

Southern Regional Education Board Council on Collegiate Education for Nursing

A Memorandum of Agreement to Receive Web-based Courses to Prepare Nurse Educators¹

Introduction

This Memorandum of Agreement establishes procedures and conditions for colleges and universities participating in a regional consortium of graduate nursing programs in the 16 SREB states (Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia) and the District of Columbia.

Purpose

The Southern Regional Education Board (SREB), the SREB Council on Collegiate Education for Nursing and the [*nursing education unit*] at [*name of institution*] shall engage in this regional initiative to provide online courses that prepare graduate students and clinicians for the nurse educator role. The ultimate goal is to increase the number of qualified nurse educators in the region.

Agreement

The institution receiving the online course(s) agrees to:

- Determine whether the course meets program requirements;
- Market the course to students registered in the graduate nursing program;
- Approve the readiness of students to enroll in the course;
- Designate an instructor of record (IOR) to receive and record grades;
- Send names and email addresses of students and the Instructor of Record to SREB staff;

¹ Upon approval of the course(s), SREB staff will prepare and send this form to the nursing education administrator at the institution that has applied to participate in the Nurse Educator Consortium.

- Schedule the course locally to ensure the student will receive appropriate credit at the home institution;
- Collect regular tuition and fees;
- Award the credit toward a degree or certificate when the student completes the course;
- Provide appropriate data for evaluation of the initiative; and
- Submit the required payment to SREB staff upon receipt of the invoice:
 - \$800/student enrolled if the college/university is a member of the SREB Council on Collegiate Education for Nursing;
 - \$1,400/student enrolled if the college/university is not a member of the SREB Council on Collegiate Education for Nursing; and
 - Accept the established fee structure for students who withdraw from a course:
 - Withdrawal before the course begins: none;
 - Withdrawal during the first two weeks of the course:
 - \$300/student if enrolled at a college/university that is a member of the SREB Council on Collegiate Education for Nursing;
 - \$500/student if enrolled at a college/university that is not a member of the SREB Council on Collegiate Education for Nursing;
 - Withdrawal after two weeks:
 - \$800/student if enrolled at a college/university that is a member of the SREB Council on Collegiate Education for Nursing; and
 - \$1,400/student if enrolled in a college/university that is not a member of the SREB Council on Collegiate Education for Nursing.

The Southern Regional Education Board agrees to:

- List all courses on the SREB Web Site;
- Market the courses to graduate programs in the region that offer tracks/options to prepare nurse educators;
- Process the requests for courses;
- Provide a chat room for the master teacher at the college or university offering the online course and for an instructor of record at the “receiving” institution;
- Send an invoice to a “receiving” institution two weeks after the course has begun;
- Pay the institution responsible for teaching the course upon notification that the master teacher has submitted grades to the instructor of record at the “receiving” institution; and
- Work closely with the advisory group in assessing the effectiveness of the initiative.

This signed *Memorandum of Agreement* shall become effective on the date of receipt at SREB.

Signed:

David S. Spence
President
Southern Regional Education Board

Date

Approved by:

Date

Date

Date