



# ACCREDITATION EVIDENCE

**Title:** Cooperation Agreement Between Weber State University and Western Wyoming Community College

**Evidence Type:** Corroborating

**Date:** 12 January 2016

**WAN:** 22-0336

**Classification:** Resource

**PII:** No

**Redacted:** No



**COOPERATION AGREEMENT**  
**Between**  
**WEBER STATE UNIVERSITY**  
**And**  
**WESTERN WYOMING COMMUNITY COLLEGE**

This Cooperation Agreement ("Agreement") is entered into as of the 1st day of November, 2015, by and between WEBER STATE UNIVERSITY, a Utah state institution of higher education, on behalf of its Colleges and Departments ("WSU"), located in Ogden, Utah, and WESTERN WYOMING COMMUNITY COLLEGE, a Wyoming state institution of higher education, ("WWCC"), located in Rock Springs, Wyoming, for the purpose of defining the parameters and responsibilities of all parties in the WSU/WWCC accredited Health Care Classification Coding Institutional Certificate ("HCCC"), Associate of Applied Science in Health Information Technology ("HIT"), and Bachelor of Science in Health Administrative Services with an Emphasis in Health Information Management ("HIM") partnership and promotion of a collaborative Health Care Classification Coding Certificate, Associate of Applied Science in Health Information Technology, Bachelor of Science in Health Administration Services with an Emphasis in Health Information Management Program ("Program").

**RECITALS**

WSU desires to provide WWCC students access to our Health Care Coding Classification Institutional Certificate ("HCCC"), Associate of Applied Science in Health Information Technology ("HIT") and Bachelor of Science in Health Administrative Services with an Emphasis in Health Information Management ("HIM"), as a public university organized under the laws of the State of Utah for the provision of higher education, with an accredited program for the training of Health Care Coding Classification Institutional Certificate, Associate of Applied Science in Health Information Technology, Bachelor of Science in Health Administrative Services with an Emphasis in Health Information Management.

WWCC; in order to meet the increasing need for qualified HCCC, HIT, and HIM graduates in its community, desires to provide students access to an accredited HCCC, HIT, and HIM program at WWCC; and WSU is willing to provide an extension of its HCCC, HIT, HIM Program in Rock Springs, WY ("Program") for WWCC' students enrolled in the Program ("Students") through WSU Online.

**TERMS**

In consideration of the above recitals, the terms and conditions of this Agreement set forth below and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, WSU and CC agree as follows:

1. OBLIGATIONS OF WSU
  - 1.1 Deliver HCCC, HIT, and HIM course materials through WSU Online.

- 1.2 Participate in the evaluation of WWCC HCCC, HIT, and HIM program applicants, if necessary.
- 1.3 Compile grades from each course in WSU Online.
- 1.4 Award the Institutional Certificate, Associate of Applied Science degree, and Bachelor of Science degree to Students upon successful completion of required program curriculum.
- 1.5 Adhere to policies, rules, and regulations of all clinical agencies and hospitals in which students are assigned for clinical training.
- 1.6 Deliver the Program consistent with policies and procedures of WSU.
- 1.7 Provide Student advising, supervision, and delivery of the Program to facilitate its successful completion.
- 1.8 Maintain standards required to ensure Program's eligibility for HCCC, HIT, and HIM program accreditation.
- 1.9 Have the Health Information Management Program Director, or designee, represent WSU in supervision and delivery of the Program to facilitate its successful completion.
- 1.10 Provide Program courses as outlined in Attachment A.

2. OBLIGATIONS OF WWCC

- 2.1 Provide general education and Program prerequisite courses outlined in Attachment A.
  - 2.2 Provide testing space adequate to complete the WSU Program exams and or exercises.
  - 2.3 Provide a point of contact at WWCC, to collaborate and coordinate with WSU Outreach and Recruiting Advisor, if necessary.
  - 2.4 Require students to complete background checks, drug screens, and vaccination records as required by clinical practicum sites as directed by WSU program procedures.
  - 2.5 Provide student advisement and general education support.
-

3. OBLIGATIONS OF BOTH PARTIES

3.1 Consultations and Collaboration:

3.2 Participate in onsite collaboration at WWCC campus and WSU campus, as needed.

3.3 Participate in annual assessment meeting with WSU HCCC, HIT, and HIM Department.

3.4 Collect pertinent information for maintenance of ongoing student educational records such as documentation and reporting of grades and demographic information required by the Department of Labor ("DOL") Education Training Assistance ("ETA") Trade Adjustment Assistance Community College and Career Training Grant Program ("TAACCT").

