



Foothill-De Anza Community College District

12345 El Monte Road, Los Altos Hills, CA 94022

Memorandum of Understanding

This Memorandum of Understanding (MOU) is made and entered into on **INSERT DATE** by and between Foothill - De Anza Community College District on behalf of the California Virtual Campus – Online Education Initiative, and **INSERT DISTRICT** on behalf of **INSERT COLLEGE**.

Whereas, the California Virtual Campus – Online Education Initiative (hereto forward CVC-OEI), operated by the Foothill-De Anza Community College District (as fiscal agent) is an initiative focused on student success in the California Community Colleges through innovative online learning practices;

Whereas, the CVC-OEI oversees the management, competitive and equitable award of funds through the *Improving Online CTE Pathways RFA* (RFA); and understands the importance of allowing participating institutions to obtain initial funding for Grant Planning and Preparation as stipulated in the RFA's Phase 1;

Whereas, **INSERT COLLEGE**, through submission of a Letter of Intent to participate in the RFA is a recipient of Planning and Development Reimbursements (up to \$15,000) funding for allowable activities in the RFA's Phase 1: Grant Planning & Preparation;

Whereas, conducting college-wide analysis of the programmatic gaps and opportunities to improve online student success leading to increased employability or gains in wages is an important component of developing a responsive application to the RFA and also serves to strategically support future program growth opportunities at participating college(s);

We, the CVC-OEI and **INSERT COLLEGE**, through this MOU, hereby agree to the following as it pertains to the RFA's Phase 1: Grant Planning & Preparation:

CVC-OEI, recognizing that colleges and districts throughout the CCC system vary in distance education expertise and staffing, will support all eligible institutions in the initial planning and preparation of Applications and Proposals for the *Improving Online CTE Pathways RFA*, by providing Planning and Development Reimbursements funds. As a requirement, grant proposals must fall within at least one of the three approved tracks.

TRACK 1: Improve access to and quality of existing online programs: Key themes emerged during discussions with stakeholders throughout the system. Maximum impact can be achieved not just by creating new online courses or programs, but more importantly by expanding access to existing but locally or regionally-siloed online CTE-oriented programs or certifications – e.g., increase capacity or frequency of sections not available anytime / anywhere; and support colleges to improve the quality, accessibility, and equity of existing offerings.

TRACK 2: Increase the number of online programs that meet workforce needs by filling in gaps within programs – missing content, missing courses; leveraging industry partnerships to create or expand access to online programs; and encourage collaboration between colleges to offer joint programs.

TRACK 3: Support students, faculty, staff and campus leaders by supporting the student groups that could most benefit from expansion of online, by offering targeted support structures.

INSERT COLLEGE must accomplish the following to be eligible for Planning and Development Reimbursements:

1. Engage in a college and/or district analysis of gaps and opportunities related to the three Improving Online CTE Pathways tracks, leading to submission of an Application;
2. Submission of a responsive Application to the RFA that addresses the Improving Online CTE Pathways track(s);
3. Upon submission of Application, submit and invoice the CVC-OEI for actual and allowable costs associated with activities required for the development of a responsive Application. Reimbursable expenditures may not exceed \$15,000 per college and must be substantiated by receipts and/or documentation supporting the expenditures in accordance with the Reimbursement Invoices & Documentation section of the *Improving Online CTE Pathways Grant Program, Application Next Steps & Reference Documents*.

Signature

Date

Print Name

Print Title

INSERT DISTRICT

Signature

Date

Print Name

Print Title

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