

Memorandum of Understanding (MOU) Approval and Implementation Process

1. Initiation Phase

Goal: Ensure all relevant interest holders are identified and included early.

Steps:

1. **Proposal Submission:**
 - a. MOU proposal may be initiated by an Administrator, faculty member, department.
 - b. The initiating party submits a preliminary concept summary to the **District liaison**
2. **Stakeholder Identification & Notification:**
 - a. Before formal drafting begins, the following individuals must be notified and included in the initial discussion:
 - i. Presidents
 - ii. Vice Presidents, Student Services
 - iii. Vice Presidents, Instruction/Academic Affairs
 - iv. CPIE Deans
 - v. Academic Senate President
 - vi. District Representatives such as AVC, Educational Support Services and AVC, Technology
 - b. These individuals will help determine which additional faculty, Deans, or Department representatives should participate in the development of the MOU
3. **Initial Consultation Meeting:**
 - a. Convened by the District liaison.
 - b. Purpose: Clarify intent, identify affected programs, and define college-level impacts and implementation needs.

2. Drafting Phase

Goal: Develop the MOU collaboratively with input from those responsible for implementation.

Steps:

1. **College-Level Drafting Teams:**
 - a. Each college forms a small MOU drafting team including faculty and administrators who will implement the agreement.
 - b. These teams ensure the draft reflects college-specific needs and operational realities.
2. **Cross-College Coordination:**
 - a. The District liaison facilitates communication between colleges to ensure alignment and to resolve any differences in approach or capacity.
3. **Review by Key Stakeholders:**
 - a. The draft MOU is reviewed by:
 - i. Presidents Cabinets
 - ii. Academic Senates
 - iii. Chancellor's Cabinet

- iv. Any other appropriate Council or Committee as determined by the College Stakeholders
- b. Feedback is consolidated by the District liaison for incorporation into the final draft.

3. Approval Phase

Goal: Secure formal approval through shared governance and administrative channels.

Steps:

1. **College-Level Approval:**
 - a. Each college follows its internal governance process for review and approval (e.g., Curriculum Committee, Academic Senate, College Council).
2. **District-Level Review:**
 - a. Once college approvals are complete, the MOU is forwarded to the District for legal, policy, and compliance review.
 - b. The District ensures that the MOU aligns with district-wide policies.
3. **Final Authorization:**
 - a. After District review, the MOU is signed by appropriate College and/or District representatives.

4. Implementation Phase

Goal: Ensure implementation is led by the Vice Presidents responsible areas needed for execution at the college level.

Steps:

1. **College Implementation Plans:**
 - a. Each college develops a detailed implementation plan, led by the department or division responsible for the MOU's activities.
 - b. The plan should outline:
 - i. Key activities and responsibilities
 - ii. Timeline and milestones
 - iii. Resource or staffing needs
2. **District Coordination:**
 - a. The District liaison supports coordination across colleges and ensures consistency where appropriate (e.g., data reporting, legal compliance).
 - b. The liaison does *not* direct campus-level operations but facilitates communication and resource sharing.

5. Monitoring and Review Phase

Goal: Maintain transparency and accountability while allowing for course correction.

Steps:

1. **Annual Check-In:**
 - a. Each college provides an update on progress, challenges, and outcomes.
 - b. The District liaison compiles updates for district-wide review.
2. **Revision and Renewal:**
 - a. MOUs are revisited on a defined schedule (e.g., every 3 years) to ensure ongoing relevance.

- b. Revisions follow the same inclusive process as original development.

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