter “MEd”) degree in Advanced Physical Education Pedagogy (hereinafter “APEP”)
 - 2.1.1. Full degree program will be offered in a 100-percent web-based (online only), asynchronous environment. There will be no required on-campus sessions.
 - 2.1.2. Establishment of program approved to be in effect for **DATE** by KSU’s Faculty Senate (**DATE**) and Board of Trustees (**DATE**) and by the Ohio Board of Regents (**DATE**). **KSU to provide dates.**
 - 2.1.3. Establishment of program approved to be in effect for **DATE** by UoW’s _____. **UoW to provide names of approving body(ies) and date(s).**
 - 2.2. **Administrative Units:**
 - 2.2.1. KSU: School of Teaching, Learning and Curriculum Studies in the College of Education, Health and Human Services.
 - 2.2.2. UoW: School of Education in the Faculty of Social Sciences.
 - 2.3. **Audience:** Practicing teachers and/or athletic coaches who are seeking further expertise on broader issues related to pedagogy, including matters of leadership, teaching/coaching theory and curriculum/program development.
3. **Definitions**
 - 3.1. **“Home students”** shall mean students attending the university from which they intend to graduate with a degree.
 - 3.2. **“Visiting students”** shall mean students attending the host university as guests (non-degree) in order to complete coursework required for graduation at their home institution.
 - 3.3. **“Home university”** shall mean the university that has agreed to receive the visiting students from the home university.
 - 3.4. **“Host institution”** shall mean the university that has agreed to receive the visiting students from the home university.

4. Program Management and Quality Assurance

4.1. Program management:

- 4.1.1. Program will be jointly administered by the two universities, but students will graduate only from the university to which they applied and were admitted to the MEd degree (home university).
- 4.1.2. The students' home university will be responsible for transfer credit evaluation, advisement, review of degree progress, issuing of the diploma, granting of the degree and financial aid and/or scholarships.
- 4.1.3. Regular and ongoing communication between program coordinators at both universities is essential regarding the frequency of course offerings, program structure, program admissions, faculty credentials and curriculum review and revision. The program coordinators agree to one formal meeting (via phone, video conference or in person) per semester and additional meetings as necessary.
- 4.1.4. Program coordinators/contacts from KSU: (These coordinators/contacts are subject to change at the discretion of the employing institution. Contact information is provided for convenience, and such persons are not parties to this agreement.)

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- 4.1.5. Program coordinators/contacts from UoW: (These coordinators/contacts are subject to change at the discretion of the employing institution. Contact information is provided for convenience, and such persons are not parties to this agreement.)

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UoW to provide additional contact if appropriate.

- 4.1.6. Syllabus for every course offered in each semester is provided to the other university prior to the commencement of the course. The syllabus offers a minimum scope and contents to be covered in each course. Each university must notify the other university of any changes or revisions made to the syllabus. Such syllabus may not be changed once the course has already started.
- 4.1.7. Faculty at both universities will receive on-going professional development in distance learning pedagogy at their respective university, subject to availability and applicable funding.

- 4.1.8. Instructors and courses are formally evaluated by students at the end of each semester and results of those evaluations are made available to the instructor for self-improvement and to the director/associate dean of the instructor's respective school. The focus of the evaluation is on the usefulness and importance of course content and coursework, qualification(s) and accessibility of instructors, grading instruments and study/research environment. These evaluations must be retained by the respective university for a period consistent with the record retention schedules of that university.

