**MEMORANDUM OF UNDERSTANDING**

**Central Support for Online Program Development**

As a strategic initiative to expand the online program portfolio CUNY-wide, The Office of Academic Affairs provides resources to colleges to develop online programs designed specifically to serve fully online students. This agreement is made between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department and School/College) and OAA regarding awarded funds.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department and School/College) has been awarded $\_\_\_\_\_\_\_\_\_\_ in one-time funds to support development of the online program (program name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The Department agrees to (initial each):**

\_\_\_ Develop and adhere to a plan of work that ensures program launch (accepting enrollments and first courses scheduled) within one year of funding. For example, a program funded in Fall 2022 would be expected to launch no later than Fall term 2023.

\_\_\_ Immediately notify the Executive Director of CUNY Online of any events that have the potential to delay program launch.

\_\_\_Designate a faculty or staff program coordinator responsible for managing the online program development project including execution of plan of work and continuing oversight and management of the program post-launch. The program coordinator will also serve as the primary point of contact to liaise with CUNY Online regarding program development, launch, marketing, etc.

\_\_\_ Develop and deliver all courses as fully asynchronous in the University-supported LMS (Blackboard or D2L).

\_\_\_ Ensure that all faculty responsible for online course development and/or teaching have completed Online Teaching Essentials, (OTE), ACUE’s Effective Online Teaching Practices courses, or similar training.

 \_\_\_ Ensure that all faculty responsible for online course development and/or teaching are committed to incorporating best practices in the development and delivery of courses (i.e., Universal Design) and meet Quality Matters standards.

\_\_\_ Ensure that all faculty responsible for online course development consult regularly with their designated CUNY Online instructional development team.

\_\_\_ Ensure that all courses provide evidence of regular and substantive interaction as required by the US Department of Education.

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Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/College Dean Date

**CUNY Online agrees to:**

* Provide ongoing support to faculty from instructional designers, learning technologists, and multimedia designers for online course development.
* Provide ongoing support to campuses’ program leadership regarding strategy, program design, student support, etc.
* Include the program on the CUNY Online website and marketing campaigns.

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Executive Director, CUNY Online Date