

**AMENDMENT TO THE
BILATERAL AGREEMENT**
Between
ELIZABETH CITY STATE UNIVERSITY
and
HALIFAX COMMUNITY COLLEGE
(2 + 2 Teacher Preparation Partnership)

THIS AMENDMENT to the Bilateral Agreement between **ELIZABETH CITY STATE UNIVERSITY**, a constituent institution of the University of North Carolina (hereinafter referred to by name, as “ECSU” or “University”), on behalf of its Division of Academic Affairs, and **HALIFAX COMMUNITY COLLEGE**, a North Carolina Community College System Institution (hereinafter referred to by name or as “HCC”), fully executed on September 21, 2016, is entered into to comply with North Carolina law and regulations concerning North Carolina public policy and contractual relationships of state agencies and to modify the underlying Contract consistent with initial engagement negotiations and assurances.

Notwithstanding any conflicting provisions of the underlying Agreement, the following amended terms shall be controlling to the extent of conflict only:

PURPOSE

The purpose of this Amendment is to specify the student support services each institution has been and is obligated to provide under a cooperative 2 + 2 Teacher Preparation Partnership (referenced as “Teacher Preparation Partnership” in the September 21, 2016 agreement) that was originally formed between the parties by resolution agreement dated March 28, 2002. This Amendment supports the current in-force agreement dated September 21, 2016, and references page 3-4 of said agreement:

1. OBLIGATIONS OF ECSU:

1.1 Library and Learning Resources

- a. Library orientation is offered to all off-site students and coordinated by the Information Literacy and Distance Education Librarian.
- b. Library databases can be accessed off-campus by off-site students electronically via links on the library’s webpage. Off-site students will be required to log on to a proxy server.
- c. Library books may be requested by off-site students via the online Distance Education Book Request Form. The books will be sent via US mail to their home addresses. Off-site students are responsible for the return of library books and any late fees associated with them.
- d. Library online catalog (Symphony eLibrary) is available from the library webpage. Renewals are done electronically using Banner ID and PIN numbers.
- e. G.R. Little Library offers off-site students access electronically to the following research tools: Electronic Databases, NC LIVE, Journal Finder, E-Journals, E-books, Web Links, Campus and Inter-library Loan and Circulation Services, and Research assistance.
- f. For Information Literacy and Distance Learning contact: Information Literacy and Distance Education Librarian, G.R. Little Library, 252.335.3433.
- g. For library services contact: Directory of Library Services, G.R. Little Library, Room 106C, 252.335.3586.
- h. The Curriculum Materials Center (CMC), located in the Gilchrist Complex, is accessible online through the Teacher Education Website and the main University Library Services Website.

- i. For curriculum materials center information contact: Director of Teacher Education, 252.335.3749.
- j. Non-reference materials are available for checkout through the inter-library loan process.
- k. Off-site students with valid ECSU/HCC Teacher Preparation Program ID Badges have access to all computer labs during normal operational hours on ECSU's and HCC's campuses. There are campus-wide computer labs available to off-site students on ECSU's and HCC's campuses. The smart boards, video projectors, computers and document camera equipment enable faculty and students to integrate technology across the curriculum.
- l. As with any online resource, ECSU's library databases may have technological issues. If this occurs, ECSU shall not be held liable to the student or HCC. It is the student's responsibility to notify ECSU's library support services via email at library@ecsu.edu and/or phone at 252-335-3427 to document any technological issues affecting them and seek necessary support.

1.2 Distance Education Student Support

Distance Education at ECSU offers students the option to achieve educational goals without attending traditional on-campus classes. ECSU offers courses both at off-campus sites, video conferencing, and, and online. Student support is provided through various means including online Distance Education Website, Helpdesk via phone and online ticket submission available twenty-four (24) hours a day seven (7) days a week and the Office of Distance Education staff via phone, email, and walk-ins. The following resources are available for student support:

- a. Student Blackboard Orientation – provides orientation information on navigating through Blackboard and participating in courses. Login information is provided at <https://ecsu.blackboard.com/>
- b. Online Blackboard Helpdesk Support – Students can browse helpful guides, materials, chat live with a support team member, submit a ticket with their issue or concern, or call directly, too-free at 1.866.321.7157. Online support is located at <https://ecsu.blackboard.com/>, click on Blackboard Online Support Center.
- c. Distance Education Website – <http://www.ecsu.edu/distanceeducation/>, click “Distance Education for Students”:
 - Readiness Skills Survey – Survey to help students determine if they are prepared for online learning and a list of qualities necessary to be a successful online student.
 - Getting Started – Six easy steps to taking an online course.
 - Technology Skills and Requirements – A list of minimum technology skills and requirements to participate in online courses.
 - Contacts – Contact information for all university student support areas.