4.2. **Quality assurance:**

- 4.2.1. Both universities will collaborate fully in the development of the program's mission, objectives and structural design.
 - 4.2.2. All course syllabi will be reviewed and approved by faculty at both universities, and will continue to be reviewed every three years by faculty at both universities.
 - 4.2.3. KSU faculty teaching in the program will be reviewed by UoW using established UoW procedures.
 - 4.2.4. UoW faculty teaching in the program will be reviewed by KSU using established KSU procedures.
 - 4.2.5. Samples of students' culminating project will be exchanged and reviewed for quality, subject to a signed FERPA (Family Educational Rights and Privacy Act) release from the student.
 - 4.2.6. Faculty from both universities will regularly review and refine the program's curriculum and admission and graduation criteria—with approval from both universities using their standard curriculum review and approval process—in response to internal and external assessment outcomes and in the context of national and international disciplinary standards.
5. **Recruitment and Admission:** Applications for admission to the degree program will be made to the home university. Each host university agrees to admit the students from the other institution as visiting (non-degree) students.
- 5.1. **Recruitment:** The program coordinators from each university will work together to create a common set of recruitment materials. However, each university is responsible for its own marketing of the program.
 - 5.2. **Admission requirements to the home university:** Program faculty at both universities will agree on the admission criteria, and qualified applicants will be admitted to the degree program at the university to which they apply. In the event of a dispute over the admission criteria, both universities retain, at all times, the ultimate authority over their own admission and subsequent academic decisions.
 - 5.2.1. Bachelor's degree from either an institution accredited by one of the six regional accrediting bodies in the United States (with a minimum 3.000 cumulative grade point average); or from an Australian institution; or from an institution recognized from a higher education accreditation commission so deemed in the country from which the student's bachelor's degree is granted.
 - 5.2.2. Goal statement documenting applicant's experience in teaching or coaching in physical education and/or sport environments and explaining how the program will be of professional benefit.

- 5.2.3. Two letters of recommendation.
- 5.2.4. Proof of English proficiency. All applicants whose education has been primarily outside the United States must have evidence of proficiency in the English language. Exceptions may be granted for applicants who have completed their education in a primarily English speaking country/territory. Students should check the requirements at the university to which they submit their formal application for a list of appropriate tests, minimum test score requirements and applicable exceptions.
- 5.2.5. Applicants who do not meet the minimum university and/or program admission requirements may be considered for conditional admission. Admission in such cases will depend heavily on other indices of the student's ability to handle graduate-level work. These might include strong performance on standardized tests, grade point average in the major and/or other experiences that are clearly indicative of strong academic ability.

5.3. Admission procedures to the home university: Students will follow regular application procedures to gain admissions into a degree at the home university.

5.3.1. KSU: <http://www.kent.edu/admissions/apply>

5.3.2. UoW: <https://smp.uow.edu.au/app/servlet/Student>

5.4. Admission requirements and procedures to the visiting university:

5.4.1. Students admitted into the degree program at their home university will be automatically approved for visiting student status (non-degree designation) at the visiting university.

5.4.2. The host university receives a record of admission and copies of all application materials from the home university.

5.5. Application fees: Students applying to the home university will be responsible for application fees as determined by that university. Each university agrees to waive the application fees for visiting students in this program.

6. Description and Structure of Curriculum

6.1. Curriculum description:

6.1.1. The MEd degree in APEP, outlined in the table below, comprises eight required courses and four elective courses, with an equal number of courses to be taken at each institution.

6.1.2. Each KSU course is worth 3 graduate credit hours, while each UoW course is worth 6 credit points, with one KSU course being equal to one UoW course in terms of contribution to the overall degree.

6.1.3. The equivalent of 36 credit hours is required for a master's degree by the State of New South Wales in Australia.

6.1.4. Courses for the program come from the following discipline areas:

6.1.4.1. At KSU: Instruction Technology (ITEC), Curriculum and Instruction (CI) and Evaluation and Measurement (EVAL)

6.1.4.2. At UoW: Physical and Health Education (EDGP) and Research Methodology and Project (EDGZ)

6.1.5. All courses are offered fully online in an asynchronous platform and, with one exception (UoW's Applied Pedagogy course), all are currently offered.

Subject/Course	University	Instructional Notes
EDGZ 921 - Introduction to Research and Inquiry or EVAL 65511 - Research in Educational Services	UoW or KSU	Introduction to and examination of purposes and practice of qualitative and quantitative research questions, research methodology, data analysis in education and related areas.
EDGP 930 - Theoretical and Practical Bases of Coach Education	UoW	Analysis of current coaching theory and practical applications related to pedagogical issues, time management and coaching in Australia and in other countries.
EDGP 935 - Leadership and Management in Physical Education, Sport and Recreation	UoW	Leadership and management theory and application related to physical education and sport and recreation in education and training organizations.
EDGP 936 - Applied Pedagogy in Physical Education, Sport and Recreation	UoW	<i>To be developed.</i>
CI 65025 - Contemporary Issues in Sport Pedagogy	KSU	Investigation and study of current problems, issues and trends in sport pedagogy.
CI 65037 - Adapted Physical Education	KSU	Prepares physical education teachers to provide safe, appropriate, and individualized accommodations to students with disabilities.
CI 65055 - Curriculum Development in Sport Pedagogy	KSU	The analysis, development and design of curricular theory and practice in physical education and sport; and an examination of current and future issues in curriculum implementation.
EDGZ 906 - Minor Project or CI 67096 - Individual Investigation in Curriculum and Instruction	UoW or KSU	Capstone project/research (culminating experience), planned with and directed by a graduate faculty member.
Electives (four courses)	UoW or KSU	See listing below

