Memorandum of Understanding by and between
Cabrillo College Digital Bridge Academy and Las Positas College

Whereas: Las Positas College desires to offer an implementation of the Cabrillo College's Digital Bridge Academy ("DBA") Program as specified herein at their college and;
Whereas: DBA desires to support said implementation.

Therefore, the parties agree as follows:

Effective Date:
The Effective Date of the MOU is April 1, 2009

Definitions:
"DBA" shall be Cabrillo College's Digital Bridge Academy ("DBA"), its successors and assigns including such entities that may be formed to continue the work of Cabrillo College's Digital Bridge Academy independent of the Cabrillo College.

"Implementation" shall mean the (i) creation of a course of instruction that uses the DBA materials as the foundation for the course material or (ii) the adaptation of an existing course so that it contains DBA Materials.

Modules and/or Courses selected for Implementation:

Applicable Course/Module	Yes/No	Cabrillo Initial	Las Positas College Initial
Foundation Course (FC)	Yes		
Team Self Management (TSM)	Yes		
Behavior System	Yes		
DBA Intensive Cohort-Based Bridge Semester* (ICBBS):	Yes		

* See Appendix A for detail

Las Positas College Obligations and Requirements:

Las Positas College agrees to the obligations and requirements set out in Appendix A to the extent that they apply to the implementation of the Courses and/or Modules specified.

DBA Obligations:
DBA agrees to deliver the DBA Materials and trainings applicable to the Courses and/or Modules as specified in Appendix B.

Mutual Obligations:

The parties agree to coordinate their schedules, resources and personnel toward the goal of successful Implementation.

This MOU will become valid upon the signatures of the designated representatives of Cabrillo College, the DBA, and Las Positas College.

Cabrillo College   **Las Positas College**

_____ _____   _____ _____
Signature   Date   Signature   Date
_____   _____
Brian King/President   DeRionne Pollard/President

Digital Bridge Academy

_____ _____
Signature   Date
_____
Diego Navarro/DBA Director

**Memorandum of Understanding by and between
Cabrillo College Digital Bridge Academy and Las Positas College**

Appendix A

The parties to this MOU agree that the following Courses/Modules as defined herein are included in this MOU (Effective Date of: _____)

Applicable Course/Module	Yes/No	Cabrillo Initial	Las Positas College Initial
Foundation Course (FC)	Yes		
Team Self Management (TSM)	Yes		
Behavior System	Yes		
DBA Intensive Cohort-Based Bridge Semester (ICBBS) as further specified below	Yes		

ICBBS Module Selection*:			
FC, TSM and Behavior System	Yes		
A course in Social Justice equivalent to Cabrillo College's DMCP 112 and DMCP 113	Yes		
Literacy/Numeracy Courses equivalent to Cabrillo College's DMCP 120 or its successor	Yes		
A basic computer applications course equivalent to Cabrillo College's CS1L	Yes		
Other courses to complete a full semester load of approximately 16 units recommended to include Career Guidance and Movement	Yes		
DBA recommends a weekly study group meeting of three hours duration (FTES eligible)	Yes		

* Integration Process requirements may apply. See the support requirements under ICBBS

Recital and Las Positas College Implementation Obligations and Requirements

The following obligations are designed to support (i) research into the efficacy of DBA materials and, (ii) replication of the DBA materials and programs, in whole or in part.

Memorandum of Understanding by and between
Cabrillo College Digital Bridge Academy and Las Positas College

Definitions:
"DBA Materials" shall mean all materials generated by or licensed to DBA in support of the DBA curriculum and program including but not limited to the instructor's instruction binders, student handouts, power points, digital media support, student intake and recruitment forms, documentation and internet based supports.

"Implementation" shall mean the (i) creation of a course of instruction that uses the DBA Materials as the foundation for the course material or (ii) the adaptation of an existing course so that it contains DBA Materials.

Obligations:

DBA course (or implementation thereof) instructor minimum qualifications
- Notwithstanding the training requirements specified below, the minimum qualifications of an instructor teaching a DBA course Implementation at Las Positas College shall be no more than the following:

  - **DMCP 110, 111, 111A, 111B, 111C (the Foundation Course and Team Self-Management courses) ---** Any discipline recognized by the state of California as meeting the minimum qualifications to teach at a community college.

