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
college 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