



**Anne Arundel Community College  
University Consortium Agreement**

**For**

**Frostburg State University**

**July 1, 2023 – June 30, 2024**

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## Welcome to the Anne Arundel Community College University Consortium

The Anne Arundel Community College University Consortium provides a comprehensive academic pathway and expanded educational opportunities to the community. The program is offered with Anne Arundel Community College (AACC) and four-year colleges and universities to provide Anne Arundel County residents and employers increased access to advanced education through a mix of associate, bachelor, graduate and professional certificate programs. The consortium merges the enrichment of a college campus experience with the convenience of an extension center. Students enrolled in any of the consortium's programs have at their disposal the extensive educational and co-curricular resources of the member institutions and AACC.

### **A. Mission Statement**

The Consortium provides access and opportunity for community residents who seek educational attainment beyond the associate degree. The Consortium offers bachelor and/or graduate degrees and programs identified to be in greatest demand by the community and those that complement programs offered by AACC. The Consortium members are committed to collaboratively deliver educational programming and support services that foster student success.

### **B. Primary Purpose**

The Consortium's primary purpose is to provide access to baccalaureate and graduate degrees in specific programs provided through cooperative arrangements with regionally accredited senior colleges and universities, as well as offer a range of graduate and professional development programs.

### **C. Cooperative Entity Selection Criteria**

#### Quality of University Program

- Accreditation
- Faculty credentials
- Graduate placement rates

#### Cost/Tuition Rates

- Flexible payment/fee structure
- Access to scholarships, financial aid and services

#### Success in Cooperative Agreements

- Collaborative arrangements with other schools
- Success rate of AACC transfer students

### Program Requirements

- Acceptance/ease of transfer for AACC degree holders
- Degree/graduation requirements
- Guaranteed admission for qualified AACC students transferring into Cooperative Entity programs
- Program specific requirements

### Institutional Requirements

- Facilities (space/technology equipment)
- Program implementation timeframe

### Degree of Commitment

- Commitment to students in process and length of contract
- Commitment to articulation agreements
- Commitment to staff support
- Distance learning capacity
- Entrepreneurial spirit
- Flexibility in access to student services
- Joint appointment for faculty
- Proven success with minority and non-traditional students

*See Attachment A, Memorandum of Understanding*

## **D. The University Consortium Learning Response Team**

To create a framework for shared communications and decision-making and to ensure the success of the Consortium, the Consortium members have formed University Consortium Learning Response teams (UCLR). The Leadership team establishes strategic priorities, program selection and site/building policies and procedures. The Working team discusses and manages the day-to-day activities of the consortium including student support, marketing issues and related administrative details. Each team will have at least one representative from each Consortium member. The representative to the Leadership team is either the chief academic officer of the institution or his or her designee. Staff membership on the Working team will be identified by each institutional member. The AACC director of transfer, articulation and career alignment will lead the Working team and will determine meeting schedule.

The UCLR Working team will establish and implement an evaluation process to include key indicators for student success and appropriate monitoring of such factors as enrollment, retention rates, graduation rates, student satisfaction, matriculation with Consortium members and graduate surveys.

## **E. Program Selection**

### Process

The AACC provost/vice president for learning evaluates new program requests by reviewing the Consortium member selection criteria and the public demand and/or emerging needs defined by

the UCLR or the member institutions. The provost/vice president also confirms that appropriate resources are available to implement the program. To avoid duplication of program planning and assessment activities, members should consult the director of transfer, articulation and career alignment prior to conducting individual assessment of regional need for programs. The request for new programs may be accepted, denied or deferred at the discretion of the AACC provost/vice president for learning.

The AACC provost/vice president for learning has the final authority for the approval of new programs, substantive revisions of existing programs, and the time frames for an orderly elimination of existing programs.

When Submitting Request for New Program Institutions Should:

- Demonstrate student interest from the related community area and/or current students illustrated through institutional research analysis or consumer demand surveys
- Offer degrees that segue and build on degrees/programs offered by AACC
- Offer degrees proven to lead to immediate employment as determined by graduate data reports
- Offer degrees that do not conflict with existing formats and/or delivery methods (e.g., daytime, evening, weekend, accelerated) of current Consortium members
- Maintain a flexible approach to selecting and/or discontinuing future programs based on continued research.
- Have approval by the Maryland Higher Education Commission (MHEC)

Colleges and universities will indicate their interest to deliver new programs through the Consortium via a letter to the AACC provost/vice president for learning. Representatives can discuss the program submission prior to forwarding a request by asking to meet with director of transfer, articulation and career alignment. A Consortium applicant must provide the provost/vice president for learning with documentation to substantiate the level of demand and need for new programs.

