

# **MEMORANDUM OF UNDERSTANDING**

## **Cost Effective Student Support Study**

### **The Research and Planning Group for California Community Colleges**

This Memorandum of Understanding, herein referred to as “MOU,” is entered into by Las Positas College (herein “LPC”) and the Research and Planning Group for California Community Colleges (herein “RP Group”). The RP Group seeks to articulate how student support, both inside and outside the classroom, can be delivered in a cost-effective manner so that community colleges can narrow the achievement gap for Latino and African-American students and enable more students to achieve transfer, a degree and/or certificate.

The RP Group will gather student perspectives from all of the participating institutions on the aspects of support that they received that were most instrumental to their success, as well as practitioner insights regarding ways to deliver those types of support in a sustainable manner. By bringing forward on-the-ground knowledge of students, faculty, student services professionals and administrators, we will develop a series of strategies that can be implemented within constrained budget times and work collaboratively with practitioners and students to determine how best to implement these approaches. The RP Group has contracted with the Social Science Research Center at CSU Fullerton to conduct an online survey and telephone interviews designed to gather information about students’ experience at the college they attended.

THEREFORE, LPC agrees to the following terms of this MOU:

#### **1. Responsibilities**

##### LPC Responsibilities

- a. LPC will provide the RP Group with student data that will be used to contact students to request their participation in an online or telephone survey. LPC will identify three cohorts of students: successful students, student leavers and current students based on parameters provided by the RP Group. For each of these student cohorts, LPC will provide demographic, contact and award information. We estimate it will take each college no more than ten (10) hours to produce these data. Once these data have been extracted, your institution will send these to the California Community Colleges Chancellor’s Office, where additional information (e.g., student progress data) will be added.
- b. LPC will provide the RP Group with access to faculty, staff and administrators at the selected college to participate in a convening with practitioners from other colleges participating in the study to discuss the results from the student survey and provide their feedback on student support that works. In addition, a follow-up survey will be conducted with those participating in the convening.
- c. LPC may be asked to host a convening at your institution to bring faculty, staff and administrators together from the colleges participating in the study to discuss the results from the student survey and provide their feedback on student support that works.

- d. LPC will provide the RP Group with access to faculty, staff and administrators at the selected college to participate in focus groups to discuss the results from the student survey and provide their feedback on student support that works.

#### RP Group Responsibilities

- a. The RP Group will provide through the California Community College Chancellor's Office a secure protocol through which LPC will transfer their student data.
- b. The RP Group will provide technical assistance to colleges that need support in providing their student data.
- c. The RP Group will contract with CSU Fullerton to administer the online and telephone surveys.
- d. The RP Group will produce summary reports that provide a comprehensive analysis of all the data gathered through the student survey.
- e. Districts will receive individualized reports that describe how their students responded and provide a comparison with the group of participating colleges.
- f. The RP Group will organize the convenings and cover related expenses (i.e., meals).

## **2. Confidentiality**

All data identifying individual students will be secured through the use of secure data transfer protocols to ensure confidentiality.

## **3. Timeline**

This study will span the 2011-2012 and 2012-2013 academic years and will conclude on August 31, 2013.

- By September 30: Institution submits the Memorandum of Understanding to the RP Group
- By October 31: Institution submits student data to the CCCCCO
- By November 30: CCCCCO adds additional information to the student data
- January-February 2012: Student survey is administered electronically and via telephone
- March-May 2012: RP Group analyzes data
- By August 31: RP Group disseminates briefs of student responses to participating institutions
- September 2012: RP Group conducts first round of regional convenings with practitioners and students from the colleges participating in the study
- September-October 2012: RP Group conducts practitioner focus groups
- October-December 2012: RP Group analyzes data
- February-March 2013: RP Group administers follow-up surveys with attendees from the first round of convenings
- August 31, 2013: RP Group disseminates briefs of practitioner responses to participating institutions

## **4. Compensation**

Each participating college will receive a stipend of \$1,000 to help cover staff expenses related to providing the requested data.

**5. Term of this MOU**

This MOU shall be in effect for LPC in the academic years 2011-2012 and 2012-2013 ending August 31, 2013. Any participant(s) listed as a party to this MOU may terminate its participation by delivering written notice of its intent to terminate said participation to Kathy Booth, the RP Group. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Lorenzo Legaspi Title: Vice Chancellor, Business Services

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