Michigan State University  
College of Agriculture and Natural Resources  
Institute of Agricultural Technology  
and  
Muskegon Community College  
CONSORTIUM AGREEMENT

Michigan State University’s College of Agriculture and Natural Resources (“MSU CANR”) and Muskegon Community College, pursuant to this Consortium Agreement (the “Agreement”), agree to provide inter-institutional instructional programs in Food Processing, Technology and Safety Certificate and Associate of Applied Science (AAS) in Food Processing Technology (each a “Program” and collectively, the “Programs”). The specific courses and requirements for the Programs are outlined in Appendix A (MSU IAT Certificates, additional AAS requirements). The inter-institutional understanding includes the following major points:

A. Both Parties Desire to Enhance Agriculture, Food and Natural Resources Post-Secondary Education in Michigan and Increase Student Access to Such Educational Opportunities  
MSU CANR and Muskegon Community College shall use reasonable efforts to:

1. Engage in an inclusive planning process to enhance post-secondary educational opportunities and student recruitment in the agriculture, food and natural resources disciplines.
2. Identify and recruit potential partners and sponsors of agriculture, food and natural resources programs.
3. Identify resource needs related to future programming.
4. Foster connections and partnerships with stakeholders that enhances post-secondary agriculture, food and natural resources education.

B. Certificate Program  
MSU CANR, with instructional coordination provided by its Institute of Agricultural Technology (“IAT”), will offer coursework that, combined with credits from Muskegon Community College, will allow students to complete a certificate program in Food Processing, Technology and Safety.

1. MSU will provide students with a schedule of MSU courses needed to complete a certificate in the respective Programs (see Appendix A for list of MSU courses).
2. Muskegon Community College will provide the coursework that students must complete in addition to the MSU courses required to earn a certificate in the respective Programs, including developmental and prerequisite coursework, and student tutoring in necessary (see Appendix A and A2 for list of Muskegon Community College courses). Students must earn a minimum grade of 2.0 in all Muskegon Community College courses that are to be transferred to MSU for completion of a certificate program.
C. Associate of Applied Science

1. Muskegon Community College will offer an Associate of Applied Science in Food Processing Technology for those students who wish to add an AAS degree to an MSU certificate. Muskegon Community College agrees to accept all MSU Certificate coursework in transfer toward the AAS in where the grade is a 2.0 or better to be awarded an associate degree at Muskegon Community College, students must complete all required coursework, with at least 15 credits of coursework at Muskegon Community College, and program requirements for the AAS.

2. MSU CANR will keep its course equivalencies up-to-date in Transfer MSU (http://transfer.msu.edu/) and will provide Muskegon Community College with curriculum guidelines, as needed, beyond those found in the MSU Academic Programs catalog (http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=1440).

D. Michigan State University College of Agriculture and Natural Resources Program Coordinator

1. MSU CANR agrees to designate a coordinator for the Institute of Agricultural Technology Program (the “MSU Coordinator”) for the purpose of student recruitment, curriculum coordination, workplace internship placements, certificate coursework review, academic advising assistance, support to students participating in the Program and work with the Muskegon Community College-MSU Food Processing, Technology and Safety stakeholder groups.

2. Muskegon Community College shall reimburse MSU CANR 50% of the MSU Coordinator’s annual salary and fringe benefits costs. Muskegon Community College shall make the reimbursement payment to MSU CANR within 30 days of receiving an invoice detailing such payments. Muskegon Community College agrees that its reimbursement of the MSU Coordinator’s annual salary and fringe benefits shall remain in effect for all periods covered by this Agreement.

3. MSU CANR shall be responsible for supervising and evaluating the MSU Coordinator. A representative of Muskegon Community College shall participate in the selection and annual evaluations of the MSU Coordinator; however, MSU CANR shall have final decision-making responsibility.

E. Community College Program Representative and Academic Advisor

1. Muskegon Community College agrees to designate a representative (the “MCC Representative”) to serve as a single point of contact for the MSU Coordinator and for prospective students in the Programs. The MCC Representative, working together with the MSU Coordinator, will coordinate inter-institutional communication and information regarding admissions and enrollment status, financial application and verification (via MSU’s Student Information System), as well as course scheduling. The MSU coordinator will serve as the academic advisor, for both Muskegon Community College and IAT, to work directly with students in the program and industry partners to establish workplace internships.
F. Muskegon Community College and MSU College of Agriculture and Natural Resources’ Institute of Agricultural Technology Admissions, Dual Enrollment, Student Reporting and Financial Aid

1. Institute of Agricultural Technology students shall apply simultaneously for admission to both Muskegon Community College and the IAT Program offered by MSU, permitting them to enroll in the required coursework offered by both institutions. Fundamental to the effective and efficient administration of the Programs Muskegon Community College and MSU is the need to regularly share information, including student records, between the institutions. To that end, MSU and Muskegon Community College agree to share academic and other information, concerning dually enrolled students for the purpose of administering the Programs. Each institution agrees to comply with applicable law and regulations promulgated under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g et seq. regarding the use and redisclosure of any such records. All dually enrolled students will be notified that Muskegon Community College and MSU will disclose their student records to the other institution and students seeking dual enrollment shall be required to sign consent with respect to such disclosures (see Appendix B for the student consent form).