To be eligible for review, program proposals must indicate that requirements for completing degree programs and specifically identified concentrations will be through the Consortium, and according to the basic premises of the Consortium agreement. There may be special cases in which it is not possible to offer all program requirements at AACC sites. The AACC director of transfer, articulation and career alignment may approve such exceptions when it is not feasible to complete all program requirements at the Consortium site. In the event that a partner cannot fulfill a programming need, the director may engage other institutions to provide appropriate programming. If a partner must discontinue a program prematurely, it must help enrolled students complete their educational goals at other sites.

The following guidelines are suggested as parameters for use in proposal presentations:

- Quality of Delivery – Delivery of programs at AACC sites requires Consortium members' commitment to quality in the form of faculty support and involvement, student advising and support services, technology needs and long-range curricular planning. Approval of new degree programs at AACC sites will be based in large measure on the effectiveness with

which Consortium Members convey commitment to quality programming, support services and the basic premises of the University Consortium Memorandum of Understanding.

- Evidence of Need – The growing population of Anne Arundel County is sufficient to support a number of degree programs. However, it is unlikely that the population can support two or more institutions offering the same or similar program at the identical AACC site. When two or more institutions propose to deliver the same program at the same site, the provost/vice president for learning may suggest relocating one of the programs, or may approve only one of the programs. In some cases within a larger program area or discipline, the number of programs offered will be determined by the provost/vice president on a case-by-case basis. Proposed programs, which appear to be similar programmatically as existing instruction, will be considered if delivered in a different mode, time and/or structure to serve a unique population of students. Programming will adjust as needed, based on industry and employment needs within the surrounding community.
- Articulation with AACC Programs – Priority will go to proposed new undergraduate degree programs that best articulate with AACC's associate degree programs. Institutions providing upper division baccalaureate degrees at AACC at Arundel Mills must collaborate with AACC's 2+2 student tracking processes.
- Collaboration with Other Consortium Programs – Proposed degree programs that complement existing programs - either by allowing for course sharing between programs or by filling unmet programmatic or curricular needs – are encouraged. Facilitation of such collaboration requires open communication within and between institutions with issues such as registration, academic advising, financial aid, student records, grades and accreditation prior to proposal submission.
- Economic Development – The economic development of the region is related to the proportion of residents with advanced educational degrees. Credit programs that expand the pool of qualified candidates to support regional economic development plans are encouraged.

### **Additional Parameters**

#### Timeframe for Submission

Consortium member institutions are requested to submit proposals for establishing new degree programs by October 1 (spring implementation) or March 1 (fall implementation), if possible. The AACC director of transfer, articulation and career alignment may request program proposals from existing or prospective partners at any time at his/her discretion.

#### Concentrations, Options, Certificates, Majors and Minors

Institutions may also package courses in formats other than complete degree or degree-completion programs. Such formats are sometimes called concentrations, options, certificates, majors or minors. These course packages, which an institution intends to deliver at AACC sites on an ongoing basis, also require the completion of the proposal as described in Attachment B. Institutions are encouraged to use previously submitted proposal information when the proposed package is a spin-off of an existing consortium program.

#### Changes to Existing Programs

Consortium members will notify the AACC provost/vice president for learning immediately whenever there are changes to curricula or other completion requirements regarding existing

programs at AACC sites. Any changes and revisions should not affect students currently enrolled in the program.

### Enrollment Reports

Consortium members will provide the director of transfer, articulation and career alignment enrollment data by individual class for each current term no later than 14 days after class begins. Consortium members shall also supply the number of students that have graduated during the academic year as a result of enrollment through the consortium by the end of July of each year. Total program enrollment data by Consortium members will be distributed to all members. Consortium members offering programs at AACC Regional Higher Education at Arundel Mills must provide enrollment projections and tuition rates for inclusion in the Regional Higher Education Center proposal upon request.