Recommended Electives:

Two courses from KSU:

- ITEC 57427 - Technology and Learning
- ITEC 57430 - Computer Applications in Education
- ITEC 57400 - Selection and Utilization of Educational Media
- ITEC 67437 - Web Development for Educators

Two courses from UoW:

- EDGP 910 – Theory and Practice in Outdoor Education
- EDGP 912 - Facilitation Technique in Outdoor Education
- EDGP 934 - Cultural Politics of Sport, Leisure and Physical Education
- EDGP 990 - Practicum in the Learning Environment

6.2. Curriculum structure:

- 6.2.1. Program is structured to be completed in two years for full-time students.
- 6.2.2. Courses will be offered in each university's spring semester, which will allow students to take coursework continuously with two breaks each year (from late November to early January and from late May to early July).

Year 1 Suggested Sequence *

Semester 1: UoW Spring (July to November)

- EDGP 935
- EDGP 936
- ENGZ 921 (UoW students only)
- UoW elective

Semester 2: KSU Spring (January to May)

- EVAL 65511 (KSU students only)
- CI 65055
- CI 65037

Year 2 Suggested Sequence *

Semester 3: UoW Spring (July to November)

- EDGP 930
- EDGZ 906 (UoW students only)
- UoW elective

Semester 4: KSU Spring (January to May)

- CI 65025
- CI 67096 (KSU students only)
- KSU elective
- KSU elective **

* To complete the program in two years, students follow the sequence of 1-2-3-4 if they start with semester 1, or follow the sequence of 2-1-4-3 if they start with semester 2.

** To lighten the course load in semester 4, KSU students could take an elective course in semester 2 if preferred.

7. Course Registration and Maintenance of Student Records:

7.1. Course registration:

- 7.1.1. All students will enroll register for courses at the university that is offering them through the standard registration process and deadlines used by that university.
- 7.1.2. Students enrolled in the program will remain as active students at their home university while simultaneously enrolled at the host university and will be regarded as non-degree seeking at the host institution.
- 7.1.3. Students must enroll in at least one (1) KSU course per calendar year to maintain active student status at KSU.

7.2. Maintenance of student records:

- 7.2.1. KSU's Office of Graduate Student Services in the College of Education, Health and Human Services will hold records relating to students' personal details and academic performance in order to administer the program.
- 7.2.2. UoW's Office of _____ will hold records relating to students' personal details and academic performance in order to administer the program.
UoW to provide office name.
- 7.2.3. In order to comply with data protection legislation, all students in the program (at KSU and UoW) will be required to confirm that they consent to the transfer of data between the two universities upon enrolling in the program.

- 7.2.4. Both universities recognize the responsibility of their respective laws to maintain student records in a confidential manner, and both universities agree to follow their respective laws and maintain the appropriate protection in regards to the access and retention of student records. Additionally, UoW agrees to the terms provided for in Addendum A.
- 7.2.5. Student transcripts will be issued by the host university for students enrolled as visiting students and transferred to the home university at the end of the academic semester in which the visiting student completed the coursework at the host university

8. Technology and Support for the Online Degree Program

8.1. Technology:

- 8.1.1. KSU will use its learning management system (currently Blackboard Learn) to allow students and faculty to participate in the courses delivered completely. The learning management system allows instructors to provide students with course materials, discussions, online exams, assignment drop box in an asynchronous environment.
- 8.1.2. UoW _____.
UoW to provide information on its technology for online learning.