2. Prior to being admitted into Michigan State University (MSU) coursework, Muskegon Community College (MCC) will assume the responsibility of processing, awarding and disbursing financial aid for those students who qualify for aid. Accordingly, MCC will be responsible for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention and reporting including the National Student Loan Data System (NSLDS) and Fiscal Operations Report and Application to Participate (FISAP).

3. When students are admitted to the Program at both institutions and begin MSU coursework, MSU will assume the responsibility of processing, awarding and disbursing financial aid, to the extent that the students are eligible at MSU for financial assistance as a part of the broad consortia commitment of the Program. MSU also will assume primary responsibility for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, in addition to record retention and reporting the combined enrollment at both MSU and MCC to the NSLDS and FISAP.

The guiding operational principle is that MSU will act as the home institution and MCC as the host institution during the period of time the student is completing the requirements for the certificate program.

Once students complete the MSU certificate program, MCC will then process the financial aid and monitor record retention and reporting including the NSLDS and FISAP for any student still matriculating at MCC to complete the associate degree.

Under this Agreement, the responsibility for administering outside scholarships awarded to the student will be a shared arrangement. Generally, outside scholarship funds will be sent to and processed by MSU. In most cases, the administration of local promise zones will be processed by MCC. MSU will be notified of any scholarship that is not processed by MSU.
The MSU IAT coordinator at MCC will provide a list of students and the courses they are enrolled in for both MSU and MCC to both financial aid offices.

Financial aid refunds received by students through MSU must be used to help cover the costs of tuition, fees and other educational related expenses for coursework at MCC.

G. Use of Classroom Facilities on the Muskegon Community College Campus (es) for Michigan State University the Programs

1. MSU and Muskegon Community College agree to cooperate in the use of classroom space and facilities. When MSU courses are offered on the campus(es) of Muskegon Community College, classroom usage fees and equipment (such as those used for Interactive Television or other distance learning technology) will be waived. If there is a need for a classroom facilitator to operate equipment, MSU will be responsible for those charges. MSU courses will be offered during normal operating hours of Muskegon Community College.

2. In the event of campus delays or closure, MSU courses will follow Muskegon Community College operational decisions.

3. The Muskegon Community College Disability Support Services office is available for collaboration on student accommodations, but if there is a need for student accommodations within an MSU course, MSU will be responsible for any charges associated with the accommodations. Muskegon Community College will be responsible for any accommodations and charges associated with accommodations as a part of any Muskegon Community College course.

4. Muskegon Community College will provide access to current technology systems. Systems available to MSU are SKYPE for Business, ZOOM, and ITV. If another system is required for compatibility, and agreement must be developed between MSU and Muskegon Community College prior to implementation.

5. Muskegon Community College will proctor MSU online course exams as needed in the Testing Center at no charge for students that are dually enrolled. Proctoring online courses must occur during Testing Center operational hours.

6. The MSU IAT Coordinator and the MSU Academic Advisor at Muskegon Community College will be provided a computer by MSU. However, the MSU Coordinator and MSU Advisor will be provided access to the Muskegon Community College authenticated network.

H. Additional Certificate Programs

1. This Agreement serves as the operating agreement for any additional IAT certificate programs as agreed to by both parties. Additional program will be jointly agreed upon and an additional Agreement will need to be signed before additional programs can be implemented.

I. Program Review & Termination

1. These programs will be reviewed annually by representatives from both institutions using assessment criteria to be developed by both institutions during the one-year period after date this Agreement is signed.

2. Either Michigan State University or Muskegon Community College may terminate the Agreement at any time by notifying the other party in writing 90 days in advance. Should
either party terminate the Agreement, any Muskegon Community College student who has become dually enrolled in one of the Programs prior to termination will be allowed to complete such Program within 2 years from the date of enrollment, subject to the payment of applicable course fees and compliance with applicable academic regulations.

3. This Agreement is valid for three (3) years from the last dated signature below. Prior to the expiration of this Agreement, the parties may modify, extend, or amend the Agreement in writing signed by authorized signatories of both parties.

Therefore, in support of the Programs, Michigan State University and Muskegon Community College are signatories to this Agreement, which will take effect upon the last dated signature below:

**Muskegon Community College:**

Dr. Dale K. Nesbary  
President  
Date 11/11/2021

Ms. Kelley Conrad  
Vice President Academic Affairs  
Date 6/29/2021

Mr. Daniel Rinsema-Sybenga  
Dean of Academic Affairs  
Date 6/29/2021

**Michigan State University:**

Dr. Teresa K Woodruff  
Provost and Executive Vice President for Academic Affairs  
Date 12/23/2021

Dr. Kelly F Millenbah  
Interim Dean, College of Agriculture and Natural Resources  
Date 12/21/2021

Dr. Dorcia B Chaison  
Interim Director, Institute of Agricultural Technology  
Date 12/20/21

Acknowledgement of credit corrections for Food Processing, Technology and Safety  
Mr. Daniel Rinsema-Sybenga  
Date 12/20/21

