Memorandum of Agreement
between
Kapiʻolani Community College
and
Leeward Community College
for
Associates Degree in Nursing Program

The University of Hawaiʻi Community Colleges (UHCC), including Kapiʻolani Community College (Kapiʻolani) and Leeward Community College (Leeward), enable the University of Hawaiʻi System to meet its mission mandate of putting postsecondary education within the reach of every resident who wishes to enter the workplace and/or a profession. The University of Hawaiʻi System's Second Decade initiative calls for entry into that system through geographically accessible points which allow flexibility for students to move within the system. In addition, the Second Decade recognizes that in order to make the most efficient use of resources, there is need for mission differentiation between the ten UH System institutions. Furthermore, in addressing the workforce development needs of the State of Hawaiʻi, this initiative identified the need to address underserved regions and populations of the state, particularly Native Hawaiians. Consequently, the UHCC System designated areas throughout the State of Hawaiʻi that required more assistance to improve the educational status of its residents; one such area is Leeward Oʻahu. In an effort to focus UH System resources more sharply to meet State workforce development needs, the University of Hawaiʻi System asked for and received from the State Legislature additional funding to community colleges to provide more outreach, services, and educational opportunities to designated areas of need. Thus, this Memorandum of Agreement (MOA) is created to establish a partnership between Kapiʻolani and Leeward Community Colleges for the purpose of increasing access to the Associates Degree in Nursing by capitalizing on the efficiencies of mission differentiation within the UHCC System while increasing the geographically-based entry points available through the System for this level of nurse education and training.

As Oʻahu's only community college with nursing programs that prepare licensed nurses, Kapiʻolani Community College developed a Nurse Education Satellite Program (NESP) to deliver its various nursing programs, including the Associates Degree in Nursing(ADN) and Practical Nursing (PN) programs, to designated sites on Oʻahu. The program for satellite sites was initiated in response to requests made by community residents and legislators for nursing education to be taught closer to their homes. Also, the NESP was developed in response to the UHCC System need to maintain a cohesive system of higher education, coordinate resource acquisition, and allocate and invest available resources effectively.

As a result of UHCC System-based planning, the Hawaiʻi State Legislature appropriated funds to build nursing classroom and laboratory physical facilities at Leeward to be utilized by the Kapiʻolani Nursing Department. Furthermore, the Legislature allocated ten (10) full-time nursing faculty positions to Kapiʻolani to accommodate the additional enrollment necessary to meet the State's current and projected nursing shortage. Moreover, the UHCC System office provided funds to Leeward for the renovation of existing space in order to provide facilities for nurse education.
In order to implement the NESP, Kapi‘olani must acquire approvals from external agencies such as the Western Association of Schools and Colleges (WASC), the State of Hawai‘i Board of Nursing, and the National League for Nursing Accrediting Commission (NLNAC). The NLNAC is primarily concerned with the quality and equality of the nursing program sites. This MOA establishes the fact that both Kapi‘olani and Leeward will assure the NLNAC that although Kapi‘olani will be providing the ADN program at the Leeward site, there will be one Kapi‘olani nursing curriculum. Furthermore, both signatories understand that the NLNAC considers the faculty and students at the Leeward site as Kapi‘olani nursing faculty and student body respectively; and that the NLNAC mandates that the classroom, laboratory, support services and opportunities for learning must be equal for nursing faculty and students at both sites. Consequently, Kapi‘olani will request a substantive change in its NLNAC accreditation to allow it to establish an off-site campus ADN program at Leeward Community College. This Memorandum of Agreement is being executed in order to establish the framework for the NESP at the Leeward campus and to submit to the NLNAC, as well as the State of Hawai‘i Board of Nursing, and WASC, as substantiation of the quality and equality of the off-site campus programs, and the commitment of both Colleges to the NLNAC standards.

Therefore, Kapi‘olani Community College is now entering into a Memorandum of Agreement with Leeward Community College that provides for the establishment of a satellite site at Leeward for the Kapi‘olani Associates Degree in Nursing Program. The Memorandum of Agreement specifies responsibilities between the two colleges for the delivery of the ADN nursing curriculum, physical facilities management, offering of student support services, and provision of technical and instructional support for nursing students and faculty.

