

ACIS 1.1., Effective November 24, 1993

MEMORANDUM OF AGREEMENT
TO ESTABLISH A COOPERATIVE PROGRAM IN
-[FILL IN THE PROGRAM TITLE]-

UNIVERSITY OF WISCONSIN-[DEGREE-GRANTING INSTITUTION]
UNIVERSITY OF WISCONSIN-[HOST INSTITUTION]

I. PROGRAM IDENTIFICATION AND DESCRIPTION

- 1.1 Exact Designation of Proposed Cooperative Program:
 - 1.1.a Name of Program
 - 1.1.b Initial Program Level (I, II, III)
 - 1.1.c Planned Program Level (if different)
- 1.2 Cooperating Departments or Functional Equivalentents:
- 1.3 Cooperating Colleges, Schools, Functional Equivalentents:
- 1.4 Degree-granting or Home Institution (holder of program entitlement):
- 1.5 Host Institution(s) (institution or institutions to which program is extended):
- 1.6 Program Objectives:
- 1.7 Timetable for Initiation:
- 1.8 Timetable for Phase-out, if relevant (see section VIII):

II. CONTEXT

- 2.1 Instructional Setting of Program: Describe the relationship of the proposed cooperative program to present programs at the host institution(s). Describing the structure of the cooperative program, including provisions for coordination, governance, and sharing of resources. Identify program coordinator(s) and the membership of coordinating committees and/or governance agencies associated with the overall management of the program.
- 2.2 Relation to Mission Statement and Academic Plan: Describe how the proposed cooperative program relates to the mission and academic plan of the host institution(s). Describe how expansion of the existing degree-granting program through a cooperative arrangement relates to the mission and academic plan of the home institution.
- 2.3 Institutional Expectations: Describe the benefits the home and host institution(s) expect to gain by offering this cooperative program, particularly in an era of limited resources.
- 2.4 Accreditation/Licensure Requirements: Describe any special circumstances or conditions imposed by accreditation and/or licensure requirements and discuss their implications for the cooperative programs.

III. NEED

- 3.1 Student Demand--Enrollment Projections: Indicate anticipated enrollment and number of degrees likely to be granted through the cooperative program and give the basis for this estimate.
- 3.2 Host Institution Service Area Need: Provide documentation of the need for extending the degree program from the degree-granting institution to the participating host institution(s). If possible, include indications of interest from specific constituencies.
- 3.3 Other Needs: Describe other needs or factors which support development of the proposed cooperative program.
- 3.4 Enrollment Management Implications: Discuss the program's impact on the home and host institutions enrollment management targets and policies.

IV. CURRICULUM

- 4.1 Courses: List the courses (with a phrase of explanation if the titles are not self-explanatory) and their periodicity as they would be offered at the host institution(s) through at least the first three years of its operation.
- 4.2 Course Cycles: Discuss plans for scheduling cycle for the courses to be scheduled at the host institution, to ensure that advance planning is facilitated at both institutions.
- 4.3 Staffing: Indicate how the courses offered at the host institution(s) would be staffed, including involvement of home institution and host institution faculty as appropriate. Include any involvement of UW-Extension, projected faculty overloads, provisions for ad hoc instruction, and administrative assignments (such as coordination or advising). Discuss impact of such assignments upon degree-granting programs at the host institution, particularly in terms of the periodicity of courses needed for host institution degree-granting programs, graduate or undergraduate. In this context, discuss departmental and college support for the cooperative program.
- 4.4 Transfer: Indicate how courses taught at the host institution(s) would relate to degree completion at the home institution, especially those courses which originate at the host institution(s). If transfer courses are involved, indicate which courses would transfer. Also indicate the maximum number of transfer credits acceptable in the cooperative program. (Note that Level III joint programs may exceed traditional transfer credit limits and/or may not treat host institution students as transfer students.)
- 4.5 Strengths or Unique Features: Describe any special strengths or unique features which will be offered by the proposed program, including use of distance learning technologies, innovative scheduling, and other strategies to deliver the program.
- 4.6 Consultants: Indicate the extent to which outside consultants (if any) have been involved in the development of the proposed cooperative program.

V. Personnel

- 5.1 Faculty: List present faculty members at the home institution and the host institution(s) who will participate and describe any modifications in their regular teaching assignments required to offer the purposed program. In this context, discuss departmental and college support for the cooperative program.
- 5.2 Thesis Supervision and Other Special Teaching Requirements: Indicate each institution's obligations for thesis supervision, internship supervision, comprehensive examinations, or other program requirements outside regular classroom instruction. Discuss specific expectations for both home and host institution(s) faculty and any resulting impact upon the host institution's degree-granting programs.
- 5.3 Salary Arrangements: Provide details regarding payment to participating faculty and/or academic staff.

VI. SUPPORT SERVICES AND RESOURCES

- 6.1 Library Resources: Describe the library resources available at the host institution(s) to support the proposed cooperative program and what provisions, if any, are necessary to augment existing resources. Indicate the extent to which materials at the home institution can be made available to students in the cooperative program. Identify funding sources.
- 6.2 Special Resources: Identify special resources, such as computers, software, laboratories, equipment, etc., available at the host institution(s) to support the proposed program and what provisions, if any, are necessary to augment existing resources. Identify funding sources.
- 6.3 Support Budget: Outline the budgetary resources at the home institution and the host institution(s) to support the program, including supplies and expenses, travel, and other operating costs.
- 6.4 Community Resources: Discuss arrangements for necessary community participation (i.e., as placement sites for internships), budget implications for these resources, and funding sources, if necessary.

VII. IMPLEMENTATION, REVIEW AND EVALUATION

- 7.1 Implementation Procedures: Describe how the cooperative program will be implemented, including plans (if any) for changes in level or extent of interinstitutional cooperation (Level I, II, III).
- 7.2 Admissions Procedures: Describe how students at the host institution will be admitted to the proposed program, including procedures for application and review.
- 7.3 Credit Hours: Describe how student credit-hours will accrue to the participating institutions.
- 7.3 Program Evaluation: Describe how the program will be reviewed and evaluated.

VIII. PROGRAM TERMINATION

- 8.1 Duration of Program: Describe the intended duration of the proposed cooperative program, i.e., a short-term (up to five years) program to fill a temporary community need; a long-term (indefinite) to fill an on-going community need.
- 8.2 Phase-out: Describe the provisions that will be made to phase out the program (especially if the program is intended to be short-term), or to transfer the program back to the original home institution.
- 8.3 Student and Community Notification: Describe the communications arrangements to inform potential students of the duration of the program (i.e., catalogue descriptions, clear statements on any advertisements regarding the program, clear statements of expectations to any community participants in the program).

IX. INSTITUTIONAL APPROVAL

Chancellor, University of Wisconsin-[] Date

Chancellor, University of Wisconsin-[] Date

Vice Chancellor, University of Wisconsin-[] Date

Vice Chancellor, University of Wisconsin-[] Date

Dean of [] Date

Dean of [] Date

Chair, Department of [] Date

Chair, Department of [] Date