8.2. Support:

- 8.2.1. KSU operates student technical support services for Windows and Mac operating systems and related hardware and the learning management system. The services are accessible online and by phone 24 hours a day, seven days week, including holidays. In addition, KSU's Office of Continuing and Distance Education provides preliminary academic advising for students enrolled in web-based courses.
 - 8.2.2. UoW _____.
UoW to provide information on its support for online learning.
9. **Tuition:** UoW home students who enroll in coursework as visiting students at KSU will be assessed the non-Ohio-resident rate for tuition and fees. KSU home students who enroll in coursework as visiting students at UoW will be assessed _____.
UoW to provide information on tuition assessment.
10. **Financial Aid:** Each university agrees to disperse student financial aid in accordance to applicable laws and procedures.
- 10.1. Domestic (U.S.) KSU home students receiving federal financial aid must maintain full-time graduate status each semester and must complete an Ad Hoc Consortium Agreement with the Office of Student Financial Aid when registering for UoW courses as visiting students.
11. **School-to-School Payments:** All students will pay tuition and fees directly to their home university. Each university agrees to assess and collect the tuition and fees for the coursework at the host institution.

11.1. **KSU Billing Procedure:** Each UoW home student who attends KSU as a visiting student must complete the “Agreement to Pay Tuition on Behalf of a Third-Party” form that will authorize KSU to bill UoW directly for the tuition and other agreed-upon fees.

11.2. **UoW Billing Procedure:** Each KSU home student who attends UoW as a visiting student _____ . **UoW to provide billing procedure information.**

12. Rules and Regulations, Student Services and Student Responsibilities:

12.1. **Rules and regulations:** Students shall be subject to the rules and regulations of both universities. Where there is a conflict between the rules and regulations, the rules and regulations of the student’s home university will apply. In cases of policies pertaining to courses (e.g., registration, grading, plagiarism), UoW policies will apply to students in a UoW course, and KSU policies will apply to students in a KSU course.

12.2. **Student services:** While enrolled at either the home or host university, students will have access to full library services, student support services, technical support, course registration and grades, contact with faculty and other resources normally available to an enrolled student. As students in the degree program will be taking all coursework online, there is no expectation for use of services used by on-campus students, e.g., parking, residential services and access to laboratory, dining and recreational facilities.

12.3. **Student responsibilities:** Student are responsible for the following:

12.3.1. Pursuing successful completion of all courses required in the degree program, as well as knowing their academic record, including student schedule each semester and academic progress toward program completion.

12.3.2. Being familiar with the current academic calendar of both the home and host university, including, but not limited to, deadlines for course registration, course withdrawal and application for graduation.

12.3.3. Notifying both home and host universities of current and accurate mailing address, phone number and e-mail address, and reading and responding promptly to all communications from the universities.

12.3.4. Understanding and adhering to both home and host university’s rules, regulations and policies.

12.3.5. Assuming liability for any and all expenses associated with the degree program, including, but not limited to, tuition and special fees at each university for the semester enrolled.

13. Course Transfer: All coursework taken at the host university will be pre-approved by the home university’s program coordinator for transfer and degree applicability to the home university prior to the start of the semester that students enroll at the host university.

14. Grading:

14.1. While attending KSU (as home or visiting student), students will be graded using KSU’s grading scale.

14.2. While attending UoW (as home or visiting student), students will be graded using UoW’s grading scale.

- 14.3. At the completion of coursework, but prior to graduation, a weighted average across all courses taken at both universities, using the crosswalk below, will be computed to ensure that the minimum requirement for graduation has been met.
- 14.4. The university offering the course will have ultimate authority over regulations and procedures regarding instructor grading of its courses.

Grading Crosswalk

KSU Grading Scale	UoW Grading Scale
A – Superior Scholarship (4.000) A- – (3.700) B+ – (3.300)	HD – High Distinction (85% - 100%)
B – Average Performance (3.000) B- – (2.700) C+ – (2.300)	D – Distinction (75% - 84%)
C – Below Average Performance (2.000) C- – (1.700) D+ – (1.300)	C – Credit (65% - 74%)
D – Far Below Average Performance (1.000)	P – Pass (50% - 64%)
F – Failure (0.000) NF – Never Attended–Fail (0.000) SF – Stopped Attending–Fail (0.000)	F – Fail (0% - 49%)
F – Failure (0.000)	TF – Technical Fail
W – Withdrawal	UoW to provide appropriate grade/mark
Appropriate letter grade or S grade	CO – Complete
IP – In Progress	IPC – In Progress Coursework
IP – In Progress	IPR – In Progress Research
S – Satisfactory	S – Satisfactory
U – Unsatisfactory	U – Unsatisfactory
IN – Incomplete	WH – Withheld
IN – Incomplete	WHE – Withheld Extension
IN – Incomplete	WD – Withheld Deferred Exam
NR – Not Reported	ND – Not Declared
IN – Incomplete	WD – Withheld Deferred Exam
IN – Incomplete	WS – Withheld Supplementary Assessments

15. Graduation requirements and procedures: Students will earn the MEd degree in APEP from their home institution provided all requirements for graduation are satisfactorily met.

