

Memorandum of Understanding

California State University, San Bernardino
5500 University Pkwy, San Bernardino, CA 92407
and

San Bernardino Community College District
550 E. Hospitality Ln. Suite 200, San Bernardino, CA 92408

I. Purpose

California State University, San Bernardino ("CSUSB") recognizes the valuable contributions community colleges make to higher education. To that end, this Memorandum of Understanding ("MOU") is entered into with San Bernardino Community College District ("SBCCD") on behalf of Crafton Hills College (CHC) with the following objectives:

- A. To strengthen the existing partnership by continuing to:
 - 1. Attract qualified San Bernardino Community College District transfer students to CSUSB.
 - 2. Facilitate an efficient and smooth transition from CHC to CSUSB.
 - 3. Increase the number of community college graduates who complete an Associate's Degree for Transfer (ADT).
 - 4. Increase the number of newly enrolled community college students who are aware of the Transfer Success Pathways (TSP) Program.
- B. To expand the existing partnership to include:
 - 1. Affirmation that all CHC students who complete any ADT and the CSUSB application process by established deadlines are guaranteed priority admission at CSUSB.
 - 2. Establishment of a CSUSB-CHC "Coyotes on the Horizon" program to provide direction, focus and engagement for transfer students.
 - 3. Establish a CSUSB-CHC partnership to allow for seamless transcript submission process through Parchment.
- C. Explore collaboration towards new grant opportunities to expand staffing, resources and oversight that will lead to academic coordination, faculty and administrative interactions and student engagement between CSUSB and CHC.

II. CSUSB agrees to:

A. Facilitating Current Admissions Requirements and Instituting a New Letter of Student Intent

- 1. The requirements for conditional undergraduate admission of CHC students to CSUSB are the following:
 - a. CHC students are encouraged to complete an ADT at CHC provided that the ADT is deemed similar to CSUSBs program, including a minimum of 18 semester units in the major or area of emphasis and an approved set of general education requirements (CSU GE-Breath or IGETC).

- b. CHC students must submit an application to CSUSB for an open term by the published deadline, submit all requested transcripts and documents by published deadlines, and meet CSUSB eligibility requirements for the programs of application. Students are still required to meet each CSUSB program's eligibility requirements and students are required to meet with CSUSB Admissions Counselor to determine eligibility requirements for the current application term.
- c. CHC students shall sign a "Letter of Intent to Transfer to CSUSB" and a Family Educational Rights and Privacy Act (FERPA) release form as early as possible at CHC to receive communications, engagement and services provided by the Coyotes on the Horizon program.
- d. CHC students who are interested and qualified for the Transfer Success Pathways (TSP) Program will sign up to participate in TSP.
- e. Notwithstanding satisfaction of the above criteria, CSUSB reserves the right to deny admission to students who are not in good academic standing or have an active disciplinary record.

B. Investments in Staffing, Resources and Oversight

- 1. CSUSB will participate in joint mentoring and advising with CHC staff for CHC students, specifically with the aim of creating a sense of future belonging and success at CSUSB, through CSUSB Coordinator and CSUSB Outreach Counselor.

C. Coordinating Events and Jointly Sponsored Programming to Foster Administrative, Faculty, Classified Staff and Student Engagement

- 1. CSUSB will partner with CHC to create opportunities to provide outreach at transfer events together, including:
 - a. CSUSB campus tour specifically tailored for SBCCD students.
 - b. Orientation programs.
 - c. Financial aid workshops.
 - d. Informative sessions from support programs such as The Educational Opportunity Program (EOP), Veterans Success Center, Renaissance Scholars and others.
 - e. CHC on-site eligibility determination by CSUSB Evaluators.
 - f. CHC Next Steps workshops for admitted transfer students.
- 2. CHC students participating will complete a Coyotes on the Horizon Agreement Form in order for them to understand and adhere to the program requirements listed above.

3. A desired outcome of this would be the development of co-sponsored banners, flyers, signage, brochures, websites, press releases and communication plans (with CSUSB Strategic Communications Approval) — all aimed at building a seamless Coyotes on the Horizon student identity across all institutional boundaries.
4. CSUSB will partner with CHC to coordinate co-curricular activities and sponsor campus programs and public events for Coyotes on the Horizon students.
 - a. The result will be a student experience that mimics dual admissions and encourages participation in a wealth of intellectually stimulating programming.
5. CSUSB will invite CHC to participate in the annual CSUSB Counselors and Educators' Day.