For Distance Education and Blackboard information contact:

ECSU Director of Distance Education, Center for Teaching Excellence and Video Conferencing, Information Technology Center, 252.335.3699

ECSU Instructional Technology Specialist, Information Technology Center, 252.335.3112

- d. As with any online resource, ECSU's online student support and data bases may have technological issues. If this occurs, ECSU shall not be held liable to the student or HCC. It is the student's responsibility to notify ECSU's library support services

via email at library@ecsuh.edu and/or phone at 252-335-3427 to document any technological issues affecting them and seek necessary support.

1.3 Career Development

The Office of Career Services provides current students and graduates with on-going career employment skills training. Unless designated otherwise, these services are presently offered to students at ECSU's campus. This training includes many facets of employment training. Listed below are services provided:

- a. Annual Career Fairs (Education, Government, Businesses, Graduate & Professional Schools)
- b. Employment Job Search Strategies
- c. Employment Interviewing Techniques (Viking Employment Portal)
- d. Resume Development
- e. Seminars and Workshops to Improve Employability Skills
- f. Employment Networking Skills
- g. Internship Opportunities
- h. Job Shadowing Career Program
- i. Employment Interpersonal Relationship Training
- j. MOCK interviews
- k. Student Career Experience Programs
- l. Business Dining Etiquette
- m. Dress for Employment Success Training

It is the student's responsibility to seek out support services of The Office of Career Services and abide by requisite timelines for internships, employment fairs, interviews, etc.

For additional information contact: Director of Career Services, Griffin Hall, 252.335.3355

1.4 Enrollment Management

- a. Transfer students who seek to enroll in ECSU's Teacher Prep. Program must meet with the ECSU on-site coordinator to begin the application process.
- b. Students must submit an electronic application, submit the \$30 (or current) non-refundable application fee and have official transcripts from each college and/or university attended sent to the Office of Admissions for evaluation of transfer credits.
- c. Students must meet all ECSU general admittance requirements as directed by the Office of Admissions. Students must have a minimum 2.0 grade point average to be admitted to ECSU and an overall transfer grade point average of a minimum of a 2.8 to be admitted into the Teacher Education Program. Only courses with a grade of "C" or higher from an accredited institution are considered transferrable. ECSU will transfer no more than sixty-five (65) semester hours (SH) earned at a two-year institution.
- d. It is the student's responsibility to follow up with ECSU's on-site coordinator regarding the admittance "next steps" process.
- e. It is the student's responsibility to make appointments with ECSU's Financial Aid office. Financial Aid may visit the off-site location to assist eligible off-site students in financing their education via grants, loans, scholarships, etc. Limited financial assistance is available for international students. Advisement sessions/workshops on financial aid will be coordinated through the on-site coordinator.

For additional information contact:

*Directory of Admissions and Recruitment, Marion D. Thorpe Admin. Bldg.,
252.335.3305*

Director of Financial Aid, Marion D. Thorpe Admin. Bldg., 252.335.3283

Office of the Registrar, Marion D. Thorpe Admin. Bldg., 252.335.3303

1.5 Student Affairs

The Division of Student Affairs is comprised of the following departments: Career Development Center, Counseling and Testing Center, Disability Services, Housing and Residence Life, Divisional Services, Student Engagement, Office of the Dean of Students, Office of Community Standards, New & Transfer Student Orientation, Student Health Services, and the Office of the Vice Chancellor for Student Affairs.

Services are free to students who pay ECSU student fees and can be assessed via each department. The following services are available to students who are enrolled in ECSU distance programs:

- a. Career Development Center – Distance Education students may utilize staff for assistance with resume review and internship and full-time job searches.
- b. Counseling and Testing Center – Distance Education students may partake in on-campus, confidential, individual and group counseling services. Additionally the center offers national, local, and specialty tests to students, staff, and non-affiliated off-campus groups.
- c. Disability Services – Disability Services (a unit within the Counseling and Testing Center) offers accommodations to students who have documented disabilities and to students who have physical and/or psychological challenges that may impact their ability to navigate the campus environment. Accommodations are made for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and American with Disabilities Act of 1990 (ADA) and ADA Amended Acts of 2008.
- d. Office of Community Standards – Distance Education students are responsible for knowing and upholding the Student Code of Conduct.
- e. Student Health Services – Registered students taking six (6) or more credit hours are required to purchase the Student Health Insured Plan with the following exceptions: distance education students (students taking off campus and Internet only courses) and student who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. Visit <http://www.bcbsnc.com/student> for additional information or to waive out of the University sponsored plan visit www.bcbsnc.com/uncp.