*See Attachment B, Program Selection Procedures*

## **F. University Consortium Marketing**

### Goal

To ensure success of the consortium by communicating its value and benefits with identified target markets, particularly prospective students.

### Objectives

Participate in short-term strategies to disseminate information about the Consortium and long-term marketing plans that provide ongoing recruitment, promotion, and retention efforts.

**Attachment A –  
Memorandum of Understanding  
Between  
Anne Arundel Community College University Consortium  
and  
Frostburg State University**

**Section I**

Anne Arundel Community College (AACC) through its University Consortium and Frostburg State University agree to provide advanced educational programming beyond the associate degree by cooperative arrangements as outlined below. This agreement specifies the nature of the cooperative arrangement in which Frostburg State University provides instruction in approved programs and student support, and AACC provides the facility and requested instructional support.

**Section II  
Agreement on General Principles**

It is agreed that:

- Both institutions are to provide prospective students with a clear and concise understanding of the academic preparation necessary for enrollment in the programs described herein.
- Frostburg State University programming offered through the University Consortium shall adhere to the Consortium's policies and procedures.
- All tuition and fees assessed for programs housed at any AACC site will be those of the parent institution and will reflect charges levied for such courses and programs as are levied for similar programs at the parent institution.
- Should institutions' academic calendars that differ from AACC, they must coordinate their course offerings and class schedules.
- Policies and procedures governing student academic concerns shall be those of the primary institution in which the student is enrolled. Policies and procedures governing student conduct and non-academic concerns shall be those in place at AACC.
- Qualified AACC students, graduates, and eligible employees shall be guaranteed admission and transfer into the undergraduate programs housed at AACC sites, listed below and described herein, providing they meet requirements defined at the time of admittance. Frostburg State University and AACC will assure fair treatment of students who transfer.
- The acceptance of courses from institutions with programs at AACC sites will facilitate resource sharing and expediting student progress through the programs offered. Transfer policies of the individual institutions will govern the individual student transfer of credit. Institutions are expected to work together to find acceptable transfer policies within the consortium-offered programs so students may expedite completion of their programs of study. Enrollment across institutions, whenever possible, will be encouraged.
- Frostburg State University residency requirements for the program to be offered under this agreement will be met by the courses at AACC sites.
- The perception of quality of the AACC sites will be reinforced through a consistent level of professional usage, staffing and care to maintain an image as a center of higher education.
- This agreement shall be in effect for fiscal years July 1, 2023 – June 30, 2024.



### Section III

#### Agreement on Program(s)

It is agreed that Frostburg State University will offer the program(s) and student support at AACC sites in the curriculum areas specified in Attachment B, *Program Selection Procedures*. Frostburg State University further agrees to offer requisite courses in a timely manner such that a full-time student who has earned an associate degree at AACC following the standard transfer curriculum may generally earn a bachelor's degree in that program in a two to four year period, recognizing that certain courses may have to be scheduled at other locations from time to time or under special circumstances. Frostburg State University will attempt to engage AACC qualified faculty and staff, where feasible, to assist in the instructional delivery. Courses included in the degree programs will be the only ones offered at an AACC site.

- A. For the purposes of smooth transition and transfer, the completed associate degree is the preferred requirement for the AACC/Frostburg State University undergraduate consortium program.
- B. AACC and Consortium member institutions will coordinate and review articulation, transfer and counseling services on a regular basis.
- C. Once in place, the continuation of degree programs under this agreement will be determined by either party consistent with Section VI, unless special arrangements are made and attached to this agreement.
- D. AACC may add members or programs as needed to complement the program scope of consortium offerings.

### Section IV

#### Agreement on Program Operations

Frostburg State University will designate a representative to serve on the Consortium Learning Response (UCLR): Leadership team (either chief academic officer or his or her designee), Working team, marketing team, as well as representatives to serve on other related committees as needed. The UCLR will advise the AACC director of transfer, articulation and career alignment and help foster cooperation and joint efforts between and among the partners and the consortium. The director of transfer, articulation and career alignment will call UCLR meetings on a quarterly basis.

