

Appendix 1k: Sample Memorandum of Understanding

Sample #1

DRAFT
Memorandum of Understanding
Learning Assistance Center
Division of Academic Affairs
September 2013

This Memorandum of Understanding outlines the consensus reached by the Learning Assistance Center (LAC) and the Division of Academic Affairs based on the recently conducted program review. It describes the goals to be achieved, and the actions to be undertaken by all parties to this MOU to achieve these goals, during the next program review cycle. Progress toward goals is to be addressed in the annual report.

Since the last program review in 2005, the LAC has moved to a new location in the Horn Center, which also now houses the University Center for Undergraduate Advising. In addition, the LAC has focused on demonstrating compliance with national standards of learning assistance, including achieving certification by the College Reading and Learning Association for its tutor education program. Recently the LAC has been involved in several components of the university's "Highly Valued Degree Initiative" to support and improve student success.

The program review identified several areas for consideration and recommended action. The review identified a need for continued expansion of partnerships with other units and persons on campus that promote student learning, including academic departments, faculty, and the Faculty Center for Professional Development, among others. The importance of sharing data with LAC stakeholders was stressed. Continued attention to assessment, including a focus on assessment data and information regarding specific student groups, was identified as a priority. In light of lost staff positions, the reviewers recommended that the leadership structure of the LAC be assessed to ensure optimal year-round staffing and appropriate professional development for staff and student employees.

It is therefore agreed that:

1. The LAC will continue to strengthen and expand partnerships between LAC programs and other units and individuals that support student learning across campus.
2. The LAC will continue to strengthen assessment of the outcomes and effectiveness of its various programs.

3. Working with Academic Affairs, the LAC will assess its leadership structure.
4. The LAC will maximize data use by sharing information with stakeholders, particularly deans, department chairs, and faculty who utilize LAC resources.
5. The program will provide an annual update on progress made towards the actions agreed to in this MOU, to be submitted in conjunction with its annual assessment report.

This MOU has been read and approved by:

Department Chair: _____

Date: _____

College Dean: _____

Date: _____

Vice Provost: _____

Date: _____

Sample #2

Memorandum of Understanding

MA in Global Logistics Program

Department of Economics

College of Liberal Arts

November 7, 2006

This Memorandum of Understanding outlines the consensus reached by the Department of Economics, the College of Liberal Arts, and the Division of Academic Affairs, based on the recently conducted program review. It describes the goals to be achieved, and the actions to be undertaken by all parties to this MOU to achieve these goals, during the next program review cycle. Progress toward goals is to be addressed in the annual report.

The review of the pilot MA in Global Logistics revealed a program that has rapidly made progress since its inception five years ago. The external reviewer commented on the program's proven ability to fulfill the academic demands of this interdisciplinary field and to provide students with a structure that facilitates their learning. The internal reviewers also commented on the program's dedicated leadership, collegial faculty, and strong administrative support that give it the ability to meet the demand in this field. Both sets of reviewers recommended the program apply for permanent status.

Concerns emerging from the program review include these issues.

1. Some curricular changes are in order, including more in-depth study of supply chain logistics through two courses instead of one, and extending students' research projects past descriptive research to include the analysis of alternatives leading to program and/or policy recommendations.
2. Future faculty asked to teach in the program should include faculty from outside the discipline of Economics who can contribute expertise in such areas as supply chain management (from business) and/or decision modeling for logistics systems (from engineering). These could be joint hires between Economics and other departments/colleges.

3. Student learning outcomes assessment could be strengthened with the addition of an external advisory board to refine expected student learning outcomes and levels of student achievement; the collection of additional assessment information from direct measures (student work) and indirect measures (exit interviews); and the institution of meetings of all program faculty to review assessment information at the end of each cohort and to monitor student retention and graduation rates.

It is therefore agreed that:

1. The department will undertake curriculum revisions in light of the suggestions of the external reviewer.
2. The department will formalize its plan for assessment of student learning, implement the plan, and use the results for program improvement (to be reported in the annual report).
3. The department will regularly analyze data on retention and graduation of students in the M.A. in Global Logistics and use the results to examine the effectiveness of program delivery, advisement, and other student support activities.
4. The department will continue to recruit tenured and tenure-track faculty from the Colleges of Business and Engineering to sustain the interdisciplinary nature of the degree.

This MOU has been read and approved by:

Department Chair _____ Date _____

College Dean _____ Date _____

Assoc. Vice President _____ Date _____