For additional information contact: Associate Vice Chancellor for Student Affairs & Dean of Students, Griffin Hall, 252.335.3276

1.6 Student Accounts.

- a. ECSU partners with FOLLETT Bookstore Services to manage the on-campus bookstore. Services are provided for off-site students on a semester basis. Students may either rent or purchase their textbooks on-line, by phone, or face-to-face as needed.
- b. ECSU Parking Decals must be purchased from ECSU if the student is attending classes on the ECSU campus (especially during student teaching semester). For a student who plans to visit our campus on an as needed basis, the student must secure a visitor's pass from the ECSU Campus Security Office for that visit. The visitor's pass must be displayed on the dash of the student's vehicle. Students must honor all parking lot signs and traffic procedures while on ECSU campus.

For additional information contact:

Student Accounts, Marion D. Thorpe Admin. Bldg., 252.335.3566

Follett Book Store, Ridley New Student Center, 252.335.3402

University Police, Thomas-Jenkins Bldg., 252.335.3401

Off-site ECSU students must adhere to all ECSU Policies and Procedures as stated in the ECSU Catalog and Student Handbook.

Office of Academic Affairs, Marion D. Thorpe Administration Building, 252.335.3291

School of Education, Psychology, and Health, Gilchrist Complex, 252.335.3297

ECSU Teacher Preparation Partnership Program, Gilchrist Complex, 252.335.3125

HCC/ECSU On-Site Coordinator, HCC Campus, 252.536.6378

ECSU Community College Liaison, H.L. Trigg Bldg., 252.335.3815

Office of Admissions, Marion D. Thorpe Administration Building, 252.335.3305

2. OBLIGATIONS OF HCC

Student Responsibility: All students attending Halifax Community College (HCC) are responsible for reading and following policies and guidelines in the Student Handbook and College Catalog. Students in the 2 + 2 Teacher Preparation Partnership Program will have access to the following college services.

2.1 Student ID Cards – Students attending HCC will be provided a dual HCC/ECSU student I.D. which must be revalidated each semester at no charge. There will be a fee charged for a replacement card. The I.D. card must be worn and visible at all times while on both HCC and ECSU campuses. Students who cannot show the I.D. card when asked to do so may be asked to leave either campus immediately.

2.2 Parking - Adequate parking is provided with easy access to all college activity areas. Campus security personnel are present during all hours of college operations for day and

evening protection. All vehicles on campus must be properly registered and display a parking decal. Students will pick up a parking decal from the HCC cashier's office.

2.3 Learning Resources Center – The Learning Resource Center (LRC) is the college's library and is a vital resource that supports HCC's instructional programs, providing services to the faculty, staff, administration, students and members of the community. It provides resources and facilities for study, research, and browsing for information and/or enjoyment.

- a. The LRC hours of operation are 8:00 a.m. – 9:00 p.m. Monday through Thursday and 8:00 a.m. – 4:00 p.m. on Friday during fall and spring semesters. Summer semester hours are Monday through Thursday from 8:00 a.m. – 5:00 p.m. The College is generally closed on Fridays from June –July. Hours vary during student breaks and holidays. Any change in hours of operation will be posted on the door of the LRC.
- b. The collections of print and non-print materials include magazines, newspapers and audiovisual materials. To supplement the collections housed in the LRC, materials may be borrowed from other libraries through interlibrary loan.
- c. The LRC participates in the library automation network, CCLINC, Community College Libraries in North Carolina. CCLINC is a shared database of library collections housed by community colleges across the state. Other books and periodicals not owned by the North Carolina Community College System can be requested through a second interlibrary loan service called OCLC (Online Computer Library Center) to which the LRC subscribes.
- d. Community College Libraries in North Carolina (CCINC) provides an online catalog of all college-owned books, materials, and audiovisuals. Two computers referred to as OPAC's (Online Public Access Catalogs) are dedicated to the use of WebCat. Books and materials are classified by the Library of Congress Classification System. Students with an Internet Service Provider can remotely access CCLINC WebCat, the online card catalog from home through our HCC website or the URL address <http://www.cclinc.ncccs.cc.nc.us>.
- e. Online databases are available via the Internet in the LRC. Remote access to these electronic databases is available to currently registered HCC students who have personal computers and an Internet Service Provider. Students must register in person and must present a valid student ID card at the time of registration.
- f. Students may retrieve their research information by several means. Copies may be printed from the network printers, and articles may be downloaded.
- g. A coin-operated photocopy machine is available in the library. It operates with nickels, dimes, quarters, or one-dollar bills. Students may make either 8 ½ x 11 inch or 11 x 17 inch copies. The library also has a coin-operated microform reader/printer.
- h. Fax services are available to students in the library. All fax requests should be made at the circulation desk. Fees for fax services are posted in the library.