An important premise of the consortium program is non-duplication of AACC and member institution courses. It is understood that member institutions will not duplicate AACC lower division offerings or member offerings unless special conditions prevail and mutual agreement is reached between AACC and its Consortium member. Current written equivalency agreements will be used to determine whether course duplication exists. In special circumstances, the provost/vice president for learning may waive the non-duplication provision and the waiver shall become part of this agreement.

- A. Frostburg State University will assign appropriate staff to all AACC sites where program is provided. Partners must maintain twelve-month representation of student services staff on a regular advertised basis. No joint-employer relationship between AACC and Frostburg State University is implied by this agreement.
- B. Frostburg State University agrees to provide student support services to their respective populations at the AACC campus location(s) at which the program resides. Frostburg State

University agrees to provide print materials to all AACC locations to help promote increased student awareness of available programs.

- C. Frostburg State University will provide the director of transfer, articulation and career alignment with timely class schedules for publication in the AACC schedule of classes and/or in a joint document including schedules of each institution. AACC will coordinate development of other joint publications.
- D. Frostburg State University will provide summary enrollment information each term to the director of transfer, articulation and career alignment in a timely fashion.
- E. The UCLR Operations team will coordinate with the marketing team and AACC director, public relations and marketing, to facilitate joint program information, communication and public relations activities among the institutions and pursue joint efforts in marketing and recruiting.

Consortium members will:

Ensure inclusion of the consortium marketing initiative into their general institutional outreach and enrollment-marketing plan.

Use a prospective student tracking and follow-up system that monitors the prospective student from initial inquiry to application to a partner.

Support a marketing and outreach communications system between partners and AACC advisers, high school counselors and regional employers and encourage student support and recruitment into all programs as appropriate.

- F. Frostburg State University, along with AACC, may establish student activities, events and cultural activities with the director of transfer, articulation and career alignment coordinating times and locations. Participation will be open to all AACC and consortium students when possible. Each institution reserves the right to determine its level of participation or sponsorship.
- G. Other operational considerations outlined in Attachment C, *University Consortium Facilities/Building Use*, shall be considered standard procedure and subject to revision as needed to enhance program success.
- H. Each member agrees to cooperate in student surveys conducted by the consortium to monitor programs, success and need.
- I. Each member will cooperate with AACC personnel in any reasonable and legitimate request to facilitate a smooth and functionally successful operation.

Frostburg State University must observe all state and local codes regarding the Occupational Safety and Health Administration (OSHA). Additionally, Frostburg State University shall adhere to all regulations and policies that are outlined in Attachment C, *University Consortium Facilities/Building Use*. These regulations and policies include smoking, parking, emergency procedures, school closing, security arrangements and more.

Should operational problems of any nature occur between Frostburg State University and any other institution at AACC sites, AACC guidelines for operation will prevail. Any appeal should be directed to

the director of transfer, articulation and career alignment who may seek the advice of the UCLR Operations or Leadership teams to resolve problems.

To the extent that AACC and Frostburg State University share any student's "Educational Records" (as that term is defined under the federal Family Educational Rights and Privacy Act, 20 U.S.C. 12328 et seq., as may be amended from time and time, hereinafter "FERPA"), with each other, the institution receiving such information shall not disclose those records to others without the written permission required by FERPA or other applicable federal, state, or local law.

Parties agree that when one institution accesses the Educational Records of the other institution, that institution: (i) shall do so only as permitted under FERPA and as an authorized representative of the institution; and (ii) shall require that its employees accessing such records follow and abide the FERPA law and policy of the institution that owns the Educational Record at issue. AACC and Frostburg State University shall provide the other with prompt written notice of changes to that institution's FERPA policy.

## Section V

### Agreement on Space, Charges and Services

- A. The members agree to pay AACC for classrooms and other facilities according to the rental rates established by AACC via *Instructional Facility Use & Fee Schedule*. Any changes in the posted rental rates will be shared with member institutions in advance.

At this time, use of administrative/faculty/staff offices will not be subject to charges. AACC reserves the right to charge rent in the future for these spaces. Charges may be necessary to purchase, install and support any administrative software programs not standard to AACC.

