

# Memorandum of Understanding

## Self-Supporting Online Degree Program Agreement

### Purpose & Introduction

The purpose of this MOU is to establish roles, responsibilities, and guidelines for all parties in order to successfully launch and operate a Self-Supporting Fully Online program as outlined below.

[ ] will be referred to as **“College of Record”**.

[ ] will be referred to as **“Department”**.

The division of Academic Innovation (AI) will be referred to as **“UTSA Online”**.

This Memorandum of Understanding (MOU) is for the [ ] program (referred to as “the Program”) offered at the [ ] degree level within the Department and College.

### Responsibilities of the College and Department

- Ensures that all appropriate internal and external academic approvals are received for awarding the degree Program.
- Administration of all course scheduling.
- Creates a complete and robust program carousel for at least two academic years.
- Identifies instructors who will commit to working with the division of Academic Innovation’s Office of Teaching, Learning and Digital Transformation (TLDT) to develop or refresh fully online courses.
- Identifies instructors who will commit to teaching the fully online courses for the Program.
- Maintains an infrastructure within the Department and College to support UTSA Online students’ needs.
- Coordinates the teaching of required courses in other departments and colleges that UTSA Online students must complete in order to seamlessly progress through their Program (i.e. math, writing, etc.).

### Responsibilities of UTSA Online

- Supports the College and Department-led work to obtain Program approval through CourseLeaf.
- Assumes all financial responsibility for program expenses up to the first three years of the Program.
- Provides central support for enrollment, advising and marketing, in collaboration with other Academic Affairs divisions as needed.
- Establishes revenue & expense cost centers to track the Program’s financial activity within the first three years, providing reports on an annual basis and upon request.
- After the three-year start-up period, calculates net revenue according to the approved financial model (see Financial Model section on pg. 2) and works with Academic Affairs in the distribution of revenue.
- Utilizes TLDT as a resource for course development and/or refresh. *Course development and/or refresh require a separate MOU through the TLDT for each course.*

### General Party Responsibilities

- UTSA Online is the sole source by which to offer and support Self Supporting Fully Online Programs for UTSA for the duration of the Program. Any deviation from this will require authorization from the UTSA Provost and Academic Innovation Vice Provost.

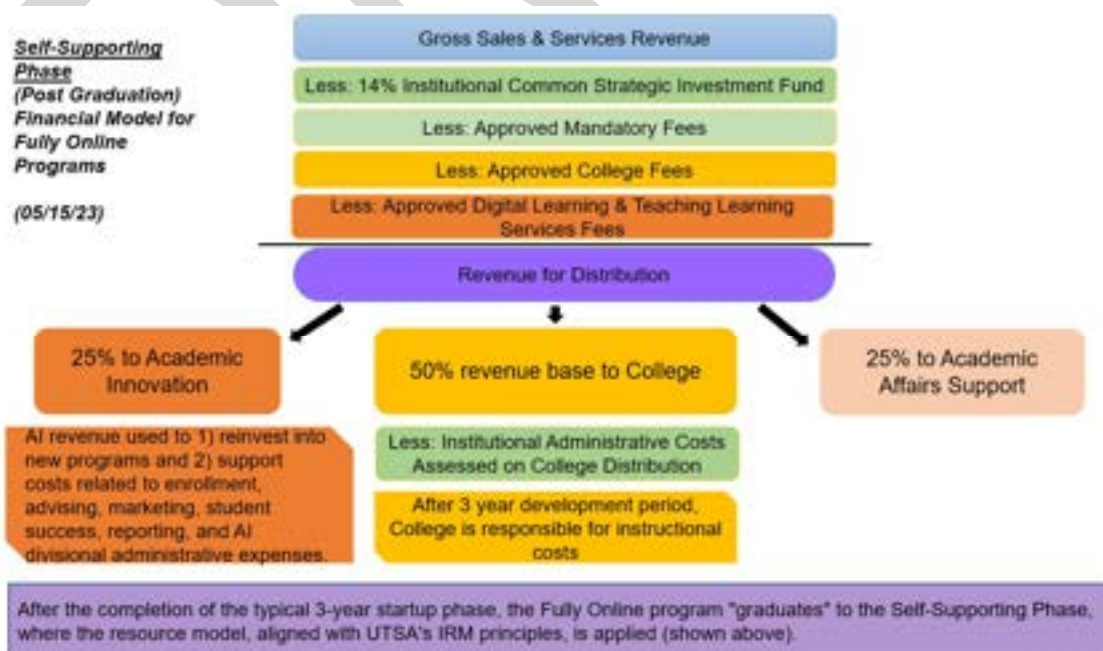
- The College of Record, College of Instruction (*if applicable – see Addendum A*), and UTSA Online commit to exchange data and documents as agreed that will contribute to the collaboration, maintenance and continuous improvement of this agreement.

## Financial Model

- During the initial “Start-up Phase”, which is typically the first three years beginning when program expenses first post, the following financial model applies:



- After completion of the typical 3-year startup phase, the Fully Online program “graduates” to the “Self-Supporting Phase,” at which time the following financial model applies:



- Upon entering the self-supporting phase, the College/Department will establish a cost center to track all Program instructional expenses.
- Funding distribution timing in a given fiscal year (FY) will align with the IRM model to provide distribution transfers for summer (prior FY), fall and spring (current fiscal year) activity.
- During the self-supporting phase, revenue for distribution is transferred to the **College of Record**.
- Courses will be built on a three-year rotation period. If there are severe negative pedagogical implications for the program/course that need to be addressed *before* the three-year period, exceptions will be made, with the approval of UTSA Provost.

## Student Fees

- Student fees are embedded in the student credit hour rate charged to students and will be distributed to support divisions or college responsible for the respective services according to the financial model in this MOU. For fees paid, Self-Supporting Online Degree Program students are provided the same level of student service and support as traditional/residential students. A current list of student fees and services available to Program students is included on the Online Programs [webpage](#). University student fees are subject to change.

## Signatures

College of Record Academic Department Chair:

|                    |                     |               |
|--------------------|---------------------|---------------|
| _____<br>Signature | _____<br>Print Name | _____<br>Date |
|--------------------|---------------------|---------------|

College of Record Dean:

|                    |                     |               |
|--------------------|---------------------|---------------|
| _____<br>Signature | _____<br>Print Name | _____<br>Date |
|--------------------|---------------------|---------------|

College of Instruction Dean (*if applicable*):

|                    |                     |               |
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| _____<br>Signature | _____<br>Print Name | _____<br>Date |
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Academic Innovation Vice Provost

|                    |                     |               |
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| _____<br>Signature | _____<br>Print Name | _____<br>Date |
|--------------------|---------------------|---------------|

Provost:

|                    |                     |               |
|--------------------|---------------------|---------------|
| _____<br>Signature | _____<br>Print Name | _____<br>Date |
|--------------------|---------------------|---------------|

## Addendum A

### **Responsibilities of the College of Instruction (COI) (*if applicable*):**

- Coordinates with UTSA Online and the College of Record (COR) on providing a course carousel for at least two academic years.
- Ensures that all appropriate direct expenses for the UTSA Online program are included in the appropriate cost centers to support tracking of all UTSA Online students separate from residential Option I (formula funded) students.
- Collaborates with the UTSA Online and COR for the Program launch, market analysis and pricing decisions if required.
- All COI course scheduling.

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