

A COLLABORATION AGREEMENT

This agreement is made between

Vancouver Island University
(hereinafter referred to as "VIU")

and

North Island College
(hereinafter referred to as "NIC")

In order to meet the needs of nursing students at NIC, VIU and NIC agree to collaborate in the delivery of VIU's Bachelor of Science in Nursing (BSN) Program as approved by VIU Senate. NIC nursing students who complete Semesters 1 through 5 at NIC are eligible for a credit block transfer to VIU. Students will be required to complete all year 3 and 4 BSN courses plus electives (a minimum of 49 credits) to earn VIU's Bachelor of Science in Nursing (BSN) degree. The third and fourth year courses will be completed at NIC and students will be considered to have met VIU's residency requirements. This includes both Option A (4 year BSN program) and Option C (PN to BSN Bridge-in Program). Upon successful completion of all requirements of the VIU BSN Nursing Program (Option A or Option C), NIC students will be conferred a VIU BSN degree. Eligibility for admission to Option A and Option C will be guided by entrance requirements specifically agreed to and held in common.

This Agreement covers the general conditions by which the parties will collaborate and how oversight related to the BSN degree will be provided.

Guiding Principles

There is a desire and intent on the part of the partners to collaborate, strive for egalitarian relationships, ensure respect and transparency, and respect differences. The program philosophy and framework of the curriculum provides the structure for the ongoing collaborative process. While the curriculum is the same across the two sites, the curriculum is constructed in a way that allows each site to address their particular community's needs while at the same time, maintain a curriculum integrity that enables

student transferability from one site to another and ensures our accreditors/reviewers that it is one shared curriculum.

VIU and NIC believe in maintaining a high standard of scholarly academic education for nursing. The purpose of the VIU-NIC partnership is to:

- Ensure the quality, integrity and effectiveness of the shared curriculum
- Provide a voice that is inclusive of rural, remote and urban access to academic education in nursing
- Advocate for academic preparation for nurses
- Foster a community of practice that explores and advocates for innovation in nursing education
- Collaborate on and foster scholarly activities.

1. The Program

- 1.1. VIU's BSN Program Option A will be offered at VIU and NIC campuses on an ongoing basis for Semester 6 through to, and including Semester 8. NIC nursing students who complete Semesters 1 through 5 at NIC are eligible for a credit block transfer to VIU.
- 1.2. VIU's BSN Program Option C will be offered at both campuses based on applicant demand and resources.
- 1.3. Students may apply to transfer from NIC to VIU at any time during the BSN Program and will be considered to have met VIU residency requirements. Students may apply to transfer from VIU to NIC at any time during the BSN program and will be considered to have met NIC residency requirements. Eligible students requesting transfer must provide the necessary documents as required by the receiving institution; acceptance is subject to seat availability.
- 1.4. NIC students will register at NIC; course grades and completion information will be forwarded at the end of the student's Program to VIU for credit in the Bachelor of Science in Nursing Program. VIU will produce the parchments.
- 1.5. Students will be subject to their institution's policies, rules, and regulations as described in the institution's Calendar.
- 1.6. Any proposals and/or requests for grants that impact the Nursing Program curriculum development or delivery and will benefit both institutions will be shared between both institutions. Course outlines will include recognition of the developer and timelines of any revisions.

- 1.7. VIU and NIC will seek and maintain program approval with the BC College of Nursing Professionals (BCCN) and accreditation with the Canadian Association of Schools of Nursing (CASN).
- 1.8. VIU will be responsible for the oversight of external joint VIU and NIC accreditation and/or joint program reviews, such oversight as more particularly described in Schedule A to this Agreement. Joint reports will be submitted by VIU with input from both sites. Site-specific reports will be written by the respective institution.
- 1.9. Full Time Equivalent (FTE) reporting for semester 7 and 8 will reside at VIU and it is expected that NIC will contribute such number of student FTEs, based on fourth year students, as set forth in Schedule B to this Agreement, which may be amended from time to time by mutual written agreement of the parties. NIC will provide VIU with the final student FTEs at the end of each academic year.
- 1.10. NIC will report to VIU the following information at the end of each academic year: number of BSN students graduating; reasons for student attrition, NCLEX results. This information will be collated with the same information from VIU to help identify trends in student program completion numbers, attrition, and NCLEX success rates across sites.