- B. Facility fees will be billed three (3) times a year, to be paid within 30 days, reflecting instructional costs for fall, spring and summer terms.
- C. AACC will provide minimum storage space to Frostburg State University without charge, when available
- D. AACC will make available the following services when appropriate:
1. Copying and duplicating
  2. Telephones, facsimile machines or computer-related equipment when possible
  3. Classroom Technology
  4. Bookstore space
  5. Parking
  6. Library and electronic interface
  7. Technology and Learning Center
  8. Academic Support Center

### **Frostburg State University Insurance Requirements**

AACC shall keep in full force and effect, at its sole cost and expense, the following type of insurance or its equivalent:

Frostburg State University is self-insured with adequate insurance for comprehensive general liability and workman's compensation insurance for its employees. Comprehensive public liability and property damage insurance, with respect to the shared premises and the areas adjacent to the shared premises with a single combined public liability limit of not less than \$1,000,000.00.

Frostburg State University shall be provided a *Certificate of Insurance* from the insurance company providing coverage. A copy must be submitted to the director of transfer, articulation and career alignment.

## **Section VI**

### **Termination of Agreement**

Either party may terminate this agreement with a written notice to the AACC provost/vice president for learning six months prior to the intended termination date. AACC students and Frostburg State University students will be allowed to finish the term in which they are enrolled at the AACC site. AACC and partner institution will collaborate to ensure that continuing students are able to complete the program at the parent institution.

## Attachment B - University Consortium *Program Selection Procedures*

Colleges and universities interested in offering new programs at AACC sites may submit letters of interest at any time to the provost/vice president for learning at AACC. The letter should include the name of the program, degree level and planned start date. Formal proposals are due by October 1 for spring implementation and by March 1 for fall implementation. Proposals should address the following:

### **A. Overview**

1. Describe the program in general, its history, mission and goals.
2. Indicate any accreditation of the main campus parent program and, also, whether any accreditation approvals are necessary for this proposed off-campus program.
3. Provide documentation of Maryland Higher Education Commission approval for program to be offered within the state of Maryland.

### **B. Curriculum**

1. Describe the proposed program curriculum including course numbers/codes, number of credit hours, course titles, course descriptions and a minimum two-year schedule illustrating when all courses required for program completion are planned for delivery at AACC sites.
2. For bachelor's completion programs, identify the lower division courses program offered by AACC and those courses that do not currently exist in the AACC catalog. A program articulation agreement with AACC will be required for all bachelor level programs of study.
3. Indicate any anticipated or desired use of courses from other consortium institutions in the proposed program.
4. Describe the proposed format of courses: day, evening, weekend, accelerated, summer and/or any combination of these formats and delivery method (distance, face to face, hybrid).
5. Describe the intended student body (working adults, seniors, displaced workers, etc.) and the delivery strategy to meet the needs of the students (cohort/full time, cohort/part time, open enrollment/full time, open enrollment/part time).
6. Describe how the proposed program aligns with industry/surrounding community needs.

### **C. Faculty and Staff**

1. Provide adequate and relevant information on the faculty and key program personnel.
2. Describe staffing plans including anticipated use of in-person, regular faculty; in-person, adjunct faculty; and expected use of interactive technologies and other distance delivery techniques.
3. Indicate any opportunities for AACC faculty to teach upper-division or graduate offerings on an adjunct basis including a description of selection criteria.
4. Include the last three years of on-campus student enrollment trends for this program and recent off-campus student enrollment trends if applicable.

#### **D. Program Support**

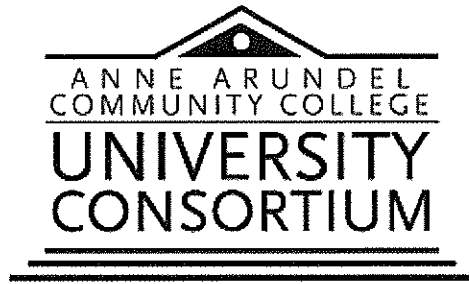
1. Provide plans for on-site student support: admissions, financial aid, academic advising, career counseling and placement and other support activities at the AACC program site.
2. Indicate what library, computer/data, laboratory facilities and equipment and media services support will be available from your department or institution and what support is needed from AACC.
3. Describe the relevant academic unit's/units' experience in providing off-campus degree programs; resources available to the academic unit(s) to deliver this program and evidence of administrative support.
4. Specify university and program admission criteria, anticipated enrollment levels, minimum and maximum enrollment levels, any limitations on transfer credits and current, applicable tuition and fee rates.

