

Inter-Institutional Agreement

Opticianry Program

This agreement between Edison Community College (ECC) and Hillsborough Community College (HCC) shall become effective August 21, 2000 and shall be automatically renewed each year. Any changes can be made by addendum by mutual agreement of both parties.

Edison Community College and Hillsborough Community College mutually agree to the following:

1. To work together as a consortium in cooperation with optical facilities in the ECC service district to meet a common goal of providing optical education to the citizens of the Southwest Florida.
2. To create a successful partnership that enables access to the Opticianry Program, utilizing both distance learning and local clinical affiliations, to qualified students in Southwest Florida.
3. All students enrolled in the Opticianry Program delivered by this media will graduate from Hillsborough Community College. Hillsborough Community College upon successful completion of the curriculum requirements as set forth by Hillsborough Community College will award the degree/certificate to the student.
4. Maintaining accreditation standards and essentials for the Opticianry Program is the responsibility of Hillsborough Community College. This includes the expansion sites to Edison Community College.

The responsibilities of Edison Community College related to the Opticianry Program are to:

1. Provide and maintain classroom/laboratory spaces that will enhance student learning and meet all accreditation requirements for physical resources.
2. Provide access to compressed video equipment/classroom to allow two-way audio and video communication between ECC and HCC for Opticianry course instruction.
3. Provide technical support/assistance in the maintenance and operation of the compressed video equipment.
4. Ensure priority scheduling for compressed video classroom to the Opticianry Program in accordance with the course schedule developed by HCC, as this is the only method of delivery for the entire program curriculum.
5. Actively advertise and recruit applicants for the HCC Opticianry Program for the seats available at the ECC Lee County campus.

6. Provide academic advisement of potential applicants for the Opticianry Program including the mailing of HCC program applications, returning telephone inquiries and correspondence with interested parties
7. Facilitate the establishment and execution of agreements between HCC and clinical affiliates in addition to maintaining positive relationships with facilities that are currently affiliates with the Opticianry program.
8. The Opticianry Site Coordinator is a full time administrative employee of HCC and as such is required to perform all duties of that position.
9. Orient the HCC faculty and staff members to the facilities of ECC and the accredited clinical affiliates of the program.
10. Provide office space for the HCC Opticianry site coordinator with mailbox, telephone, fax and Internet service in addition to adequate secretarial support to maintain daily operations of the program.
11. Provide books and periodicals in the ECC Learning Resource Center as required by accreditation essentials and which meet the needs of the students enrolled in the program.
12. Coordinate access to printing service and provide budgetary support for handouts, tests, and etc
13. Provide adequate space within the onsite college bookstore to permit student purchase of required texts and course notes.
14. Provide access to necessary equipment by which tests can be scanned and graded.
15. Provide administrative support as detailed in accreditation essentials outlined by the Commission on Opticianry Accreditation (COA) including, but not limited to, participation in onsite accreditation visits.

The responsibilities of Hillsborough Community College related to the Opticianry Program are to:

1. Provide instruction in Opticianry as a COA accredited program. HCC will also provide coordination of all aspects of the program including scheduling of courses/laboratory sessions, student registration, student application/acceptance into program and all aspects of day to day operations of the program both administrative and instructional.
2. Employ a full-time site coordinator for the Opticianry program that will serve the needs of the ECC-placed Opticianry students.
3. Provide an orientation to ECC staff, which will allow them to properly recruit and advise Opticianry program applicants.

4. At appropriate times, provide a list of books, periodicals and other learning resources that should be housed in the ECC library to serve the needs of the Opticianry students as well as meet the requirements for accreditation.
5. Provide access to an HCC financial advisor to assist students in applying for and receiving financial assistance from HCC when eligible.
6. Provide access to an HCC academic advisor to ensure that degree requirements are met including the evaluation of transfer credits toward degree requirements.

The parties below agree to the responsibilities detailed herein:

HILLSBOROUGH COMMUNITY COLLEGE

By: Gwendolyn W. Stephenson
Gwendolyn W. Stephenson, Ph.D.
President

EDISON COMMUNITY COLLEGE

By: J.A. Slusher
J.A. Slusher
District Executive Vice President

ATTEST:

Date: 8/24/00

Delores A. Sanford
Delores A. Sanford
Vice President for Business & Finance

Date: 6/26/00

M. Koehler
Approved for Legal Sufficiency