- i. Other services include laminating materials for patrons. Please allow the LRC staff sufficient time to laminate materials. Fees for services are posted in the library.

2.4 Computer Lab and Classroom Support

- a. The Teacher Preparation Partnership Program will have access to the 32-seat Information Highway Room based on availability and scheduling. In this room ECSU courses and programs may be offered via satellite or two-way video and audio conferencing format throughout the state.
- b. Courses offered face-to-face, on line, and/or hybrid by ECSU will have access to the classrooms and computer labs based on availability and scheduling.
- c. For general use outside of the classroom, students may use the Electronic Resource Center (ERC). The ERC is a staffed computer lab providing technical support to those who need minimal instruction. There are sixty-six (66) computers located in the ERC. This is a quiet study area. Conversation is limited to outside the lab.

2.5 Academic Advising

- a. Academic advising is available to all 2 + 2 Teacher Prep. students and is provided by the HCC faculty and the 2 + 2 Teacher Prep. ECSU advisor. This process is ongoing, multifaceted, and the responsibility of both the student and advisor. Each faculty advisor will seek to provide the most current and accurate information to support the advising process.
- b. The student is responsible for seeking academic advising, for knowing and complying with HCC requirements of degree programs, and for taking courses in the proper sequence to ensure orderly and timely progress toward the student's goals.

2.6 Counseling Center Services

- a. The Counseling Center at HCC assists current and prospective 2 + 2 students with making smooth transitions from high school and/or a work setting to an educational program and college life.
- b. Services offered through the Counseling Center include academic early alerts, student success plans, career advising, college transfer, disability services, distance counseling (done via email), and personal counseling. Counselors assist students in dealing with various issues such as time management, study skills, test-taking, test anxiety, stress management, and decision-making skills.
- c. The counselors are also available to assist with the admission application process. The counseling staff can also assist students with assessments and referrals to other local human service agencies.

2.7 Student Center

- a. The Student Center serves as a social area for students. Students may relax, eat, and chat in a pleasant atmosphere. Vending machines provide snacks and drinks.

- b. The Student Center is located in the 300 building and is open from 8:00 a.m. – 9:00 p.m. Monday through Thursday and 8:00 a.m. – 6:00 p.m. on Friday. Students are expected to exhibit appropriate social behavior and language in the Student Center at all times.

3. Duration of Addendum/Termination

This Addendum shall continue in force from the date of full execution until May 31, 2022, provided that both parties remain committed to the objectives herein. The Addendum may be terminated by either party with ninety (90) days written notice to the other party.

4. Annual Review

This Addendum shall be reviewed annually in June by the parties to determine if it needs to be modified and whether or not it will be continued for the ensuing year.


5. Miscellaneous


- a. HCC and ECSU shall work in a cooperative spirit to enhance programs and services to mutual clientele.
- b. HCC and ECSU shall work in a collaborative manner to enhance the Teacher Preparation Partnership Program to service HCC, ECSU, the students, school systems, and citizens of Northeastern North Carolina.

IN WITNESS WHEREOF, the parties hereto have caused this AMENDMENT to be executed in original counterpart(s) by a duly authorized representative.

ELIZABETH CITY STATE UNIVERSITY

HALIFAX COMMUNITY COLLEGE

By: 
Joshua L. Lassiter
CFO and Vice Chancellor

By: 
Dr. Michael A. Elam
President

Date: 8-9-17

Date: 7-25-17

RECEIVED
JUL 25 2017

HCC PRESIDENT'S OFFICE