#### **E. Implementation**

1. Provide plans and timelines for recruitment/marketing activities to verify adequacy of student base.
2. Provide a work plan detailing the necessary tasks and anticipated timelines to prepare the program for delivery at AACC sites.

#### **Note**

Representatives from a proposing institution are strongly encouraged to communicate with existing members about their proposal prior to submission to encourage cooperative efforts and avoid duplication. Evidence of pre-proposal discussion among existing partners will help ensure a thorough and timely review of the proposal's viability at AACC.



## Proposed Undergraduate Degree Programs

Name of Institution: Frostburg State University

Name of Program: \_\_\_\_\_

Degree Level: \_\_\_\_\_

Criteria for Admission to the Upper Division:

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Lower Division: Years 1 and 2

**AACC Courses**

Course #	Title	Credits

**Total required AACC credits:** \_\_\_\_\_

Upper Division: Years 3 and 4

**University/Four-year College Courses and AACC Courses If Applicable**

Course #	Title	Credits

**Total Required University/Four-year College Credits**

## Proposed Graduate/Certificate Programs

Name of Institution: Frostburg State University

Name of Program: \_\_\_\_\_

Degree Level: \_\_\_\_\_

Criteria for Admission to the Graduate/Certificate Program:

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### Graduate/Certificate Program Acquired Coursework

Course #	Title	Credits

Total required Graduate/Certificate Degree: \_\_\_\_\_



## Attachment C - University Consortium *Facilities/Building Use*

AACC reserves the right to manage its sites and facilities according to its internal, state and county guidelines and procedures. With member institutions, it will seek mutually agreeable accommodations involving space and services.

### **A. Procedures**

#### **Office Space**

- Consortium members receive free commuter office space with access to a local telephone and computer access, unless otherwise specified per attachment to the agreement. If member requires software not used by AACC, the college may charge fees for the software's purchase, loading support and/or special hardware or other office equipment not usually provided to AACC staff and faculty.
- Frostburg State University must supply student services operating schedule to the director of transfer, alignment and career alignment.
- If available, AACC will provide reasonable secure storage space.
- AACC will invoice charges for long distance telephone calls within the year-end invoice.

#### **Classroom Space**

- Bachelor level credit courses, which are part of approved degree programs, will take precedence over graduate and non-credit course scheduling in regular classroom/lab areas unless otherwise specified for a particular site.
- AACC will allocate two (2) general-purpose classrooms (capacity of 24) and two seminar rooms (capacity 17 and 14) on the Arundel Mills campus for Monday through Thursday evening programming. AACC reserves the right to change classrooms if needed for smooth site operations. Please refer to the Instructional Facility Use & Fee Schedule for rates.
- Classroom space for daytime and Saturday classes at Arundel Mills will be scheduled based upon requests, availability, and projected class sizes.
- AACC will primarily allocate computer classrooms based on curricula needs and coordinate partner needs on a term-by-term basis.
- The college will allocate space at the Arnold and Glen Burnie Town Center locations based upon requests, availability, and projected class sizes.

### **Computer Lab**

- AACC will provide its standard instructional use software programs. Specialized software programs required in specific courses or curricula will be the responsibility of the partner offering such courses or curricula. Not all software is available in all labs at all sites. Additional information concerning available software and any charges for loading and supporting software is available on request.

### **Lecture Hall**

- Based on availability members may schedule lecture halls with a capacity of 134 students on an hourly, daily or term basis. Term scheduling will have priority over daily scheduling. Please refer to the *Instructional Facility Use & Fee Schedule* for rates.

### **Library and Library Electronic Interface**

- Open to Consortium students and faculty.

### **Technology Learning Center (TLC)**

- There are three TLC facilities available: Truxal Library on the Arnold campus, Glen Burnie Town Center (GBTC) and AACC at Arundel Mills. These centers provide state of the art networked labs offering course specific software for the site location. The TLC has PC computers, laser printers, on-line library systems and access to the Internet.

## **B. Services**

### **Library**

- Truxal Library is located on the Arnold campus. Remote access is available from GBTC and AACC at Arundel Mills.
- All sites offer computerized database searches for county residents. Access information for non-county residents can be addressed through the AACC director of library services. Student photocopying and facsimile services will be provided on a per-page cost. Access to partner library collections will be provided where feasible and per partner agreements.