3.5 Facilitate communications between WSU representatives (administration, faculty, and Students) and WWCC representatives.

4. INSURANCE AND INDEMNIFICATION

4.1 Insurance: Each party agrees, at its own cost, to maintain reasonable insurance coverage for liability and the protection of personal property at all times during the term of this Agreement either through commercial insurance or self-insurance, the nature of which will be reasonably provided to the other party.

4.2 Indemnification: The parties acknowledge that they are independent contractors and may not purport to bind or affect the duties or obligations of the other. WSU is an entity subject to the provisions of the Utah Governmental Immunity Act (Title 63G, Chapter 7, Utah Code Annotated, 1953, as amended). Consistent with the terms of this Act, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts which it commits or which are committed by its agents, officials, or employees; provided that any amount of damages awarded against WSU and payable under this provision are limited to the amounts set forth in the Utah Governmental Immunity Act in effect at the time judgment is entered. It is also agreed that under this paragraph WSU does not waive any procedural or substantive defense or benefit provided or to be provided by the Governmental Immunity Act or comparable legislative enactment.

4.3 Notice of Claim: Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it, which could result in a claim for indemnification specified in Section 4.2 above.



5. LAWS, RULES, AND REGULATIONS; NON-DISCRIMINATION

- 5.1 Laws, Rules and Regulations: WSU and WWCC agree to abide by all applicable executive orders, federal, state and local laws, rules and regulations in effect as of the date of this Agreement, and as they may change or be amended from time to time.
- 5.2 Non-discrimination: WSU and WWCC agree that no person shall be subject to unlawful discrimination on the basis of race, color, religion, sex, national origin, age, veteran status or disability in connection with carrying out this agreement.
- 5.3 Student Records: WSU and WWCC acknowledge that many students' educational records are protected by the Family Educational Rights and Privacy Act (FERPA), and that student permission must be obtained before releasing specific data to anyone other than the parties subject to this Agreement. Information gathered in the course of this agreement will only be used for the purposes of carrying out this agreement. WSU and WWCC will disclose information from a student's educational record, as appropriate, to personnel in the Program who have a legitimate need to know in accordance with FERPA. That information will not be disclosed (by any personnel) to any other person without the student's prior written consent.

6. USE OF NAME; ADVERTISING

- 6.1 Use of Name: Neither party shall use the other's name, corporate or business, in a manner which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the other party.
- 6.2 Advertising: Subject to prior approval from both WSU's and WWCC's marketing departments mutually agreed upon advertising and media marketing will be provided to highlight the Program.

7. TERM AND TERMINATION

- 7.1 Term: the term of this Agreement shall be the period commencing on the effective date and continuing thereafter for a minimum of 5 years, unless terminated by either party pursuant to the terms of this Agreement.
- 7.2 Termination: This Agreement is subject to annual review and shall be in effect until terminated by mutual agreement of WSU and WWCC.

8. DIRECTION AND ADMINISTRATION

The parties agree that:

- 8.1 Issues concerning the operation of the WWCC site shall be addressed through a committee, the members of which shall include:

WSU: HIM Program Director (or designated WSU Dumke College of Health Professions representative).

WWCC: Dean (or designated WWCC representative).

- 8.2 Specific planning shall be carried out under the direction of Dean of the WSU Dumke College of Health Professions (or designated representatives), and Dean of the WWCC (or designated representatives).

9. PROPRIETARY MATERIALS

All rights, title and interest to any and all course content, including exercises, curriculum and/or Program course materials delivered through WSU Online under this Agreement, whether or not patentable, shall belong to Weber State University, Dumke College of Health Professions and the Health Administrative Department. As such, shall be considered proprietary intellectual property of said University and its subdivisions, throughout and beyond the period of performance of this agreement.

10. TUITION AND FEES

- 10.1 Students will be responsible to apply for admissions to Weber State University and enroll directly into WSU Online Courses. Payment of tuition and fees will be on a per credit hour basis set forth by WSU online existing structure and will not be charged out-of-state tuition.

- 10.2 Students enrolled in the Program shall be eligible to secure financial aid through WSU subject to applicable rules and regulations. WSU will collect all tuition assessed against Students enrolling in the Program courses.