15.1. Graduation requirements:

- 15.1.1. KSU home students must complete a minimum of 36 credit hours, including 3 credits of culminating experience (minor project or individual investigation) and comprising half coursework at UoW and half coursework at KSU, with a minimum 3.000 cumulative GPA.
- 15.1.2. UoW home students must complete a minimum of 42 credit points, including 6 credit points of culminating experience (minor project or individual investigation) and comprising half coursework at UoW and half coursework at KSU.
- 15.1.3. Other rules and policies regarding graduation requirements and deadlines for application for graduation may be found online; at <http://www.kent.edu/catalog> for KSU and at <http://www.uow.edu.au/handbook> for UoW.

15.2. Commencement ceremony:

15.2.1. KSU home students will be invited and may choose to attend the graduation ceremony in Ohio, USA. Non-USA residents desiring to attend the graduation ceremony are encouraged to view the rules and regulations for visiting the United States as posted by the U.S. embassy or consulate located in their home country. KSU's Office of Global Education may provide assistance with the visa documentation from KSU international home students if required.

15.2.2. UoW home students will be invited and may choose to attend the graduation ceremony in New South Wales, Australia.

15.2.3. Visiting students are not earning a degree at their host university and, therefore, will not be invited and cannot attend the graduation ceremony at their host university.

15.3. **Diploma:** Students will be issued one graduation diploma by their home university only. Only the home institution will be represented on the diploma.

16. Review, Renewal and Termination of this Agreement

This Agreement will be effective upon its mutual signing and remain in effect for a period of five (5) years or until the expiration date of the original Memorandum of Understanding, and may be amended or extended upon written agreement by both parties. This Agreement may be cancelled by either party in writing with notice of 90 days, subject to modifications by amendment or subsequent individual program agreement. In the event that the agreement is not renewed or is terminated in any other way, any related activities in progress at the time of termination of this Agreement will continue until the current semester in which the termination takes place is completed.

The terms of the original MOU signed between the parties supersedes this amendment should any conflict arise between the terms of this amendment and the terms of the original Memorandum of Understanding.

INTENDING TO BE LEGALLY BOUND, by signing below, each party acknowledges its agreement with the terms and conditions of this Agreement and each signatory represents and warrants that he/she is authorized to sign on behalf of and to bind his/her party to all of the terms and conditions of this Agreement as of the Effective Date.

For: Kent State University

For: University of Wollongong

Todd A. Diacon, PhD
Senior Vice President for Academic Affairs
and Provost

Professor Joe Chicharo
Deputy Vice-Chancellor (International)

ADDENDUM A

The University of Wollongong (UoW) will adhere to the State of Ohio breach notification requirements, Ohio Revised Code 1349.19, whereby, if UoW becomes aware of a breach of its electronic information systems, UoW should provide notification to Kent State University (KSU) in the most expedient time possible. UoW will notify KSU even if the breach does not directly impact KSU data or systems containing KSU data. Once notified that a breach has occurred, KSU may request UoW to provide information pertaining to what data was breached, and a listing of the UoW accounts impacted. With respect to security breaches that pertain to KSU data, KSU will be responsible for contacting individuals whose data was breached and will require that UoW give advance notice to KSU prior to releasing any information publicly regarding the breach.

In the course of providing services during the term of the contract, UoW may have access to student education records that are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, et seq. and the regulations promulgated there under. Such information is considered confidential and is therefore protected. To the extent that UoW has access to "education records" under this contract, it is deemed a "school official," as each of these terms are defined under FERPA. UoW agrees that it shall not use education records for any purpose other than in the performance of this contract. Except as required by law, UoW shall not disclose or share education records with any third party unless permitted by the terms of the contract or to subcontractors who have agreed to maintain the confidentiality of the education records to the same extent required of UoW under this contract.

UoW shall not retain copies of any data or information received from KSU once KSU has directed UoW as to how such information shall be returned to KSU and/or destroyed. Furthermore, UoW shall ensure that it disposes of any and all data or information received from KSU in a KSU-approved manner that maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).