

# Appendix 1

## **Description of the Nature of the Partnership**

## **Description of the Nature of the Partnership Agreement between Provost Academy–Ohio (PAOH) and the University of Dayton, School of Education and Health Sciences (UD)**

### **Specific Responsibilities:**

The parties to this Straight A Fund Agreement (attached) and referenced above will **each** have the following specific responsibilities:

1. Be responsible for all round-trip transportation and associated travel expenses related to developing and implementing the proposed project, which is appropriately described and included in the project budget;
2. Be responsible for all costs related to designing, developing and setting up of the online certificate courses including technical support and periodic revisions, which is appropriately described and included in the project budget;
3. Be responsible for all staff salaries or other compensation and benefits related to working on the proposed project, which is appropriately described and include in the project budget;
4. Ensure that all student data and information is handled in a confidential manner in compliance with all federal, state and local laws and regulations;
5. Ensure that all team members comply and operate within the guidelines of the Straight A Grant Fund, and each partnering entities' operating and security procedures;
6. Provide academic credit towards requirements for high school diploma and for future college degree program for students successfully completing the piloted certificate courses;

### **Program Management and Administration**

PAOH and UD will **jointly** oversee the development and implementation of the proposed online post-secondary health sciences certificate courses development project:

- Naim Sanders will serve as the partnership program manager on behalf of PAOH and will work with UD's program manager (Dr. C. Jayne Brahler) to identify, select, and prioritize the activities in which the parties engage in, if awarded a grant under the Straight A Fund competition. PAOH's program manager will also ensure that program activities are in compliance federal, state, and local guidelines governing the grant competition and the work described in the proposed project.

- Dr. C. Jayne Brahler will serve as the partnership program manager on behalf of UD and will work with PAOH's program manager (Naim Sanders) to identify, select, and prioritize the activities in which the parties engage in, if awarded a grant under the Straight A Fund competition. UD's program manager will also ensure that program activities are in compliance federal, state, and local guidelines governing the grant competition and the work described in the proposed project.
- PAOH will create monthly project update reports with appropriate metrics to monitor progress, resource allocation, budget and cash flow, and any modifications to the agreed upon scope of work. The report will also describe any critical issues and decisions required for the current and any future reporting periods.
- The partnership team will develop a timeline for a series of meetings between and among team members to ensure consistent communication around issues related to scope of work, risk management, project plan, scheduling, coordination, etc. All team members will be expected to be prepared for and to participate consistently in these meetings.
- PAOH will be responsible for the management, administration and the closeout of the grant award. The school's executive director and business manager will work jointly with EdisonLearning's grants department to comply with the guidelines of the Straight A Fund and ensure that all grant funds are used for the purposes described in proposed project.
- UD will conduct the project's evaluation as required by the Straight A Fund Grant. The evaluation will review the project's teaching materials; mobile classrooms; and student performance data as well as complete a team self-assessment.

## **Project Design, Development and Implementation**

The project is described in Section B of the Straight A Grant Application, and it has three distinct tasks which are listed below followed by a description of the roles and responsibilities of the PAOH team and the UD development team.

### **Task 1: Pilot Two Certificate Courses and Mobile Classrooms**

#### ***PAOH team roles and responsibilities:***

- Provide professional development for staff on PSEO/dual enrollment
- Market the health sciences certificate courses to students
- Have a dedicated person on staff to manage PSEO/dual enrollment program
- Recruit prospective students for the program
- Provide counseling to students and their families regarding the program

- Verify and select students for the pilot based on eligibility requirements mutually agreed upon by PAOH and UD
- Administer pre- and post-surveys to obtain students' feedback on the program
- Assist students with enrollment at UD
- Track students' attendance and participation in the pilot program
- Ensure students receive appropriate high school credits at the completion of each course
- Provide support and updates to students and their parents/guardians throughout the course
- Participate (staff, students and families) in UD's market analysis (e.g., focus groups, surveys, etc.)
- Assist with setting up and testing of mobile classrooms
- Ensure students are able to attend hands-on mobile classroom sessions

***UD development team roles and responsibilities:***

- Provide the online course (curriculum and materials)
- Offer the classes through its PSEO online portal
- Responsible for content delivery (teaching) and monitoring, feedback to student, and grading
- Provide instructor-led remediation for online classes
- Technology support for enrolled students and faculty
- Course data collection and analysis (academic performance and usability data sets)
- Course revisions based on data analysis
- Students feedback
- Maintain student enrollment and grade data
- Order, setup, and test mobile classrooms
- Maintenance, upkeep, and storage of SBME and Food Sciences mobile classrooms, including the procurement of all necessary insurances and licenses for operation to mitigate the partnership team's risk and liability
- Schedule and hold mobile classrooms sessions
- Provide instructor-led remediation for mobile classrooms sessions

**Task 2: Develop six health sciences certificate core courses**

***PAOH team roles and responsibilities:***

- Continue to market the health sciences certificate courses to currently enrolled and prospective students
- Recruit prospective students for the program
- Participate (staff, students and families) in UD's market analysis (e.g., focus groups, surveys, etc.)
- Survey students to get their input on future course offerings
- Provide input (staff, students and families) to the development team for online curriculum design

***UD development team roles and responsibilities:***

- Provide faculty who will design and development online curriculum
- Use course data (academic performance and usability data sets) and analysis from piloted courses to inform course development
- Complete the Quality Matters online course development review
- Oversee the development, submission, and approval of courses by the School of Education and Health Sciences
- Provide technology support for faculty to ensure that the newly developed and approved online courses will be offered in Fall 2014

**Task 3: Complete market analysis to determine Certificate Program offerings**

***PAOH team roles and responsibilities:***

- Continue to market the health sciences certificate courses to currently enrolled and prospective students
- Recruit prospective students for the program
- Participate (staff, students and families) in UD's market analysis (e.g., focus groups, surveys, etc.)
- Provide input (staff, students and families) to the development team for the final recommendations for the certificate program offerings
- Prepare for the second phase of the project

***UD development team roles and responsibilities:***

- Continue reviewing current governmental and research reports on market trends in the workforce for newly minted high school graduates and college graduates specific to the health sciences

- Seek input from students, parents, employers, and other stakeholders specific to employment opportunities and position/job requirements
- Develop list of top 10 possible certificate programs based on market analysis data
- Develop course sequence for the list of possible certificate programs
- Develop proposal for certificate programs for review and approval by the School of Education and Health Sciences
- Prepare for the second phase of the project