11. STUDENTS

- 11.1 Students shall, prior to graduation, meet degree requirements established by WSU, including general education standards.

- 11.2 For purposes of reporting enrollment to the State Board of Regents, Students shall be considered full time equivalents (FTEs) of Weber State University for courses taken through WSU. Students shall be considered full time equivalents (FTEs) of WWCC for courses taken at WWCC.

12. REGISTRATION

12.1 Students shall be responsible for registering for courses under this Agreement through WSU Admissions and Registration.

13. TRANSFER CREDITS

13.1 Students enrolling under this Agreement may request credit at WSU for course work completed at institutions other than WWCC subject to WSU policies and procedures governing recognition of transfer credits.

14. OTHER PROVISIONS

14.1 Force Majeure: Without affecting any right of cancellation or termination set forth in this Agreement, either party may suspend this Agreement at any time because of a labor dispute or disruption of its personnel, war, the declaration of a state of national emergency, acts of God or the public enemy, or other cause beyond the control of such party, by giving the other party written notice of such suspension and the reason for the same. Services to be provided hereunder shall be made and performed to the date of such suspension and shall thenceforth cease until the period of such suspension has ended.

14.2 Non-assignment: Neither party shall assign, transfer, or contract for the furnishing of services to be performed under this Agreement without the prior written approval of the other.

14.3 Entire Agreement and Modification: This Agreement and its attachments, if any, constitutes the entire understanding between the parties with respect to the Program and may be modified only by written agreement signed by both parties.

14.4 Governing Law: This Agreement shall be governed by and construed under the laws of the State of Utah, which shall be the forum for any lawsuit arising from or incident to this Agreement.


14.5 Severability: In the event one or more clauses of this Agreement are declared illegal, void, or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

14.6 Governing Board: WSU and WWCC acknowledge that this Agreement is subject to any approvals of governing boards, trustees, or other governing bodies required to do so.

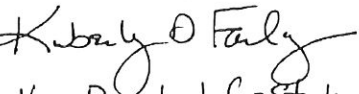
14.7 Failure of Legislature to appropriate: If the performance of either party under this Agreement depends upon the appropriation of funds by the Utah Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then either party may provide written notice of this to the other and cancel this Agreement without further obligation. The parties acknowledge that appropriation is a legislative act and is beyond the control of the colleges.

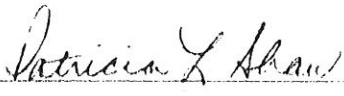
**IN WITNESS WHEREOF**, the parties have caused this Cooperation Agreement to be executed on the date set forth above by their duly authorized representatives.

**WEBER STATE UNIVERSITY**

By:   
Title: Dean, Dumke College of Health Professions  
Date: 12.16.15

**WESTERN WYOMING COMMUNITY COLLEGE**

By:   
Title: Vice President for Student Learning  
Date: 1-12-16

By:   
Title: Chair, Health Administrative Services  
HIM Program Director  
Date: 12/14/15



## Attachment A

### Health Care Coding & Classification, Institutional Certificate

Weber State University		Western Wyoming Community College	
Course	Credits	Course	Credits
HIM 2300 Diagnosis Coding	3	HLTK 1200 Medical Terminology	2
HIM 2320 Ambulatory & Physician Office Coding	3	BIOL 2010 Human Anatomy & Physiology I	4
HIM 2330 Classification Systems Topics & Reimbursement	2	BIOL 2015 Human Anatomy & Physiology II	4
HIM 2410 ICD-10-PCS Coding	2		
HIM 2863 PPE in Coding	1		
HTHS 2230 Intro to Pathophysiology	3		
HTHS 2240 Intro to Pharmacology	3		
<b>WSU Total</b>	<b>17</b>	<b>WWCC Total</b>	<b>10</b>
<b>Combined credit requirements 27</b>			

