

## **Memorandum of Understanding**

Montana State University Billings Extended Campus  
College of XXX,

*(Program Name)*

The Departments of XXX in the College of XXX, and Extended Campus (EC) have agreed to cooperatively implement a self-support, certificate program in the Billings region. This program responds to workforce needs as identified by a growing craft brewing industry within the region and state and through industry feedback.

The tasks, services and division of labor between the collaborating units are captured in this Memorandum of Understanding (MOU). The XXX Department representing XXX College will house the program and assumes primary responsibility for academic matters of the program. EC assumes primary responsibility for logistical and financial aspects of the program.

Guiding principles to the writing of this MOU include Montana University System policy 304.1, 304.2 and MSUB Extend Campus Operations Policy.

### **The Program and Its Management**

**Program Description:** The University, through a working relationship between the collaborating units listed above and EC will deliver the certificate program in XXX. This program is offered in a format designed and scheduled to meet the needs of working professionals aspiring to earn the certificate. The program is taught by a faculty approved by the collaborating colleges and departments.

The program is offered in a cohort format. Successful applicants begin the program at the same time and move through the sequence of courses together. Courses will be offered in a hybrid design. The program consists of a course of studies delivered over two semesters (fall, spring) with a student capstone experience in the summer. Course offerings are sequenced so that completion of the program can be achieved in 9-10 months.

The program is scheduled to begin in XX semester with an initial cohort of approximately XX students.

### **Key Personnel and Their Duties**

**Program Coordinator:** *(Identify)*

This term applies to the University faculty member who is assigned to represent the sponsoring college and department, in the discharge of its responsibilities for academic certificate programs. This includes collaborating with EC on the program schedule, identifying qualified instructors, and selecting and advising students in the program as needed. Additional duties may include outreach activities for recruitment of students.

Under the direction of the department chair and in collaboration with the program faculty, the Coordinator will provide the vision and leadership for the program. The Program Coordinator will

maintain overall responsibility for delivery and assessment of the program while working with EC to maintain fiscal accountability. The Coordinator, with the support of the department and EC, will oversee student requirements during enrollment in the program as needed such as professional insurance, finger printing and verification of health requirements, submission of all application materials, etc. All duties will be spelled out in a contract issued to the faculty member by EC.

**EC Program Manager: (*Identify*)**

This term applies to an EC staff member who will oversee administrative details of the program. Management activities include, but are not limited to: developing faculty and program coordinator contracts; processing documents for the registrar's office to build courses in Banner; assisting with scheduling; ordering supplies; entering courses in EC registration system, processing grade rosters (if needed); and maintaining all course/program records.

The Program Manager will oversee student registration and cashiering services. EC will coordinate collection and refunding of tuition, late fees, financial awards and disbursements (if available), with the University's Financial Aid and Business Services departments.

**College/Department Responsibilities**

The collaborating Colleges and departments will be responsible for developing curriculum. The Accreditation requirements including assessment of student learning and program evaluation will be the responsibility of the program faculty.

Working within the agreed upon budget and the agreed upon instructional compensation scale, the College through the Coordinator, will inform EC of the course instructors (if new instructors need to be recruited) at least 2 weeks in advance of each course's offering to facilitate timely contract distribution and payment.

The College, through the Program Coordinator will also be responsible for selecting course materials, selecting clinical sites (if required), and evaluating the performance of part-time instructors.

The College and EC recognize that in a cohort program, students do not have the opportunity to repeat courses as easily as they might in an open enrollment environment. Therefore, it is agreed that faculty will identify student-learning concerns early. Developing viable alternatives will aid the student in gaining and demonstrating command of the course material and support moving forward in the program cohort. Every effort will be made to keep students successfully moving forward to completion with the original cohort in which they registered. If, however, serious circumstances prevent this, options of enrolling student(s) in the next cohort if and when a future cohort is offered will be explored by the Program Coordinator and EC.

**Extended Campus Responsibilities**

EC will develop the program budget and assume responsibility for financial management of the program, including establishing the price point, registration and fee collection, refunds, and instructor pay. EC will be responsible for ensuring that program and student information is appropriately managed and shared with other University units (including Admissions and Records, Financial Aid, Payroll, and Purchasing) that provide services relative to the program. Appropriate fees for library, technology-related services, etc. will be built into program pricing and distributed to the appropriate service provider.

EC is responsible for the production of program marketing materials and will collaborate with University Relations for development. EC will coordinate and negotiate media placement(s) through University Relations.

**Admission, Student Assessment, and Credential:** Interested students must complete a program application and be approved for admission by the Program Coordinator. EC, in coordination with the Program Manager or Coordinator will develop the application packet. The teaching faculty will assess student performance and assign grades. The Program Coordinator will determine, at the completion of the program, which students have completed the program at a level of performance necessary to earn the certificate.

**Student Recruitment:** The Program Coordinator and EC will collaborate on a basic marketing plan for the program, defining prospective market segments and collaborating on recruitment strategies. EC will work with the Program Coordinator in executing the student recruitment strategy. EC will oversee and coordinate recruitment efforts with the assistance of the Program Coordinator.

**Student Services:** EC will serve as a primary point of contacts for support services. The EC Program Manager or appropriate designee will answer questions or direct the student for questions about tuition, fees, financial aid, IT support, and other non-academic issues. Academic advising will be provided by the Program Coordinator.

**Program Delivery Support:** In the event that clinical placements are needed for program completion, EC will be responsible for maintaining all documentation related to agency specific requirements including background checks, drug screening, verification of health requirements, and malpractice insurance.

### **Shared Fiscal Accountability and Responsibility**

Program budgeting and financial management is an EC responsibility. This budget is developed in collaboration with the academic department and college. Once established, it is the responsibility of the EC Director, EC Program Manager, department chairs and Program Coordinator to adhere to and manage the budget; discussing, documenting, and approving modifications as necessary. EC will be responsible for all expenses related to fiscal management of the overall program.

Funds for this program will be managed through EC Designated accounts. Net revenue will be transferred in accordance with revenue share guidelines in the EC Operations policy after all initial investments by EC have been recouped.

**Planning and Review:** At the conclusion of the program, the College Dean (or designee), the EC Program Manager, EC Director, and the Program Coordinator will assess aspects of student satisfaction, including performance, curriculum issues, program evaluations and logistics and any issues that may have arisen.

A program budget will be developed prior to the start of each cohort by the EC Program Manager, and Program Coordinator. Program budgets are developed and dependent on a minimum number students in each cohort. This budget should reflect the income expected from the new cohort and the expenditures necessary to run the program during that cohort. After review of the cohort budget, a minimum enrollment will be determined before future cohorts are admitted.

**Discontinuation of the Program:** The program will be discontinued, if it is deemed no longer sustainable, by not establishing new cohorts. The academic departments, EC and the Colleges recognize that they have a binding obligation to teach out each cohort that is begun.

**Signatures:** The signatures below confirm agreement by the Colleges, Departments and EC to the terms and working plan outlined above in the program MOU.

---

College Dean

---

College Dean

---

Department Chair

---

Department Chair

---

Extended Campus Director