### **Audiovisual**

- Smart room technology is deployed in all class rooms college-wide. Equipment varies by room and includes, at a minimum, a PC or laptop with internet connectivity, video projection unit (VPU) and screen and audio speakers for program sound. Training can be provided by calling the Technical Call Center at 410-777-4357 (HELP). Generally 24 hour notice is required for a training session and additional needs.

### **Copy Services**

- Photocopy services for reasonable administrative uses will be provided at no cost and monitored through access code reports.
- Printing/duplication services for large print runs or classroom use will be available on a cost-per-page basis plus other charges for bindery, art work, etc.

### **Student/Faculty Lounge Areas**

- Quiet areas are available to students and faculty.
- Vending machines and kiosks provide food and drinks. Products and hours of operation vary by site. Full cafeteria service is available on the Arnold campus only.

### **Food and Drink**

- Food and drink items are **not** permitted in any AACC classrooms or labs.

### **Smoking Policy**

- AACC and its locations (including the AACC Regional Higher Education Center at Arundel Mills) are smoke and tobacco free campuses. Smoking is prohibited. A more detailed copy of this policy is available from the provost/vice president for learning.

### **Security**

- Campus public safety officers patrol the Arnold campus 24 hours a day, seven days a week. The college buildings located at the Glen Burnie Town Center and Arundel Mills have a public safety officer patrolling those buildings during normal business hours. The public safety officers provide an array of services, including:
  - Evening escort services
  - Traffic/parking regulation enforcement
  - Jump starting a vehicle battery
  - Emergency contacting of students
  - Opening locked vehicles
  - Providing after hours building access
  - Rendering first aid
  - Taking reports of all campus incidents

### **Parking**

- Parking is available to consortium students and faculty at no charge at all sites. AACC reserves the right to notify consortium partners of the need for any future parking fees.

### **Testing**

- Instructors have the opportunity to have make-up exams administered through the Academic Support Center. Send copies of the exam, along with a completed Test Administration Form to the center. The form is available from the center, department assistants or from the AACC college website. The form allows the instructor to give directions for administering and returning the test. The Academic Support Center also administers placement exams, CLEP exams, telecourse exams, on line tests and other assessments. The center does not administer whole class make-up tests.

### **Emergency Procedures and School Closing**

- In the event of an emergency, Consortium members' faculty and staff shall abide by the guidelines and procedures established by Maryland, Anne Arundel County, AACC and AACC at Arundel Mills. This is inclusive of but is not limited to AACC emergency procedures for fires, active shooters, etc.

- In the event that AACC closes, AACC at Arundel Mills will also close. It is strongly encouraged that all Consortium members' staff and faculty enroll into AACC's alert system to stay informed regarding emergencies, school closures and delays. Conversely, it is strongly discouraged for Consortium members' staff and faculty to enter AACC buildings and facilities whenever the college is closed.



*Instructional Facility Use & Fee Schedule*  
for  
**Arnold, Glen Burnie and Arundel Mills Sites**

Room Type	FY 2024 Per Credit Hour
Seminar (AMIL only)	\$420
Lecture	\$525
Computer	\$735
Engineering Lab (AMIL only)	\$735
Lecture Hall	\$840

Room Type	Per Credit Hour	AM <sup>1</sup>	Afternoon <sup>2</sup>	One Night <sup>3</sup>	Two Nights <sup>4</sup>	All Operating Hours <sup>5</sup>
Seminar	\$420	\$21,000	\$15,750	\$23,100	\$26,250	\$56,700
Lecture	\$525	\$29,400	\$23,100	\$31,500	\$34,650	\$78,750
Computer	\$735	\$42,000	\$36,750	\$44,100	\$47,250	\$120,750
Lecture Hall	\$840	N/A	N/A	N/A	N/A	N/A

1. One room: 7 am – 11:55 am, Monday through Saturday, request must be made annually on attached *dedicated room request form*.
2. One room: Noon – 4:25 pm, Monday through Saturday, request must be made annually on attached *dedicated room request form*.
3. One room: 4:30 pm – 11 pm Monday through Thursday; Friday at 6 pm, request must be made annually on attached *dedicated room request form*.
4. One room, two nights: 4:30 pm – 11 pm Monday through Thursday; Friday at 6 pm, request must be made annually on attached *dedicated room request form*.
5. All operating hours for one room, request must be made annually on attached *dedicated room request form*

**When scheduling by credit hour at all sites:**

For classes held two nights a week, classes will begin at 5 pm, 6:30 pm or 8 pm only.

