

Southern Regional Education Board Council on Collegiate Education for Nursing

A Memorandum of Agreement to Deliver 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 delivering the online course(s) agrees to:

- Submit information about the online courses to the SREB *Electronic Campus* staff;
- Establish deadlines for enrollment of students;
- Establish the maximum number of students to enroll in a course;
- Deliver the online course as scheduled;
- Orient students to the platform used in delivering the course;
- Assess student performance;

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.

- Submit grades to the instructor of record (IOR) at the college/university receiving the course in a timely manner to allow posting of the grades;
- Provide appropriate data for project evaluation to SREB staff;
- Designate the administrative contact for SREB staff;
- Receive, upon submission of grades to a “receiving” institution, payment according to the established fee structure:
 - \$600/student enrolled if the college/university is a member of the SREB Council on Collegiate Education for Nursing;
 - \$1,200/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:
 - \$200/student if enrolled at a college/university that is a member of the SREB Council on Collegiate Education for Nursing;
 - \$400/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:
 - \$600/student if enrolled at a college/university that is a member of the SREB Council on Collegiate Education for Nursing; and
 - \$1,200/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 project.

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

Signed:

David S. Spence	Date
President	
Southern Regional Education Board	

Approved by:

	Date
	Date
	Date