

## **Sample Charter for Industry/Education Council**

1. Identification of the parties involved and their agreement to cooperate
  - a. Community colleges to develop and implement a course of study toward an associate degree program in ...
  - b. Development of a consortium of the community colleges to manage the course of study
  - c. Utility to cooperate and collaborate with consortium for the implementation of the course of study
2. Agreement components:
  - a. Identify the participants and their role
    - i. Community college consortium to design, develop and implement the program
    - ii. Community college consortium to create an executive council for program oversight
    - iii. Utility to provide expertise on skill requirements, course content and operations and to provide instructors for technical courses
  - b. Identify the number of students allowed per school per semester
  - c. Identify the number of credits to be offered by:
    - i. Community colleges
    - ii. Utility
  - d. Identify the registration process (particularly if more than one school is participating)
  - e. Identify the payment structure and billing process for utility taught courses
  - f. Identify the requirements for program cancellation (minimum number of students, utility instructor availability)
  - g. Identify what party is responsible for liability insurance coverage
  - h. Identify the invoicing process between schools for common programs
  - i. Identify marketing/recruiting responsibilities
  - j. Identify progress review meeting schedule and participants
  - k. Identify structure for adding additional community colleges or for the withdrawal of a community college from program