2. The Curriculum

- 2.1. VIU will be responsible for the oversight, as described in Schedule A to this Agreement, of the Program curriculum and curriculum evaluation.
- 2.2. Subject to VIU's oversight, as described in Schedule A to this Agreement, the joint curriculum for the VIU BSN Nursing Program will be developed collaboratively by VIU and NIC and the same curriculum will be delivered at both sites as approved by VIU Senate and NIC Education Council (EdCo).
- 2.3. Course names, credits, course hours, course descriptions, ends-in-view, BSN Program Learning Outcomes, and VIU Graduate Attributes will be consistent across sites and as per the most recent version of the BSN VIU-NIC Curriculum Guide. Neither partner will make substantive changes to the curriculum, courses, or sequencing of courses without prior discussion and approval at the Joint VIU-NIC Curriculum and Evaluation Committee (as defined below). VIU will be responsible for taking any proposals for changes to courses or the Program to Senate for approval. Senate approval must be obtained at the University prior to implementation. Once approved by VIU, NIC will be responsible for obtaining curriculum and program approval through NIC EdCo.

- 2.4. VIU and NIC will establish a Joint VIU-NIC Curriculum and Evaluation Committee (the "Committee"). The Committee will meet regularly throughout the academic year and will ensure that recommendations brought forward by the Joint VIU-NIC Evaluation Sub-Committee (as defined below) and any updates from local, provincial, and/or national external stakeholders inform curricular revisions/updates.
- 2.5. The Committee will establish a Joint VIU-NIC Evaluation Sub-Committee (the "Sub-Committee"). This Sub-Committee will meet regularly throughout the academic year to review collated evaluation data from both sites as per the VIU-NIC Evaluation Plan in order to inform any necessary curriculum changes.
- 2.6. VIU will be responsible for the oversight of both the Committee and Sub-Committee, as more particularly described in Schedule A to this Agreement. The composition and terms of reference of the Committee and Sub-Committee are also as more particularly described in Schedule A of this Agreement, which may be amended from time to time by mutual written agreement of the parties.
- 2.7. VIU will be responsible for producing an annual Joint VIU-NIC Evaluation report.
- 2.8. VIU will ensure Joint VIU-NIC Curriculum planning days are scheduled a minimum of twice each academic year.
- 2.9. The BSN Program Chairs at VIU and NIC will meet regularly during the academic year to ensure collaboration and communication between sites. Activities may include, but are not limited to: planning joint retreats, joint curriculum days, accreditation/program review processes, strategic planning and ensuring priority items are addressed at both sites.

3. Instruction

- 3.1. NIC will engage the services of qualified faculty at NIC in the offering of its courses on-site. Faculty teaching core BSN courses (excluding Upper Nursing Elective courses) in semesters 6 through 8 must have the minimum qualification of an RN with an undergraduate degree and an appropriate Master's degree; one of these degrees must be in nursing. Faculty teaching Upper Nursing Elective courses must be a health care professional and have the minimum qualification of an undergraduate degree and an appropriate Master's degree. The terms of the NIC Faculty Collective Agreement will be applied.
- 3.2. VIU reserves the right to review curriculum vitas of potential faculty teaching in semesters 6 through 8 of the BSN Program at NIC with permission of the candidates.

4. Vancouver Island University

- 4.1. In addition to the above, VIU agrees to provide the following:
- a) A permanent record of the student's program completion for purpose of degree parchment replacement
 - b) A current online VIU calendar.
 - c) In the event that this Agreement is not renewed pursuant to Section 8.2 or is terminated pursuant to Section 8.3 of this Agreement, the University agrees to assist all existing, admitted and legacy students to complete their program of studies.
 - d) Students will convocate in a ceremony at NIC and representatives of VIU will be present to confer the degrees. VIU will extend an invitation to NIC to attend VIU convocation for NIC students who have transferred to, and are convocating from, VIU.

5. North Island College

- 5.1. In addition to the above NIC agrees to provide the following:
- a) Support services as determined by the needs of the program and as are available including, but not limited to, maintenance of student records, production of transcripts and record of completion
 - b) Adequate classroom space and equipment, and practice placements for the delivery of Bachelor of Science in Nursing Program courses offered on-site at NIC.
 - c) A designated NIC contact person to provide assistance to VIU, preferably the NIC Nursing Program Department Chair or designate.