For classes held one night a week classes will begin at 4:45 pm, 6:30 pm or 7 pm only.

For courses scheduled by the credit hour, course confirmation must be made no later than one week before the scheduled class begins or room reservation will be cancelled.

**AMIL scheduling parameters:**

4 rooms available at any one time. 304 (14 seats), 110 (17 seats), 211, and 212 (24 seats each)

1 room will be available for dedicated purchase for all operating hours

2 rooms will be used for one night a week classes

1 room will be used for two night a week classes (room 212)

# Operating Hours\*

## Arundel Mills

Monday - Thursday	7 a.m. – 10 p.m.
Friday	7 a.m. – 6 p.m.
Saturday	7 a.m. – 5 p.m.
Sunday	<i>Closed</i>

## Arnold

Monday - Friday	7 a.m. – 11 p.m.
Saturday/Sunday	7 a.m. – 6 p.m.

## Glen Burnie Town Center

Monday - Friday	7 a.m. – 10 p.m.
Saturday	7 a.m. – 5:30 p.m.
Sunday	7 a.m. – 3:00 p.m.

**\*Please check the AACC Operating Calendar for holiday observances.**

**AACC *Incident Weather Policy* will dictate access to college sites as necessary.**



## *Dedicated Room Request Form* **July 1, 2023 – June 30, 2024**

Consortium members may request dedicated instructional space at an Anne Arundel Community College location on an annual basis. Separate forms must be used for all requested dedicated space. All requests will be reviewed by the provost/vice president of learning or his designee and approved contingent on space availability.

**Consortium partner school: Frostburg State University**

**Anne Arundel Community College location:**

Arundel Mills       Arnold       Glen Burnie Town Center

**Type of instructional space requested:**

seminar room     lecture room     computer lab   

**Timeframe requested:**

one room, 7:00 am – 11:55 am, Monday through Saturday

one room, noon – 4:25 pm, Monday through Saturday

one room, 4:30 pm – 11:00 pm, Monday through Thursday, Friday until 6:00 pm

one room, two nights, 4:30 pm – 11 pm, Monday through Thursday, Friday until 6:00 pm

one room, all operating hours

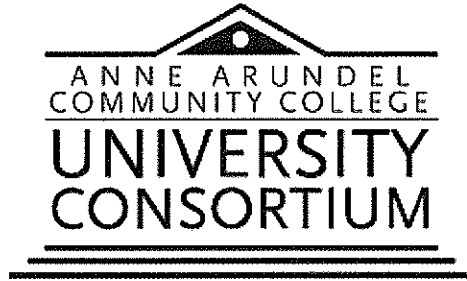
**Note:** please see Memorandum of Understanding for current fee schedule.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

**Please forward completed form to:**

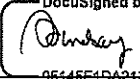
Marcus Wright, AACC, 101 College Parkway, Arnold MD 21012  
[mwright22@aacc.edu](mailto:mwright22@aacc.edu)

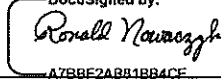


# Anne Arundel Community College University Consortium Agreement For Frostburg State University

Anne Arundel Community College

Frostburg State University

DocuSigned by:  
  
96146F4DA2134BE...  
Signature


DocuSigned by:  
  
A7BBF2ABB1BB4CF...  
Signature

Dr. Dawn Lindsay  
Printed Name

Dr. Ronald Nowaczyk  
Printed Name

President  
Title

President  
Title

5/31/2023  
Date 

5/30/2023  
Date

This agreement shall be in effect for calendar year July 1, 2023 – June 30, 2024 and will be reviewed and updated on an annual basis.

**Return signed agreement page no later than 07/01/2023 to:**  
Marcus Wright, Director of Transfer, Articulation and Career Alignment  
Office of Transfer and Articulation  
Anne Arundel Community College  
101 College Parkway  
Arnold, Maryland 21012