

Memorandum of Understanding

between

The Province of Nova Scotia

(the "Province")

and

Nova Scotia Community College,

(the "College")

(each a "Party" and collectively, the "Parties")

2013 - 2016

1. Whereas the Parties to the Agreement share a commitment to excellence in teaching at the College and recognize the College's impact on Nova Scotia's social, economic and cultural development,
2. Whereas in the face of fiscal and demographic realities the Province and the College recognize that creativity and innovation are necessary to build on excellence in the college system,
3. And whereas the Parties agree that high quality, relevant learning opportunities in college education should be accessible to all Nova Scotians,
4. And whereas the Parties have a mutual interest in ensuring College programs meet a defined labour market need,
5. And whereas the *Community Colleges Act* (Nova Scotia) (the "Act") provides that the mandate of the College is to enhance the economic and social well-being of the Province of Nova Scotia by meeting the occupational training requirements of the population and the labour market of the Province of Nova Scotia, provides for the creation of a Board of Governors (the "Board") as the governing body of the College, and sets out the responsibilities of the Parties,
6. And whereas the Act sets out the role of the Minister, including but not limited to approving the College's programs of study and guidelines, making appointments to the Board, approving the Board's annual estimate of the College's financial requirements and tabling the College's annual report in the House of Assembly.
7. And whereas the Parties recognize the Province as the major funder of the College,

8. Therefore the Parties commit to collaborative efforts to ensure the College operates a high quality, sustainable and accessible system, able to meet the changing needs of Nova Scotians.
9. The responsibilities of the Province under this Memorandum of Understanding shall be borne by the Deputy Minister of Labour and Advanced Education. The Deputy Minister delegates responsibility to the Higher Education Branch of the Department. The Higher Education Branch will involve other government divisions, as relevant, to the various initiatives under the MOU. The responsibilities of the College under this Memorandum of Understanding shall be borne by the President of the College.
10. The core objective of this MOU is to formalize the role of both parties in meeting the occupational training priorities of the Province Of Nova Scotia and and the needs of the labour market.
11. The Minister, Deputy Minister, Chair of the Board, and President shall meet annually, and the Deputy Minister shall meet with the President quarterly.
12. The Parties will establish a Joint Planning Team that meets on a quarterly basis to plan and execute the provisions of the MOU. This team may include:
 - LAE Deputy Minister
 - LAE Associate Deputy Minister
 - LAE Branch Heads
 - Division Heads from LAE Branches
 - NSCC Executive Members
 - NSCC Senior Leaders as required
13. The Policy Branch of the Department of Labour and Advanced Education will provide a secretariat function to the Joint Planning Team and be responsible for organizing all meetings.
14. The Joint Planning Team will develop an annual work plan by January 31st of each year for the next fiscal year beginning April 1st. This annual work plan will identify specific actions to achieve the objectives articulated in the MOU as well as the ways to measure their success. The Deputy Minister of Labour and Advanced Education and the President of the College will be the signatories to the plan.
15. The Parties may set up working groups and committees to carry out the work identified in the annual plan.
16. Under the auspices of this MOU, the Parties will work together to achieve the following related to College programming:

- a. The Province and the College shall work closely together throughout each fiscal year on matters related to budget development and financial planning, including tuition fee structure, prior to the Board's review and recommendation to the Minister.
- b. The College will meet with the Province to discuss its intention to develop new programs or modify existing programs, both Parties acknowledging and agreeing that the process of developing or modifying programs must be carried out efficiently in order to achieve the College's mandate.
- c. The Board reviews and approves new and modified programs offered by the College and recommends approval by the Minister of Labour and Advanced Education. Once approved by the Board, the program shall then be submitted to the Minister for approval. The Higher Education Branch College Program Review Committee will review the program and make recommendations regarding approval to the Minister. As per the provisions of the Act, no programs shall be offered without the approval of the Minister.
- d. The College, working with the Province, will develop a system of sharing information on quality review of individual programs. This quality review process will ensure that programs are providing students with education and training that meets the needs of the labour market. The Province will provide relevant, accurate and timely labour market information to the College.
- e. The College will work with the Province to ensure the mix of programs to be offered for each academic year is supporting the training and economic needs of the Province.
- f. The College shall continue to maximize credit transfer opportunities with all universities within Nova Scotia, preferably through the continuation and development of articulation agreements.
- g. The College will meet the requirements for the delivery of the Adult Learning Program (ALP) of the Nova Scotia School for Adult Learning as articulated in the *Adult Learning Act* and Regulations. ALP is the property of the Department of Labour and Advanced Education and any changes to course offerings, learning outcomes and modes of delivery must receive prior approval from the Department.
- h. The Parties will work together with industry to define and execute a comprehensive apprenticeship system for the Province, including career awareness and outreach, pre-apprenticeship, apprenticeship and post-journey training that aligns with the labour market needs of the Province, effectively engages employers and improves the completion rate of apprentices.
- i. The Parties will work together to encourage and support learning and skills development in workplaces throughout Nova Scotia. On an annual basis, the College will provide the Province with a report on its Business Development activities.
- j. The College will work to increase the participation and completion rates for underrepresented groups. To this end the College will maintain a Diversity Leadership Council which will provide advice and guidance to the College on matters affecting the skills training of groups underrepresented at the College and in the workplace.
- k. The College will meet accountability requirements under the separate MOUs with the Post-Secondary Disability Services Division of Higher Education Branch of the

Department of Labour and Advanced Education. The College will provide information to the Division as required to evaluate the delivery of disability services.

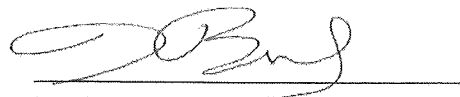
- l. The Province and the College will work together with current and emerging sectors of industry to ensure that the Province is well positioned to provide the workforce of the future.
 - m. Further to (l), the Province and the College will work together in the development of their respective roles in ongoing and future major project initiatives to meet the needs of Nova Scotia's workforce, and to ensure that the expertise from both parties is engaged to the fullest possible extent.
 - n. The Province and the College will work together to research best practices and create tools for engaging citizens in career decision making.
17. The Province and College will work together on the annual survey of graduates that evaluates the learning and employment outcomes of graduates and provides critical course evaluation information to prospective students.
18. The College will collaborate with the Province of Nova Scotia on major components of the College's business plan and will provide the Minister with an advance copy of the College's annual report prior to submitting the annual report in accordance with Section 72 of the Act.
19. The College will work with the Province to develop research and development priorities which will contribute to the economic development of the Province and support innovation.
20. The Province and the College may identify other initiatives to support during the term of this MOU.
21. Amendments to this MOU may be made by the mutual consent of the Parties.
22. This MOU takes effect on date that the agreement is endorsed by the Parties and will remain in effect until March 31, 2016.



Sandra McKenzie
Deputy Minister
Labour and Advanced Education

On behalf of the Province of Nova Scotia

Sept. 17/13
Date



Don Bureaux
President
Nova Scotia Community College

On behalf of the Nova Scotia
Community College

Sept 10/13
Date