

Appendix J (5) - MEMORANDUM OF UNDERSTANDING AND ACTION PLAN

Memorandum of Understanding (MOU) Template

This template is provided to the Academic Unit, Program Review Committee, and Provost in developing a Memorandum of Understanding between the Academic Unit and Institution. The MOU includes signatures of the dean or chair of the Academic Unit, College Dean, chair of the Program Review Committee, and Provost. The MOU may include the following elements:

1. Executive summary of the changes required for program improvement
2. Commendations for those involved in the program review process
3. Action plan is made up of specific steps to improve the program along learning outcomes or elements of the program (e.g., faculty, curriculum, resources, etc.)
 - a. Learning Outcomes: changes in PLOs, SLOs, assessment plan, measurements, etc.
 - b. Curriculum and pedagogy: changes in majors, minors, courses, etc.
 - c. Interdisciplinary collaboration with other departments and or schools
 - d. Faculty: identification of faculty needs or changes
 - e. Students: changes in student support services
 - f. Resources: proposal for different or new resources
4. Provost Statement
 - a. Responding to the University mission
 - b. Program viability and sustainability
 - c. Cost cutting requirements
 - d. Efficiencies in course offerings needed
 - e. Discussion about resource allocation
 - f. Expected program improvements
5. Resourcing and Institutional support plan
 - a. Any budget implications
 - b. Capital improvements including facility, equipment and furniture
 - c. Additional faculty and staff resources
6. Signature page