

WvEB PARTNERSHIP AGREEMENT  
version 6/08  
For WvEB Mathematics Higher Education Partners

This cooperative agreement reflects the overall commitment as well as the specific responsibilities and roles of each of the partners participating in the WvEB Mathematics Program. A copy of this form must be completed for each Higher Education Institution of the partnership by the appropriate administrator representing that institution and the instructor of record for the course before materials such as the course shell and electronic media are made available. One form should be completed for each instructor of record and placed on file with the West Virginia WvEB Mathematics Coordinator.

CONCORD UNIVERSITY, (Institution) agrees to make the following contributions and define the following roles in the WvEB project:

Instructor of Record:

- is not concurrently employed as a high school teacher
- is a faculty member (preferably full time) in the mathematics department of the higher education institution
- has at least a master's degree in mathematics or mathematics education
- attends professional development sessions hosted by state WvEB coordinators
- arranges for cooperating facilitators to attend professional development sessions at the higher education institution ( hosted and delivered by instructor of record) or at the state WvEB coordinator location
- provides compiled data to the state coordinators (such things as grade distributions, DFW rates, throughput information, and ACT results) for reports and formative assessment
- uses common WvEB assessments and keeps them confidential
- actively participates in ongoing course development

Student Participants:

- are accepted into the WvEB program based on common criteria for the WvEB project in addition to first meeting institutional admittance requirements
- must have a "C" or better in Algebra I, II and Geometry for WvEB Algebra
- must successfully complete WvEB Algebra as pre-requisite for WvEB Trig
- must have a 3.0 overall high school GPA
- may not have access to the electronic WvEB course shell unless they are registered as a student in the course at the higher education institution

High School Facilitator:

- must be a certified high school mathematics teacher
- must attend professional development sessions hosted by the WvEB coordinators or higher education instructor of record
- meet with students at least 3 hours a week for 15 weeks per section and proctor all exams
- will arrange for use of a computer laboratory as needed for completion of course components

Institutions:

- use a common tuition scale as set by the West Virginia Higher Education Policy Commission/Council for Community and Technical College Education
- use a common payback structure to facilitators or schools (\$80 per student up to 10 students per section, \$1000 per section with 10 or more students)
- allow each offering of a higher education section to count as a course in the faculty member's course load

Other Requirements:

- At least 90% of the grading will be done at the higher education institution level ( faculty member or graders) - this percent includes on-line components which are graded via technology.
- Common assessments used are those developed by the WvEB Coordinator. (Input given at meetings by instructors of record and facilitators)
- WvEB courses use common syllabi, homework lists, texts, laboratories, and other curriculum materials. (Input given at meetings)
- WvEB Algebra and WvEB Trigonometry are each 3 credit courses that are one semester in length and follow the normal academic calendar of the higher education institution.
- No same student may be enrolled in WvEB Algebra and WvEB Trigonometry in the same semester.

No component of a WvEB course shell and WvEB CDs will be made available to anyone without the written permission of the developer of those materials.

Administrator Contact Name DR. STEPHEN ROWE (Print)

Administrator Contact Signature and Date Stephen Rowe 1/09/09

Instructor of Record Name CECILIA FIZER (Print)

Instructor of Record Signature and Date Cecilia Fizer 1/12/09

Please return both pages to:

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