OFFICE OF THE GENERAL COUNSEL  
APPROVED AS TO FORM  
12/22/2021
Appendix A

Muskegon Community College and Michigan State University
Associate of Applied Science– Muskegon
IAT Food Processing, Technology and Safety– MSU

Requirements for Food Processing, Technology and Safety

Students must complete 62 credits from the following:

1. All of the following MSU courses (27 credits):

   AFRE 100 Decision Making in the Agri-Food Systems ............................................................ 3 Cr
   AT 193 Agricultural Technology Clerkship ................................................................. 2 Cr
   AT 293 Professional Internship ................................................................. 3 Cr
   FSC 111 Foundational Concepts in Food Processing and Technology ......................... 3 Cr
   FSC 112 Seminar in Food Processing, Technology and Safety .................................... 1 Cr
   FSC 113 Basic Commodity Overview Food Processing and Technology ................... 3 Cr
   FSC 114 Food Processing and Technology Facilities Management ............................ 3 Cr
   FSC 125 Food Processing and Technology Unit Operations ........................................ 2 Cr
   FSC 240 Applied Food Processing and Technology Microbiology ............................ 2 Cr
   FSC 241 Safety Principles and Regulations in Food Processing and Technology ........ 3 Cr
   FSC 242 Applied Food Processing and Technology Chemistry .................................... 2 Cr

2. Select two of the following courses (4 credits):

   FSC 230 Fruit and Vegetable Processing ................................................................. 2 Cr
   FSC 231 Cereals Processing ......................................................................................... 2 Cr
   FSC 232 Dairy Foods Processing ................................................................................ 2 Cr
   FSC 233 Muscle Foods Processing ............................................................................. 2 Cr

3. Complete a minimum of 3 elective credits in the College of Agriculture and Natural Resources as approved by the program coordinator in the Institute of Agricultural Technology.

4. Complete 28 credits of additional course work through Muskegon Community College or an approved transferring institution. All course work must be approved by the program coordinator in the Institute of Agricultural Technology.
Requirements for Associate Degree

TOTAL CREDITS REQUIRED FOR DEGREE = 62

1. Complete 34 credits from the College of Agriculture and Natural Resources at MSU as part of the Agricultural Operations Program in the Institute of Agricultural Technology.

2. All of the following MCC courses (23 to 24 credits total):
   Choose Two (2) Courses From ............................................ .6
   ENG 101 ENGLISH COMPOSITION
   AND
   BCOM 102 ADVANCED BUSINESS & TECHNICAL COMMUNICATIONS
   OR
   ENG 101 ENGLISH COMPOSITION
   AND
   ENG 102 ENGLISH COMPOSITION
   BIOL 121 L&L.................................................................... ...4
   PLANT BIOLOGY LECTURE & LABORATORY
   BUS 127............................................................................... ..3
   HUMAN RELATIONS
   HE 110 ................................................................................. ..1
   INDUSTRIAL SAFETY AND WORKPLACE TRAINING
   Choose One (1) Course From .......................................... ....... 3-4
   MATH 100A INTERMEDIATE ALGEBRA
   TMAT 101A TECHNICAL MATH I
   TMAT 102A TECHNICAL MATH II
   TMAT 201 TECHNICAL MATH III
   MATH 111 ALGEBRA WITH COORDINATE GEOMETRY
   Choose One (1) Course From: ............................................. ... 3
   CIS 110 COMPUTER CONCEPTS
   CIS 120A INTRO TO COMPUTER INFO SYSTEMS
   FS 101L&L.......................................................................... .... 3
   INTRO TO FOOD SCIENCE AND PROCESS

3. Complete 3 or 4 elective credits as approved by the program coordinator.
   Electives must be chosen from the following list:
   ACC 100 .................................................................3
   FUNDAMENTALS OF ACCOUNTING
   BUS 122.................................................................3
   PRINCIPLES OF MANAGEMENT
   BUS 125...........................................................................3
   SUPERVISION
   BUS 131...............................................................................1
   INTRO TO ENTREPRENEURSHIP
   ELTC 101AL&L.........................................................4
   ELECTRICITY-BASIC
   ELTC 103.................................................................3
   RESIDENTIAL WIRING
   ELTC 150.................................................................3
   INDUSTRIAL ELECTRICITY
   HP 101.................................................................3
   HYDRAULICS/PNEUMATICS
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<td>BUS 260</td>
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<td>BUS 221</td>
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<td>BUS 223</td>
<td>SMALL BUSINESS MANAGEMENT</td>
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<td>BUS 240</td>
<td>STARTING YOUR BUSINESS PLAN</td>
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Student Consent Form

My signature below indicates that I understand my enrollment in the Institute of Agricultural Technology offered by Michigan State University (MSU) in cooperation with Muskegon Community College requires sharing of my student records. This includes, but is not limited to, records from previous and current institutions related to admissions, advising and financial aid to track my progress toward completion.

Student Name:

________________________________________________________________________

Muskegon Community College Student Number:

________________________________________________________________________

MSU Student Number:

________________________________________________________________________

Student Signature:

________________________________________________________________________

Date: