

# Memorandum of Understanding (MOU) Approval and Implementation Process

## 1. Initiation Phase

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

**Steps:**

### 1. Proposals 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** (see Section 6).

### 2. Interest Holder 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. **Articulation Officers**
  - vii. **District Liaison 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. Phase

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

## **Steps:**

### **1. College-Level :**

- 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 Interest Holders:**

- 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 Interest holder
- 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 will clarify :
  - 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.

## 6. Role of the District Liaison

**Purpose:** Serve as a connector, not a controller.

- **Coordinates** communication between college and district offices.
- **Facilitates** stakeholder meetings and document flow.
- **Tracks** progress on approvals and implementation timelines.
- **Ensures** district-level considerations (legal, fiscal, policy) are addressed.
- **Supports** college-level implementation planning.