  - **DMCP 120 (the Literacy Course) ---** Education, English, Linguistics

  - **All other Intensive Cohort-Based Bridge Semester (ICBBS) DMCP courses (currently DMCP 112, DMCP 113) ---** Anthropology, Biological Sciences, Business, Chemistry, Computer and Information Systems, Computer Science, Dental Technology, Earth Science, Ecology, Economics, Engineering, Engineering Technology, Geography, Management, Mathematics, Nursing, Political Science, Physics/Astronomy, Social Science, Sociology, Radiological Technology

Publishing Notation
- Reports or published research that (i) use data generated by DBA derived courses or (ii) uses data linked to the impact of DBA Faculty Institutes, shall include a notation the same or substantially the same as the following: "The curriculum, faculty professional development and some of the research data for this program was provided by the Digital Bridge Academy at Cabrillo College, Aptos California."

Curriculum Outlines
- Once approved, a copy of the curriculum outline for DBA course Implementation shall be sent to the DBA.

Course Sharing
- In multi-college districts, approved curriculum will be made available to all district Colleges.

Course Names
- Notwithstanding the numbering and designations required by each college individually, Course Names shall be the same as used by the DBA. Example: "Foundation Course" would be the course name of any Implementation of Cabrillo College's DMCP110 Foundation Course. If there is a compelling reason to use another Course Name, Las Positas College agrees to promptly notify DBA of the change in writing.

Program and Course Certification and use of the DBA Name
Las Positas College agrees that it will not specify a program or course of study as derived from or certified by the DBA without DBA's specific, written permission.

Research Data Collection and Submittal to DBA
- To facilitate research, Las Positas College agrees to require all students enrolling in a Foundation Course Implementation to complete the following documents and surveys and return a copy to the DBA.
  - Intake Application (Internet based with reports to college as available).
  - The current comprehensive DBA release form (FELI Release-20080607.3 or later)
  - The pre and post Foundation Course surveys (currently document #s: 01105, 01106, 01107, 01108, 01959h1 (pre and post FC) and 01950h2.

Student Transcripts
- To facilitate research on the efficacy of DBA curriculum, transcripts of students completing a Foundation Course Implementation will be sent to the DBA for 4 subsequent consecutive semesters.

Intellectual Property and License Requirements
- DBA has agreements with third parties specifying license terms and the intellectual property status for certain materials and methods used in the DBA curriculum. Broadly, these agreements allow for use of the licensed materials for use in the DBA and colleges that replicate the DBA courses and programs. Las Positas College agrees to abide by the terms of those agreements as further described in Appendix C and to notify DBA if they become aware of use of the materials or methods outside the scope of the agreements as described.

Training Requirements
- The DBA encourages faculty to use the lessons and techniques learned resulting from their exposure to the DBA Materials in their personal and professional life. Having said that, the DBA further desires to maintain the integrity of the training for delivery of the components of DBA courses. The following obligations can be waived by the DBA Director or their designee.

- Las Positas College agrees that instructors desiring to teach any of the DBA courses or components shall successfully complete the following training sequence before being authorized to teach said courses or implementations thereof at Las Positas College. Additionally, Las Positas College agrees to commit to faculty support activities as specified:

- **Foundation Course (FC):**
  o Definition: **"Foundation Course"** shall mean the course equivalent of Cabrillo College's DMCP 110 Foundation course or a derivative thereof.

  o Training Requirements for instructors desiring to teach a Foundation Course:
    - Successfully attend and complete a DBA sponsored Faculty Experiential Learning Institute.
    - Successfully attend and complete a DBA sponsored Foundation Course Practicum

  o Support Requirements:
    - Attend bi-annual (ex: Fall and Spring) weekend symposiums
    - Participate in the DBA mentoring of new FC instructors.

- **Team Self Management (TSM):**
  o Definition: **"Team Self Management"** shall mean the course equivalent of Cabrillo College's DMCP 111 Team Self Management course or a derivative thereof.

  o Training Requirements for instructors desiring to teach a Team Self Management course:
    - Successfully attend and complete a DBA sponsored Faculty Experiential Learning Institute.
    - Successfully attend and complete a DBA sponsored Team Self Management Instructor's Workshop.
  o Support Requirements:
    - Participate in the mentoring of new TSM instructors.