III. Crafton Hills College agrees to:

A. Collaborating and Assisting with Transfer Student Engagement and the Coyotes on the Horizon Program

1. CHC will provide:
 - a. Transportation for students to participate in the annual campus tour to CSUSB.
 - b. Facilities to provide CSUSB workshops and information on support programs.
 - c. Promote activities and workshops hosted by CSUSB for Coyotes on the Horizon students at CHC.
2. CHC staff and faculty will participate in training with the CSUSB Coyotes on the Horizon designee to learn about CSUSB and the Transfer Success Pathways (TSP) program.
3. CHC will provide a workspace to house a CSUSB staff member (advisor) for up to 20 hours per week to best facilitate the transfer of students to CSUSB and promote the Coyotes on the Horizon program.
4. CHC will provide a central liaison and point of contact for the Coyotes on the Horizon program coordinators from CSUSB. CHC will also provide a point of contact for students (prospective and current CHC students) that may have questions about CHC and their institutional processes.
5. In collaboration with CSUSB, CHC will continue to provide information regarding the ADT and CSU admission requirements necessary to transfer to CSUSB and to be part of the Coyotes on the Horizon program and Transfer Success Pathways (TSP) Program if students are eligible. CHC will assist with facilitating Letters of Intent, student release of academic information and providing information regarding progress toward ADT completion.
6. CHC will assist with activities, as well as faculty and staff engagement, in the Coyotes on the Horizon program. CHC will also participate in joint mentoring and advising with CSUSB staff for

CHC transfer students, specifically with the aim of creating a sense of future belonging and success at CSUSB.

7. CHC staff and faculty will participate in the annual CSUSB Counselors and Educators Day.

B. Coordinating Events and Programming to Foster Administrative, Faculty, Classified Staff and Student Engagement

1. CHC will partner with CSUSB to create opportunities to provide outreach at transfer events together, including financial aid workshops, orientation programs and informative sessions. A desired outcome of this will be the development of co-sponsored banners, flyers, signage, brochures, websites, press releases and communication plans (with CSUSB Strategic Communications approval) — all aimed at building a seamless Coyotes on the Horizon student identity across institutional boundaries.
2. CHC will work with the Coyotes on the Horizon designee to identify venues where they can present to students about the Coyotes on the Horizon program.
3. CHC will partner with CSUSB to coordinate co-curricular activities and sponsor campus programs and public events for Coyotes on the Horizon students. The result will be a student experience that mimics dual admissions and encourages participation in a wealth of intellectually stimulating programming.

IV. CHC and CSUSB agree to:

A. Collaboratively work to increase transfer rates and four-year graduation success rates for students in the Coyotes on the Horizon program.

1. Coyotes on the Horizon and TSP program will target incoming CHC freshmen applicants who were not granted freshmen admission to CSUSB. CSUSB TSP Program Coordinator will communicate these opportunities to students.
2. Jointly plan CSUSB participation at the CHC Senior Day in the Spring semester to promote the Coyotes on the Horizon and TSP program.
3. Create Coyotes on the Horizon program orientations and student agreement form.
4. Joint transfer advising between CHC Transfer Centers and CSUSB Outreach Counselors.
 - i. Fall semester students will meet with the CHC Transfer Center Counselor.
 - ii. Spring semester students will meet with CSUSB Outreach Counselors.
 - iii. Students who are undecided on a major will meet with the CHC Career Counselor during their first semester to identify a major and/or career path by 15 CHC semester units.
5. Provide University tours-
 - i. Coyotes on the Horizon students will tour CSUSB during the Fall semester.

- ii. The campus tour will include an admission presentation and a panel of current CSUSB transfer students.
6. Coyotes on the Horizon participants will complete an CHC Transfer 101 workshop in conjunction with a CSUSB Outreach counselor during their first semester and a CSU Application Workshop in the Summer and/or Fall semester as they are preparing to apply for transfer.

V. Coordination of MOU

- A. CSUSB and CHC agree to:
 1. Communicate to each other changes to policies or requirements of their respective institutions that affect this MOU.
 2. Review the MOU annually or earlier upon the request of either party. This review will include, among other items, specific program articulation, academic achievement, retention and graduation rates, and transitional experience of participants.
 3. The Vice President for Strategic Planning, Enrollment Management, and Innovation at CSUSB and the Vice President of Student Services at the CHC campus will serve as liaisons to monitor this MOU.
 4. Announce this relationship on the respective institutions' websites and via other communications and marketing platforms as appropriate.
 5. Provide accurate and timely information about the relationship to prospective students.

VI. Terms of Agreement, Termination, and Other Provisions

- A. This MOU may be amended from time to time by the written agreement of the parties. These amendments may include changes related to program offerings and requirements.
- B. The MOU is made effective on the date that both parties have signed the agreement and shall continue unless earlier terminated as provided in this MOU. Not to exceed 60 months.
- C. The MOU may be terminated:
 1. by mutual agreement of the parties, or
 2. by either party upon sixty (60) days prior written notice to the other party of an intention to terminate.
- D. No Intended Third-Party Beneficiaries: This MOU is between CHC and CSUSB and shall not be construed, interpreted, or deemed to confer any rights whatsoever to any student or other third party.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date set forth below:

CSUSB:

Robin Bewley 7/30/24
[Buyer III - Robin Bewley] Date

San Bernardino Community College District:

[Signature] 11/20/2024
[] Date
Executive Director