6. Financial Arrangements

- 6.1. The University agrees to pay to NIC such fees as are defined and described in Schedule C of this Agreement, and upon the payment terms described in Schedule C of this Agreement.
- 6.2. Schedule C of this Agreement may be amended from time to time by mutual written agreement of the parties.

7. Implementation of the Agreement

- 7.1. The Dean, Faculty of Health and Human Services at VIU will be responsible for the implementation of this Agreement on behalf of VIU.

- 7.2. The Dean, Faculty of Health & Human Services at NIC will be responsible for the implementation of this Agreement on behalf of NIC.
- 7.3. Publications and publicity about the Nursing Program will be consistent with the approved degree, program and courses.

8. Term and Termination

- 8.1. Unless terminated earlier in accordance with Section 8.3 below, this Agreement shall commence on April 1, 2021 (the "Effective Date") and shall continue for a period of three years from the Effective Date, as may be extended by mutual written agreement of the parties (the "Term").
- 8.2. No less than [six (6) months] prior to the expiry of the Term, the parties shall give each other written notice as to whether they wish to renew the Agreement at the expiry of the Term. If both parties give notice of their intention to renew, those individuals described in section 7.1 and 7.2 above, shall immediately commence a review of the terms herein to mutually determine whether any amendments to the Agreement are required in connection with the renewal of the Agreement. If the parties are not able to come to a mutual written agreement with respect to the terms of renewal prior to the end of the Term, the Agreement will terminate at the end of the Term.
- 8.3. Either party may terminate this Agreement prior to the expiry of the Term:
- 8.3.1. Without cause, by giving a minimum of 12 months' notice in writing to the other party;
or
- 8.3.2. In the event that the other party is in breach of this Agreement and has failed to rectify such breach upon being given 30 calendar days written notice of the breach and a mutually agreeable solution could not be achieved within this timeframe.
- 8.4. Termination of the Agreement pursuant to Section 8.3 above shall be deemed to be effective upon the completion of the Program courses underway at the time the applicable notice period expires.
- 8.5. Termination will not affect the obligations of either party with respect to any act, omission or event that occurs prior to the end of the effective date of termination in relation to the obligations outlined in this Agreement.
- 8.6. NIC will indemnify and save harmless the University, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that

Vancouver Island University may sustain, incur, suffer or put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of NIC, or of any agent, employee, officer, director or subcontractor of NIC pursuant to this Agreement, excepting always liability arising of the independent negligent acts of the University.

8.7. The University will indemnify and save harmless NIC, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that NIC may sustain, incur, suffer or put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the University, or of any agent, employee, officer, director or subcontractor of the University pursuant to this Agreement, excepting always liability arising of the independent negligent acts of NIC.

Agreed this 5th day of November, 2020.

Dr. Lisa Domae
Executive Vice President Academic and Chief Operating Officer
North Island College



Dr. Carol Stuart
Provost and Vice-President Academic
Vancouver Island University

SCHEDULE A

OVERSIGHT OF THE PROGRAM, CURRICULUM, AND CURRICULUM EVALUATION

To be mutually agreed upon in writing by the parties on or before March 31, 2021, subject to the terms and conditions of the Agreement.

[NTD: With reference to Sections 1.8 and 2 of the Agreement, describe VIU's oversight role and responsibilities, and the composition and terms of reference of the Committees. If these matters will be reviewed more frequently than the Term of the Agreement, consider including the frequency and method for review]

SCHEDULE B
FTE COMMITMENTS

To be mutually agreed upon by the parties on or before March 31, 2021, subject to the terms and conditions of the Agreement..

[NTD: With reference to Section 1.9 of the Agreement, insert FTE requirements/expectations and any other FTE related details that are relevant. If it is intended that the FTE requirements/expectations be reviewed on a regular basis during the Term of the Agreement, consider including how often and the review criteria]

SCHEDULE C

FEES

To be mutually agreed upon by the parties on or before March 31, 2021, subject to the terms and conditions of the Agreement.

[NTD: With reference to Section 6 of the Agreement, insert fees (or the method by which the fees will be calculated if the fee will be recalculated annually based on a certain set of principles) and payment terms. If the parties decide on a fixed fee for the whole term, it would still be helpful to describe the principle behind the fee calculation so to inform future review/renewal discussions. As with Schedule B, if the fees and/or payments terms are going to be reviewed on a regular basis during the Term of the Agreement, consider including how often and the review criteria]