

December 22, 1977

Memo to: Margery Walker, Director, Central Vermont Site, CCV
From: Don Hooper, Coordinator of Instruction
Topic: CCV in Randolph-Bethel area

My intention in this memo is to update you on CCV's activities and role in the Randolph area of Orange County. First, I want to provide a quick historical sketch of how we came to serve Randolph area students, then a summary of our services there over the past fourteen months and finally, a few comments on where we are now and what kinds of service Randolph might expect from CCV in the coming year.

A. History

A little more than a year ago Faith, Hope and Charity invited CCV to come to the Randolph area to assist its staff and several of its clients in defining their educational goals and to help them begin work toward an Associate Degree with the College. This request was referred to the Central Vermont Site by the CCV Central Office. Simultaneously Richard Flies of the Area Vocational Center and Rosalind Smithers of the Randolph Adult Education Program talked with the Central Vermont Staff about:

- 1) opening the Faith, Hope and Charity Degree Planning class generally to area adults, and
- 2) working with instructors in the Adult Education Program on the procedures for helping some of their students gain CCV recognition for learning acquired through certain of those classes.

As approximately 40 Randolph-Bethel area students were already commuting to CCV courses in Central Vermont for the fall 1976 term, CCV responded enthusiastically to both suggestions. I was further pleased when Dick and Rosie arranged a meeting in Ned Herrin's office to discuss the implications of CCV's service in Randolph and the possibility of collaboration (or at least coordination of services) with V.T.C. in the area of adult learning. The Technical College felt that with the exception of a course based on the Adams Chronicles, it had no immediate plans to design programs specifically for the Randolph area adult community. Ned Herrin indicated also that CCV's plans were not in conflict with V.T.C.'s. We agreed to keep each other informed about our respective programs. At a minimum, such open communication among educational institutions helps preclude wasteful duplication of services or ruffled feathers caused by what appear to be ambiguous intentions.

MEMORANDUM OF UNDERSTANDING

In cooperation with Faith, Hope and Charity, the Randolph Area Vocational Center, and Adult Basic Education, the Community College of Vermont will offer components of an Associate degree program in the Randolph area. The following arrangements will be made for Fall, 1976.

The Community College will:

1. Conduct a contracting workshop beginning Fall, 1976.
2. Orient adult education coordinators and available current teachers in Randolph to CCV processes of course objectives and course evaluations so that they can serve students who desire recognition of course work through the Community College.
3. Provide information to coordinators of Randolph Adult Education and of Faith, Hope and Charity about CCV processes of enrollment, contracting, Local Review, On-The-Job-Learning, and financial aid to assist them in advising students in developing degree programs.
4. Assist in setting up group or individual learning situations as requested by the area coordinating group, Faith, Hope and Charity, the Area Center, and Adult Basic Education.

Faith, Hope and Charity will:

1. Identify students for the contracting workshops.
2. Guarantee payment for eight students at \$35 @ in the contracting class Fall, '76. Pay mileage for teacher travel from Montpelier to Randolph and return at 10¢ per mile.
3. Provide on-going individual and group counseling support for F, H and C students for dissemination of CCV information, identification of student needs, and for all student processing, including: enrollment, evaluations, financial aid, if applicable, on-the-job learning. This may include occasional transportation of coordinators and students to Montpelier.

Area Vocational Center will:

1. Advertise contracting workshop and degree possibilities through their normal channels.
2. Provide at least one teacher-in-training for the contracting workshop who may subsequently teach the course, and who will attend periodic meetings for contracting teachers in Montpelier or Barre.
3. Provide an informed counseling resource for adults interested in a degree at the Community College or in recognition of their learning for college credit.
4. Provide assistance with identification of Local Review Board members and with scheduling of the LRC meetings.
5. Work with CCV representative to plan or review courses eligible for college credit. Note-students who wish a Community College record of their learning will pay \$15 per course or learning experience.
6. Assure that teachers who are offering courses for college credit are knowledgeable about CCV procedures and thorough in carrying them out.
7. Serve as liaison between student needs and CCV services.
8. Meet periodically with CCV representative to evaluate progress of program.