



Miami Online

Program Agreement

[INSERT PROGRAM NAME]

This Memorandum of Understanding (MOU) is an agreement between Miami Online and DEPARTMENT. It outlines the partnership roles and responsibilities for the creation, development, implementation, and ongoing delivery and evaluation of PROGRAM.

1. Program/Project Info

1.1. Scope

The Department will design number of courses with course design and development support from Miami Online. In partnership with the department, Miami Online will partner with UCM, EMSS, and other campus entities to support marketing, enrollment management, and student success of this degree/program.

1.2. Coordination

The Department of INSERT NAME agrees to assign a program coordinator to serve as the main point of contact to facilitate course development with Miami Online, assist with the coordinated development of various programmatic elements (e.g., marketing materials, enrollment and student success strategies, etc.), and any other issues that may arise.

Program coordination will include (but is not limited to):

- a. Coordinating and communicating between the project team, departments, Miami Online, project managers and the Division, within the department, and other administrative units to ensure policy and procedures are in place to facilitate the offering of this program.
- b. Providing regular and ongoing oversight of the project and the faculty team.
- c. Ensuring completion of General Counsel's Online Course Development Agreement for each course; filling in the stipend amount for faculty on this agreement and communicating with faculty about the source and amount of funding
- d. Mitigating project issues and risks.
- e. Sharing creative marketing content and other developed resources with the department for review, approval, etc.; assisting with structuring academic advising; and facilitating

communication between the department and instructors and learning designers and media specialists.

The Department also agrees to assign an academic program advisor who will be responsible to both coordinate with Miami Online student success staff and to advise degree seeking students on this new degree/program offering. This person will also coordinate with Miami Online to ensure all advising-related content is correct and up-to-date.

The department personnel assigned to this program/project are:

- Program Coordinator: [NAME]
- Program Advisor: [NAME]

2. Development and Deliverables

The overall program/project will start on [BEGINNING MONTH/YEAR] and end on [ENDING MONTH/YEAR]. Online program and course development support will begin on [month/year] and end on [month/year].

For developing the overall program, we agree to the following timeline:

| Area | Timeline |
|--------------------|----------|
| Program Agreement | |
| Marketing Strategy | |
| Course Development | |
| Launch | |
| Revision | |

3. Funding

3.1. While Miami Online funds the work of Learning Designers, Media specialists, and Student Support personnel in the design, delivery, and maintenance of the program, Miami Online does not provide funding for faculty course development stipends or course delivery. However, we recognize the importance of compensating faculty in a fair and timely manner for their work. To this end:

- a. Faculty funding will be supplied by Department / Division, and / or by other University sources secured by the Department / Division for the program (e.g. grants such as Boldly Creative). Miami Online recognizes the importance of fairly compensating faculty for their work to develop and deliver courses in the program.
- b. To ensure that faculty course development work is satisfactorily completed before the Department distributes funds to faculty, Miami Online will approve distribution of funds when each course is completed, as stipulated in the General Counsel's Online Course

Development Agreement. Approval of funds is contingent upon receiving a signed copy of the General Counsel's Online Course Development Agreement.

- c. The Program Coordinator will serve as faculty point of contact for questions about funding or compensation (see section 1.2 above)

4. Roles and Responsibilities

4.1 The [Division/Department] agree to:

- a. Engage in continued collaboration with Miami Online to ensure project completion on or before the date specified.
- b. Identify faculty members who will commit to working with Miami Online to complete the design and development of this program.
- c. Collaborate to ensure compliance with university and accreditation policies, including ADA compliance, copyright and intellectual property.

4.2. Miami Online agrees to:

- a. Provide consultation and staff support to assist the faculty members with the design, development and delivery of all courses that are part of this project.
 - Miami Online will provide Learning Design and Media services to assist faculty in developing one Model Course for each course number within the program. The Model Course will be reused, with minor revision as necessary and major revision on the timeline specified above, in subsequent terms after the initial course offering.
 - Miami Online will collaborate with faculty developers to equip each Model Course with a Course Map and Instructor Guide that facilitate consistent quality of course delivery in the event that the offering department appoints an instructor other than the original developer to deliver the course in future..
 - Miami Online will therefore periodically conduct program reviews to ensure programs are meeting Governing Bodies (HLC, DOE, NC-SARA) and Miami University quality practices and standards.
 - Miami Online will provide documentation including but not limited to Governing Bodies (HLC, DOE, NC-SARA) program/course standards, and all other documentation for the purpose of collaboration

5. Delivery

This agreement does not hinder or restrict faculty academic freedom with regards to classroom delivery or environment. Miami Online will support and offer assistance at the request of faculty and program leadership. Miami Online will periodically provide online course and program feedback as well as ensure up-to-date University and Governing Bodies (HLC, DOE, NC-SARA) standards.

6. Course Development and Materials

- a. Course development will start in the [term/year] and will be completed by the end of [term/year] indicated on the Program Development Plan. Student admissions to the programs will begin [term/year]. All courses covered under this agreement will be completed and offered to students by [term/year]. Students may enroll as online degree seeking students in this program effective [term/year].
- b. The Division/Department will develop, refresh or assess a total of [number] courses for online delivery through Miami Online.
 - When course development is complete, the Department must give approval for on-going offerings of each course in order to accommodate student demand for the course and timely progress towards degree completion, and to recoup development costs over time.
 - The sequence and timing of course design, development, and offering are delineated in the Program Development Plan below.
 - Preliminary syllabi for each of the courses are to be submitted prior to course development.
- c. Courses will be planned, designed, and developed by the providing faculty (Course Developer) or their assigned representatives in partnership and collaboration with Miami Online staff. Miami Online staff is not responsible for or contributing to any subject matter expertise but will bring their online learning expertise to the partnership..
- d. All courses making up the program or degree will be focused on outcome-based learning and aligned with the accrediting standards for learning outcomes. All courses in the proposed program will be developed using Miami's best practices guidelines for online courses and programs, which are aligned with various national standards for distance education courses and programs.
- e. The Course Developers will engage in continued collaboration with MO staff from project inception and will ensure course completion and approval of the course at least 4 weeks prior to the initial term start. Completion status of the course is determined by MO's Associate Director of Online Learning, Learning Designers, or other MO staff in consultation with the Program Coordinator. Provided that the course is complete 4 weeks prior to the initial term start, it will be reviewed by any designee(s) from MO upon completion and approval prior to initial course offering.

7. Use of Course Materials

The General Counsel's Online Course Development Agreement governs use of course materials by the faculty developer, the University, and any other faculty appointed by the department to teach the course in the future. Miami Online has no power to modify the General Counsel's Agreement for individual courses or for entire programs.

8. Signatures

The representatives have signed this Memorandum of Understanding on the __Day__ of
__Month__, YEAR.

[INSERT NAME/TITLE]

Director, Miami Online

[INSERT NAME/TITLE]

[INSERT NAME/TITLE]

9. Appendices

Program Development Plan

[\[Template\]](#)

- Course Sequence
- Course Dev Timelines
- Program Objective and Goals

Marketing Plan