### Health Information Technology, AAS Degree

Weber State University		Western Wyoming Community College	
Course	Credits	Course	Credits
HIM 2000 Intro to Health Information Systems & Settings	3	ENGL1010/2010 English Composition	6
HIM 2250 Healthcare Privacy & Security	3	Humanities or Creative Arts	3
HIM 2300 Diagnosis Coding	3	Social Science	3
HIM 2320 Ambulatory & Physician Office Coding	3	Life or Physical Science	3
HIM 2330 Classification Systems Topics & Reimbursement	2	HLTK 1200 Medical Terminology	2
HIM 2410 ICD-10-PCS Coding	2	BIOL 2010 Human Anatomy & Physiology I	4
HIM 2500 Healthcare Database Management & Security	3	BIOL 2015 Human Anatomy & Physiology II	4
HIM 2861 Professional Practice Experience I	2	CMAP 1905 Integrated Applications Or COSC 1200 Computer Information Systems	3
HIM 2862 Professional Practice Experience II	2		
HIM 2863 PPE in Coding	1	MATH 1400 College Algebra	4
HIM 3000 Computer Applications in Health Care	3		
HIM 3300 Intro to Quality Improvement	3		
HTHS 2240 Intro to Pharmacology	3		
HTHS 2230 Intro to Pathophysiology	3		
HAS 3000 The Health Care System	3		
<b>WSU Total</b>	<b>39</b>	<b>WWCC Total</b>	<b>32</b>
<b>Combined credit requirements 71 (unless BIOL 2010 or 2015 fulfills LS then 68)</b>			

**Admission Prerequisite and Required Support Courses For Students Entering the WSU Bachelor of Science Health Information Management with an AAS Degree:**

**Prerequisite:** Previous completion of an accredited Health Information Technology Associate of Applied Science program or equivalent curriculum.

**Required Support Courses:**

WSU IS&T 2010 Business Computer Skills or WWCC articulated equivalent

WSU IS&T 3110 Information Technology for Business or WWCC articulated equivalent

WSU ACTG 2010 Survey of Accounting I or WWCC articulated equivalent

**General Education Requirements For Students Entering the WSU Bachelor of Science Health Information Management with an AAS Degree:**

**Core General Education Requirements:**

WSU COMPOSITION (EN) 3 credit hours *or WWCC articulated equivalent*

WSU QUANTITATIVE LITERACY (QL) 3-5 credit hours *or WWCC articulated equivalent*

AMERICAN INSTITUTIONS (AI) 3-6 credit hours *or WWCC articulated equivalent*

COMPUTER & INFORMATION LITERACY (CIL) 2-5 credit hours *or WWCC articulated equivalent*

DIVERSITY (SS/DV, LS/DV, HU/DV, or CA/DV) 3 credit hours *or WWCC articulated equivalent*

**Breadth General Education Requirements:**

HUMANITIES & CREATIVE ARTS (HU, CA) nine credit hours - at least three credit hours from Humanities and at least three credit hours from Creative Arts *or WWCC articulated equivalent*

SOCIAL SCIENCES (SS) six credit hours in addition to those taken in American Institutions *or WWCC articulated equivalent*

PHYSICAL SCIENCES & LIFE SCIENCES (PS) nine credit hours - at least three credit hours from Physical Sciences and at least three credit hours from Life Sciences *or WWCC articulated equivalent*.

<http://catalog.weber.edu/content.php?catoid=7&navoid=1244> - General\_Education\_Requirements

**Please Note:**

***WWCC Associate of Science or Associate of Arts degreed Students enter the program with General Education Requirements fulfilled.***

**Health Information Management, BS Degree**

a. AAS degree, required support courses, *and* general education requirements

**OR**

b. AS or AA degree, required support courses, *but* enter with general education requirements fulfilled

**PLUS:**

Weber State University		Western Wyoming Community College	
Course	Credits	Course	Credits
HIM 3200 Epidemiology & Biostatistics	3	POLS 1000 U.S. and Wyoming Government <b>Or</b> HIST 1211 and HIST 1221	3 or 6
HIM 3400 Health Care Networks & Databases	3	Humanities or Creative Arts (3 must be HU; 3 must be CA)	6
HIM 3450 Health Care Systems Analysis & Design	3	Social Science	3
HIM 3500 Biomedical Research Support	2	Life and Physical Science (3 must be LS; 3 must be PS)	6 or 8
HIM 4100 Health Information Services Management	3	ACCT 2010 Financial Accounting	4
HAS 3230 Health Communications	3		
HAS 3260 Health Care Administrative & Supervisory Theory	3		
HAS 3750 Health Care Financial Administration	3		
HIM 4990 Baccalaureate Thesis & Presentation or HAS 4860 Practicum/Internship	3 or 4		
HAS 3240 Human Resource Development in Health Care	3		
<b>Total</b>	<b>29 or 30</b>	<b>Total</b>	<b>22 or 27</b>
<b>Combined credit requirements 51/56 or 52/57</b>			