

MEMORANDUM OF UNDERSTANDING

All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency.*

A. **Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program;*

Create visualizations of assessment data related to the college-wide learning outcomes to help college decision makers understand what the data means so they can take appropriate actions related to teaching and learning.

A. Roles and Responsibilities. *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

The 324 group agrees to:

Responsibility/ActivityResponsibility/Activity

Weekly updates	Provide weekly updates, email questions as they come up (Prefers email, chat/calls through teams are okay but email is the best way to stay in contact)
Prototypes	Meetings when we develop prototypes, schedule additional meetings as needed

Vanessa Prest agrees to:

Responsibility/ActivityResponsibility/Activity

Reply to inquiries	Reply in a timely manner to questions about project, prototypes or other questions
Guide project	Offer advice and feedback on prototypes and ideas and help guide journey to final project

C. Reporting Requirements. *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*

The 324 group will be responsible for collecting, collating and submitting data regarding our assigned questions

D. Timeframe. *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on the date it is signed by both parties and will dissolve at the end of the semester.

E. Funding

We require no funding other than the client's time.

This will be a functional prototype which will incorporate as many features as possible, but that it is delivered without warranty.

F. Confidentiality.

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This Memorandum of Understanding is the complete agreement between and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A

Authorized Official:

Signature Printed Name and Title

Address:

Eamon Worden (on behalf of the 324 group)

Telephone(s):

N/A

E-Mail Address:

AGENCY B



Vanessa Preast
Associate Director of CTLA

Signature

Printed Name and Title