Memorandum of Understanding

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| **College:** |  |
| **Department:** |  |
| **Primary faculty:** |  |
| **Primary contact:** |  |
| **Fiscal officer:** |  |
| **Marketing director:** |  |
| **Enrollment contact for state authorization compliance:** |  |
| **Additional colleges/contacts:** |  |

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| **ODEE** |
| **Instructional designer:** |  |
| **Other services:** |  |

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| **Name of program:** |  |
| **Approval process** *(change in delivery or new program)***:** |  |
| **Program code:** |  |
| **Will this program have a different fee structure from what would normally be assessed similar students at the university?  If so, then please explain:** |  |
| **Project scope:** | *Program objective(s):* |  |
| *This program will be successful when (top-ranked, make X money, enroll X students):* |  |
| *Asynchronous/synchronous courses:* |  |
| *Total credit hours:*  |  |
| *Timeline for completion (# of years as full time and # of years as part time):* |  |
| **Project goals:** | *# of courses to be created:* |  |
| *# of courses already in an online format that need ODEE review:* |  |
| *Date to complete # of courses:* |  |
| *Date to complete all courses:* |  |
| *# of anticipated students:* |  |
| **State authorization:** | **For this program, does your college plan to do any of the following outside of Ohio? Yes/No** |
| *Maintain a physical location, facility or instruction site (may include server or other equipment or administrative offices)* |  |
| *Recruit students (either occasionally or consistently)* |  |
| *Conduct soliciting, marketing or advertising* |  |
| *Employ full time and/or adjunct faculty (1099/W-2)* |  |
| *Conduct instructional activities such as clinicals, labs, practicums, internships or externships (where students meet face to face)* |  |
| *Have contracts or agreements to provide services to students, such as proctored exams* |  |
| *Have partnerships with educational institutions* |  |

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| **Program Timeline** |
| *Course Name* | *Faculty Lead* | *OAA Approved* | *Developed* | *Students Enrolled* | *Delivered* | *Updated and Maintained* | *Reviewed (every 3 years)* | *Quality Matters Certified\*not required* |
| **Example:****Principles of Basic Science** | **J. Smith** |  | **AU13** | **SP14** | **AU14** | **SP15** | **AU16** | **AU15** |
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| **Colleges entering into this agreement will:**  |
| Secure approval from:* Graduate School
* Council on Academic Affairs (CAA)
* Faculty Senate
* Board of Trustees
* Board of Regents
	+ Pages 15-16 of RACGS Guidelines  https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/documents/RACGS\_Guidelines\_113012.pdf
 |
| Meet the program standards set forth by your accrediting body (if applicable) for alternative delivery models |
| Submit courses to curriculum.osu.edu (after CAA approval) |
| Label students in Student Information System with appropriate subplan. Distance students = subplan ONL |
| Provide budget forecasting/market analysis using ODEE funding model (attached)* Incur the costs for XXXX program specific advertising
* Incur additional costs associated with distance education programming (e.g. student advising, increased TA support)
 |
| Communicate to prospective students their ability to enroll and seek federal financial aid* Collaborate with ODEE to maintain updates on State Authorization progress
* Notify ODEE of states that they want to target students in
 |
| Collaborate with ODEE on the technical solutions for effective course delivery:* Online-specific syllabus requirements (ODS statement, COAM statement, etc.)
* OSU identity guidelines
* Course templates providing students with effective navigation and online course expectations, etc.
* Provide course content materials for placement into mutually agreed upon formats and technologies for distance delivery
* Apply for the Quality Matters course design rubric
* Focus on outcome-based learning and incorporate assessment into courses
 |
| Work with faculty on the workload assignment |
| Participate in stakeholder kickoff meeting after CAA approval |
| Encourage distance education faculty/instructors/students to participate in ODEE distance education training* **Specify training requirements here**
 |
| Collaborate with relevant student support services (ODS, UCAT, WAC, Libraries, Veterans Affairs, etc.)* Incur costs to provide required accessibility accommodations for videos and activities not produced by ODEE
 |
| Collaborate with ODEE to review and update courses every three to five years or when a substantial change in course technology and/or course objectives will result in an interim review to ensure the technologies and formats remain appropriate for the course content to achieve stated objectives* Major changes/revisions (25% or more) by an individual instructor between the initial launch of a course and a scheduled review will obtain appropriate curricular approval and review by ODEE to make sure course activities and delivery are still aligned with course objectives
 |
| Provide at least one required student participation activity each week in a course* Course designers will implement activities each week of a course to verify enrollment. This is beyond a simple login to a course space, but constitutes a discussion posting, quiz attempt, artifact submission, etc.
 |
| Identify student technology support for tools only used by XXXX |
| Complete course production to later than 30 days prior to the start of the semester in which the course is being offered.* No major changes will be made after this date
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| Provide replacement instructor(s) in a timely manner should an instructor separate from the university during the course development process or terminate and postpone course development until a replacement instructor can be identified. |

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| **ODEE entering into this agreement will:**  |
| Administer state authorization program* Necessary to ensure program meets federal student financial aid guidelines
* Communicate with the colleges the status of approved state authorizations
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| Collaborate with the college on the technical solutions for effective course delivery:* Online-specific syllabus requirements (ODS statement, COAM statement, etc.)
* OSU identity guidelines
* Course templates providing students with effective navigation and online course expectations, etc.
* Placing course content materials into mutually agreed upon formats and technologies for distance delivery
* Apply the Quality Matters course design rubric
 |
| Focus on outcome-based learning and incorporate assessment into courses |
| Provide instructional designer production time |
| Conduct stakeholder kickoff meeting after CAA approval |
| Provide distance education training for faculty/instructors/students* General Carmen support, help, workshops are currently available
* Additional DE-specific resources not currently available, to be created
 |
| Collaborate with the college to review and update courses every three to five years or when substantial change in course technology and/or course objectives will result in an interim review to ensure the technologies and formats remain appropriate for the course content to achieve stated objectives.* Major changes/revisions (25% or more ) by an individual instructor between the initial launch of a course and a scheduled review will be reviewed by ODEE to make sure course activities and delivery are still aligned
 |
| Collaborate with course instructors to provide at least one required student participation activity each week in a course* Course designers will implement activities each week of a course to verify enrollment. This is beyond a simple login to a course space, but constitutes a discussion posting, quiz attempt, artifact submission, etc.
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| Provide distance education faculty and students access to:* An OCIO managed 24/7 Tier 1 help desk for ODEE/OCIO provided tools/services
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| Provide OSU Online program advertising* Produced program specific introductory video
* Consult with college marketing on strategies for program specific advertising
* Program included in general OSU online marketing strategy
* Marketing will only be conducted in states in which the program has been authorized
 |
| Complete course production to later than 30 days prior to the start of the semester in which the course is being offered.* No major changes will take place after this date
 |
| Collaborate with program directors to revise the course development process should an instructor separate from the university during that time. Options include continue work on course through the end of the 14 week development process with a replacement instructor or terminate and postpone course development until a replacement instructor can be identified. |

**\*Products and services used will be held to each service level of agreement.**

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| **MOU created by:** |  |
| **MOU approved by:** | **Mike Hofherr, ODEE:** | **Date:** |
| **Dean, College:** | **Date:** |

Program Revenue Projection

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| **Approved by:** | **College Fiscal Officer:** | **Date:** |