

## **Questions to Consider in Planning Collaborative Programs within the UW System**

Collaboration between institutions to develop, implement, administer and assess academic programs is a complex, invigorating process. Each new initiative will need to address the myriad of factors in ways that are most appropriate to the particular institutions involved and the particular academic program. This document is intended to assist the faculty and staff during this process. We urge representatives from institutions interested in pursuing collaborative programs to contact the Office of Academic and Faculty Programs as early in the process as possible so that we may provide assistance.

### **Guiding Principles**

As institutions work together, these principles can provide a framework.

1. A preliminary memo of understanding may be useful to define the collaborative entity and the roles and responsibilities of each participating institution.
2. Follow the appropriate approval and signature processes at each institution.
3. Faculty from the participating institutions will be responsible for developing the curriculum, assessing student outcomes and evaluating the program.
4. The administrative structure for the collaborative program will be determined through consultation with the appropriate representatives from each participating institution.

### **Academic and Administrative Factors**

There are a wide variety of academic and administrative factors that will require discussion when UW institutions enter into collaborative programs. These issues add complexity to program design because collaborators will want to take into account policies or practices that may differ among the collaborating institutions. In some cases a policy must be developed and a process agreed upon. It will be necessary to involve representatives from a variety of administrative and academic offices, depending on the issues under discussion.

### **Key Factors to Consider:**

#### **I. Program Faculty**

##### **A. Instructional**

1. What will be the curriculum for this program?
2. Which faculty will teach in this program?
3. What delivery methods will be used?
4. If collaborating institutions' practice differs, what grading system, calendar, etc. will be used?
5. How will student learning outcomes be assessed and how will this program be evaluated?

## B. Academic Administration

1. How will student recruitment and advising be administered?
2. What are the admission criteria for students seeking to enter this program?
3. How will the scheduling, timetable, cross-listing, etc. in various program locations be accomplished?
4. How will faculty, staff & student assistants be hired and promoted?

## II. Administrative Staff

### A. Financial Administration

1. What funding model should be used and how will tuition be set to support that funding model?
2. What will be the process to count students in the program (FTE & headcount)?
3. How will segregated fees/United Council fees be determined for students in collaborative programs?
4. How will program costs be distributed?

### B. Financial Aid

1. Which institution is the "providing" institution for financial aid purposes?
2. If the collaborating institutions have different term lengths, what impact, if any, will that have on financial aid?

### C. Admissions/Registration/Transfer

1. What will be the institutional eligibility criteria/prerequisites?
2. How will admissions to the collaborative program be handled?
3. How will student data from collaborative programs be reported to System & others?
4. How will the collaborative program handle calendar differences among collaborating institutions?
5. How will the collaborative handle enrollment & registration issues?
6. How will the collaborative program do marketing & recruitment?

### D. Student Support Services

1. Academic Advising
  - a) How will students in the collaborative program receive academic advising?
  - b) How will academic advisors be trained to serve students in collaborative programs?
2. Career Advising
  - a) How will students in collaborative programs receive career advising?
  - b) How will career advisors receive training on collaborative programs?

3. Disability Services
  - a) How will students in collaborative programs receive disability services?
  - b) How will disability services for students in collaborative programs be funded and reported?
4. Student Conduct

For students in a collaborative program involved in academic or non-academic misconduct allegations, what will determine which institution pursues disciplinary action? (e.g., location of incident? Faculty institutional affiliation?)
5. Health Services
  - a) How & where will students in a collaborative program have access to student health & counseling services?
  - b) How will health services be funded for providing services to collaborative students?
6. Information Technology

Will students have Univ. ID, ID number and associated rights at each collaborating institution?
7. Library Services

How will students use the electronic/library resources at each institution in the collaboration?
8. Recreational Sports/Athletics/Unions

How/where will students access these services?