- **Behavior System:**
  o Definition: "Behavior System" shall mean the DBA Program Module further described as: "an integrated system of behavior-shaping activities, rewards, interventions and natural consequences to help Academy students learn the culturally appropriate behaviors required for success at college and in professional careers."

  o Training Requirements for instructors desiring to implement the Behavior System:
    - Successfully attend and complete a DBA sponsored Behavior System Workshop. If the Behavior System is implemented in the context of an ICBBS, all participating faculty must attend.

  o Support Requirements:
    - Faculty shall be enabled to attend the weekly faculty support meeting of 90 minutes duration for the purposes outlined in the Behavior System.
    - Faculty shall be enabled to support instructors new to the Behavior System.

- **DBA Intensive Cohort-Based Bridge Semester (ICBBS):**
  - Definitions: The ICBBS shall mean the FC, TSM and Behaviors System as previously defined and additionally:
    - A course in Social Justice equivalent to Cabrillo College's DMCP 112 and DMCP 113 and,
    - Literacy/Numeracy Courses equivalent to Cabrillo College's DMCP 120 or its successor and,
    - A basic computer applications course equivalent to Cabrillo College's CS1L and,
    - Other courses to complete a full semester load of approximately 16 units recommended to include Career Guidance and Movement.
    - DBA recommends a weekly three-hour study group meeting (FTES eligible).

  - Training Requirements:
    - Successfully attend and complete a DBA sponsored Faculty Experiential Learning Institute.
    - Successfully attend and complete a DBA sponsored Workshop for each DMCP equivalent course and the Behavior System.

  - Support Requirements:
    - If the ICBBS implementation includes courses not part of the current DBA ICBBS implementation or if substantial changes are made to the adopted DBA courses, Las Positas College agrees to enable an integration process sufficient to align the assignments, homework and examinations of all courses so that the student work effort is leveled as much as is practicable. DBA will not certify a ICCBS program that has not met the outcomes further described in Appendix D <u>Integration Process</u>. Support in implementing the Integration Process can be arranged from the DBA.
    - Faculty shall be enabled to attend a one-time integration workshop prior to the start of the semester for the purpose of confirming the integration and coordination of assignments, exams and other activities across all courses (can be waived if accomplished as part of the above Integration Process).
    - Faculty shall be enabled to attend the weekly faculty support meeting of 90 minutes duration for the purposes outlined in the Behavior System.
    - Participate in the mentoring of new ICBBS instructors.

Acknowledge reading this Appendix A with your initial below:

Cabrillo College	**Las Positas College**	**DBA**
Initial: _____	Initial: _____	Initial: _____
Date: _____	Date: _____	Date: _____

Appendix B

The parties to this MOU agree that the following Courses/Modules as defined herein are included in this MOU (effective date of: _____)

Applicable Course/Module	Yes/No	Cabrillo Initial	Las Positas College Initial
Foundation Course (FC)	Yes		
Team Self Management (TSM)	Yes		
Behavior System	Yes		
DBA Intensive Cohort-Based Bridge Semester (ICBBS):	Yes		

Recital and Cabrillo College Implementation Obligations and Requirements

<u>**Definitions:**</u>
"DBA Materials" shall mean all materials generated by or licensed to DBA in support of the DBA curriculum and program including but not limited to the instructor's instruction binders, student handouts, power points, digital media support, student intake and recruitment forms, documentation and internet based supports.

"Implementation" shall mean the (i) creation of a course of instruction that uses the DBA Materials as the foundation for the course material or (ii) the adaptation of an existing course so that it contains DBA Materials.

<u>**Obligations:**</u>

In support of the obligations required by Las Positas College in Appendix A, DBA agrees to provide the following materials, trainings and workshops.

- Sample curriculum outlines currently in use at Cabrillo College for the courses designated for implementation.
- DBA sponsored FELI Training opportunities at least once a year
- DBA sponsored FC Practicum opportunities at least once a year
- DBA sponsored bi-annual Weekend Symposiums

- DBA sponsored workshops for TSM, Behavior System, and ICBBS courses at least once a year.