I. Kapi‘olani Community College Responsibilities

Kapi‘olani Community College agrees to:

1. Provide the Program Coordinator and nursing faculty.

2. Provide equipment and supplies needed for the nursing laboratory courses to meet the ADN nursing program requirements.

3. Offer the ADN Nursing Program to qualified students each fall, spring, and/or summer semester. Qualified students will be selected on the basis of rules and regulations governing the accreditation of the nursing program and the mission and policies established by the University of Hawai‘i and the University of Hawai‘i Community College System. Priority for entry into the ADN nursing program at Leeward will be given to students who matriculated at Leeward for the program’s pre-requisite (and co-requisite) courses (where available).

4. Provide the ADN Nursing Program at the Leeward campus as long as there are sufficient students and workforce need to warrant the classes.

5. Provide nursing instruction in classroom, laboratory and clinical settings.

6. Collect all tuition, student activity fees, and professional fees paid by the students.
7. Provide a Kapiʻolani Nursing Department Counselor to advise and counsel prospective and current nursing students and to conduct bimonthly large group and individual advising sessions.

8. Provide publicity and marketing for the Kapiʻolani ADN program.

9. Provide financial aid services to students once they have finished pre-requisite courses at Leeward and are applying to the ADN program.

10. Provide general information sessions at the Leeward campus concerning the Kapiʻolani nursing programs.

11. Provide computerized testing services.

12. Provide clerical support for the ADN program.


14. Conduct a Nursing Career Fair on host campuses each year, as needed, coordinated by Kapiʻolani.

II. Leeward Community College Responsibilities
Leeward Community College agrees to:

1. Designate a site liaison for purpose of coordination between the campus and the Kapiʻolani nurse education program.

2. Provide the necessary prerequisite courses to meet requirements for the Kapiʻolani ADN program.

3. Provide physical facilities and supplemental support as follows:
   a. Facilities:
      • Classrooms for a minimum of 20 students;
      • Office for two nursing instructors and space for a student assistant for clerical support;
      • Office furniture to include, at minimum, a desk, two chairs, and file cabinet computer connection outlet(s);
      • Nursing laboratory;
      • Appropriate space for Nursing Counselor to conduct individual and large group advising sessions, as needed;
      • Storage space for medical equipment and supplies;
      • Access to a copy machine for faculty (Kapiʻolani pays for what it uses).

   b. Supplemental Support:
      • Student access to library and library services; space for nursing program library collection, approximately 100 books;
      • Student access to computer laboratory;
      • Regular Counseling Services, including disabilities counselor when needed;
• Access to Health Center Services;
• Bookstore services so that Leeward students can purchase Kapi‘olani nursing textbooks.

4. Provide custodial services for the facilities used by Kapi‘olani to deliver the ADN Program.

5. Cover all applicable utility costs (electricity, water, telephone, etc.) for the facilities used by Kapi‘olani ADN Program.

6. Allow Kapi‘olani ADN Program priority use of the nursing laboratory for class instruction, effective from the time of this agreement and until such time as Kapi‘olani is no longer offering the ADN program at the Leeward campus. In consultation with the Kapi‘olani Nursing Program Coordinator, the Leeward nursing laboratory facilities will be open to Leeward scheduling during non-lab/instructional hours to ensure maximum facilities utilization.

7. Provide available classroom space for nursing program information sessions.

8. Ensure that Kapi‘olani nursing students have the same access to student activities and resources as does host campus-based students.

9. Provide technology support for nursing faculty.

10. Provide a mailbox for the nursing program communication with students and LCC.

III. Amendment Procedures

This agreement may be amended through a mutually acceptable written statement between Kapi‘olani Community College and Leeward Community College for campus specific issues.

Approved:
By: 

[Signature]
Date
Leon Richards
Chancellor
Kapi‘olani Community College

[Signature]
Date
Manuel Cabral
Chancellor
Leeward Community College