



**Oregon State**  
University

# MOU for Offering an Existing Academic Program at a Different Physical Campus

**[PROGRAM]**

**[COLLEGE]**

Prepared: **[date]**

OSU **[originating campus]** (i.e., Corvallis or Cascades) welcomes this opportunity to have **[expansion campus]** (i.e., Cascades or Corvallis) offer the **[DEGREES/CERTIFICATES/MINORS/OPTIONS]** in **[PROGRAM]**.

## Partnership Agreement

The following section provides a high-level overview of the additional steps necessary to approve a physical campus change in CIM for **[PROGRAM]**.

The appendix provides further detail regarding the workflow in CIM (curriculum inventory management) system that is required for expanding an academic program to a new campus. Upon signing the partnership agreement, the College commits to submitting the changes through CIM. In addition to this MOU, program expansion to another campus requires approval through CIM according to the steps outlined below.

## Program Coordination Requirements

OSU-Cascades leadership and the Dean of **[COLLEGE]** agree that there is sufficient coordination of the program between all campuses offering the program.

- The campuses agree that academic program meetings related to curriculum, student learning outcomes, and potential program changes will include representation from all campuses offering the program.
- The Dean of **[COLLEGE]** and OSU-Cascades leadership agree that sufficient faculty exist to offer the program.
- Expansion campus confirms that sufficient funding is available for program build-out and maintenance.

Both (all) campuses agree that the following individuals are appointed as the primary liaisons for program development coordination, unless otherwise notified of an alternate:

**Originating campus liaison- name, position, email, phone**

**Expansion campus liaison- name, position, email, phone**

## **Course delivery**

**Course Scheduling:** Each campus is responsible for ensuring that they offer sufficient courses for the program each term and that students are able to follow degree plans for program completion. Each campus works with their campus-based, central scheduling team (Office of the Registrar's Schedule Desk in Corvallis and Enrollment Schedule team in Cascades) for term-to-term scheduling.

## **Program maintenance**

A major factor in continued excellence is the maintenance and refreshment of courses and the program. As part of maintenance, the College and any campus offering the program commit to the following:

- Course redevelopment/review occurs regularly to ensure course material is current, relevant, and maintains curricular alignment across campuses.
- Program leadership at both locations agree to communicate regularly and collaborate in a timely manner on any changes to the curriculum. The College will inform the expansion campus of any proposed changes to the curriculum of the program in sufficient time as to allow input of faculty who teach at the expansion campus.
- Program leadership at both locations agree to continually ensure marketing and recruitment, advising, student services, and course offerings are current and effective.

## **Funding**

**The expansion** campus confirms that sufficient funding is available for program build-out and maintenance at the expansion site. Both the College Dean and OSU-Cascades review the funding overview with details of a budget that supports the following program components: coordination, course development, and program delivery including advising.

## Signatures

Signatures below indicate acceptance of these terms and conditions. Signatures also indicate that identified personnel (program coordinators, advisors, etc.) will be notified of their responsibility in meeting the expectations outlined within this MOU.

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Expansion Campus Program Coordinator

Date

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College Dean

Date

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Campus Dean (when applicable)

Date

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Vice Provost, Academic Affairs

Date

## Appendix 1: CIM Workflow for expanding programs to a new campus

Reviewer	Proposed workflow for extending to another physical campus		
	major	certificate	option or minor
<b>Early Alert Process</b>			
APA Curriculum Coordinator	X	X	
Provost Designee	X	X	
Provost's Council of Deans	X	X	
Statewide Provosts Council	X		
Create an MOU	X	X	X
<b>OSU Review Process</b>			
APA Curriculum Coordinator	X	X	X
OTR Catalog Coordinator	X	X	X
Dean Designee (approval step)	X	X	X
Provost Designee (approval step)	X	X	X
Department Head (when exists)			
Ecampus or hybrid (when applicable)			
Cascades			
Library Evaluation	X	X	
Space Evaluation (N/A for Ecampus)			
Liaisons			
Originator			
Department Head (when exists)			
APA UG assessment (UG only)			
Grad school assessment (grad only)			
College Curriculum Committee	X	X	X
College Dean (new or substantive change only)	FYI	FYI	
APA Curriculum Coordinator			
Originator			
Budgets and Fiscal Planning Committee			
Graduate Council (grad only)	FYI	FYI	FYI
Curriculum Council	X	X	X
Executive Committee	FYI	FYI	FYI
Faculty Senate			
Provost Designee	FYI	FYI	FYI
BOT	X		

SPC
HECC
NWCCU
<i>many groups are notified after the final approval</i>

X		
X		
X	X	X

approval step