The following DBA Materials shall be provided by DBA on a schedule to be agreed to by the parties.
- Curriculum is provided in electronic format only and shall include at the minimum:
  - Foundation Course (FC) (all materials in electronic form)
    - Instructor's Binder
    - Handouts
    - Power Points
    - Poster templates in power point format
    - Materials List
    - Instructions for creating the FC "kits" (boxes for support materials and handouts etc)
    - Instructions for obtaining Spherical Dynamics Learning Styles assessment.
    - Instructions for processing the Learning Styles information into course relevant format.

  - Team Self Management (TSA)
    - Instructor's Binder
    - Handouts
    - Power Points

  - Behavior System
    - System Description
    - Templates for gathering and processing attendance, assignment and trait information
    - Access to the Behavior System Internet Application and Reports if available.

  - DBA Intensive Cohort-Based Bridge Semester (ICBBS):
    - Social Justice Research Course
      - Instructor's Binder
      - Handouts
      - Power Points

    - Other Courses
      - Course outlines, descriptions, syllabi and other supporting information as available.
- Other Support Documentation
  - DBA Program Overview
  - Integration Process documentation

Acknowledge reading this Appendix B with your initial below:

Cabrillo College	**Las Positas College**	**DBA**
Initial: _____	Initial: _____	Initial: _____
Date: _____	Date: _____	Date: _____

Appendix C
Intellectual Property and License Requirements

Michael Sturm
- The following specifies the licensing terms and intellectual property rights of the Materials and Methodologies licensed to the DBA by Michael Sturm:
  o Michael Sturm retains all Intellectual Property Rights to its Intellectual Property. The Cabrillo College's Watsonville Digital Bridge Academy and Bridge Academy Center shall have an unlimited royalty-free license to the training materials and methodologies provided under contract and delivered to the Watsonville Digital Bridge Academy. These materials can be used in replicating the Bridge Academy at Cabrillo College and to other Colleges.
  o The Materials and Methodologies specified above are incorporated into the following exercises, activities, handouts and power points:
    - 01140 Animals
    - 01150 It's Your Choice Scenarios
    - 01160h1 Stand and Deliver (methodology for discerning Learning Styles)
    - 01220 Video Discussion Stand and Deliver
    - 01240, 01240h1 and 01240h2 (methodology for discerning Learning Styles
    - 01280h5 EnergyIntensityFlows
    - 01312 Determining Your Learning Styles Part I
    - 01315 Review EIF Vocabulary Homework
    - 01320 EIF Vignettes
    - 01350h1 Mi Familia Matrix
    - 01370 Determining Your Learning Styles Part II
    - 01370h1 Analyzing Your Two Spider Diagrams
    - 01380 Homework Determining EIFs
    - 01420 Video Discussion Mi Familia
    - 01430 SameStyle EIF Team Presentations
    - 01450 Success Satisfaction Cycle
    - 01480h1 Scoring a Close Friend Homework
    - 01860 Learning Strategies All Students
    - 01870 How Do You Prepare for School
    - 01880, 01880h1, 01880h2: Learning Styles Tips
    - 01890 My Learning Strategies Exercise
    - 01920 EIF Class Roster

- Conversant Technologies LLC.
  o The Conversant Materials and Technologies include Conversant copyrighted materials, power point slides, the "learning journal" and derived wall charts.
  o Conversant Technologies has granted the DBA the right to:
    - Use the Conversant Materials and Technologies within the Foundation Course within the DBA and replicating community colleges.

- Make available the Conversant publications and materials to students and instructors without cost to colleges and community partners actively engaged in replicating the DBA curriculum.
- The Materials and Technologies specified above are incorporated into the following exercises, activities, handouts and related power points.
  - 02190 Homework on Bio-reaction
  - 02190h1 Homework on Bio-Reaction Worksheet
  - 01520 Laws of Conversation
  - 01520h1 Dynamic Leadership
  - 01540 Cycles of Value and Waste
  - 01550 Ladder of Listening
  - 01560 Conversation Meter
  - 01570 Pretense
  - 01580 Sincerity
  - 01630 Authenticity and Intersections
  - 01850 Leadership and High Value Conversation
  - 02140 Accuracy

Acknowledge reading and acceptance of this Appendix C with your initial below:

Cabrillo College	**Las Positas College**	**DBA**
Initial: _____	Initial: _____	Initial: _____
Date: _____	Date: _____	Date: _____