

Letter of Understanding

University College and CCT Program Director, Peter Taylor, on behalf of core faculty of the Program

The academic home of the Critical and Creative Thinking Program (CCT) will reside in University College (UC) from 6/1/12. The following understanding about the operation of CCT as a UC program is agreed upon by University College and Dr. Peter Taylor, CCT Program Director, on behalf of core faculty of the Program:

1. The Director of CCT commits to working in close cooperation with University College to reach a broad student population. In particular, special efforts as reflected in program description and curricula will be undertaken to demonstrate the appropriateness to a wide spectrum of professionals of CCT's distinctive approach to mid-career personal and professional development, interdisciplinary studies, and incubation of workplace and instructional innovation.
2. UC will work with the CCT program staff to develop and implement an effective marketing plan to enhance enrollments and to ensure long-term sustainability of the program.
3. UC will work with the Program Director on a scalability plan to support student growth. Tied to agreed-upon enrollment levels this scalability plan includes:
 - a. Continuation of 100% Assistant Director position teaching an average of 5.5 sections/year and 50% Assistant Director position teaching an average of 3 sections/year, with marketing and administrative responsibilities for, respectively, the regular track and Science in a Changing World track.
 - b. Clinical faculty as appropriate when student enrollments reach numbers that support additional commitment (see #6).
 - c. Reduction of teaching load by one course each semester that the Assistant Director or clinical faculty member assumes the duties of the Program Director while the Director is on leave.
 - d. Continuation of a ¼ time Graduate Assistant to CCT, with funding source to be determined. Additional assistantships will be tied to enrollment growth.
4. Existing arrangements regarding graduate assistants' fees during fall and spring semesters will continue:
 - a. CCT students with graduate assistantships will have UC fees waived.
 - b. LTET students with state-funded assistantships will have CCT course fees waived.

- c. Each year two –three honors student holders of the Chancellor’s Scholarships can have fees waived while taking CCT courses.
5. The program will receive the equivalent of the funds previously allotted through the academic unit fund (currently approximately \$3000 annually). These funds will be used as the as the Program Director sees appropriate for such expenditures as faculty development, guest speaker honorariums, etc.
6. The incentivization plan linking enrollment growth to hiring of clinical faculty and continuation of the Assistant Director position will be as follows:
 - a. In the early fall, an annual revenue report will be prepared by the College, which will include revenues and expenses for all courses taught through the College either in CCT or by CCT faculty and professional staff. These reports will allow adjustments, if needed, and planning for the following academic year, including possible hiring decisions.
 - b. The College will evaluate requests for continuing or increasing the staffing level for the Program on the basis of the financial reports and projected increases in revenue from additional sections that would be offered.
 - c. The Program is continuing to work on enrollment and revenue growth in anticipation of the following staffing requests: i) the 50% Assistant Director position becomes benefited from July 1, 2013; and ii) that 50% position becomes 100% from September 1, 2014 (after the expected retirement of a CCT core faculty member).
7. Course evaluations will be administered by UC using an agreed-on form.
8. Faculty governance shall continue to accommodate cross-college involvement of faculty in CCT:
 - i. Full-time faculty members and professional staff who teach in the CCT program may serve on the CCT Program Committee with full voting rights. Part-time lecturers and professional staff who teach in Program may serve on the Program Committee but without voting rights.
 - ii. The Program shall have a Program Director, who shall be recommended for a three-year term by simple majority vote of the voting program faculty. To be an eligible candidate for election as Program Director, a member of the program must have an appointment that runs through the three-year term of office. The election of the Program Director, which shall ordinarily take place in the spring, becomes effective as soon as possible, but no later than the semester following the election. The Program Director’s appointment is subject to the approval by the Dean of the College. If the Dean does not approve the Program’s choice, a letter of explanation shall be presented to the Program. In the event of a Director resigning or leaving office prior to the completion of the term, the U.C. Associate Dean, in consultation with

members of the Program, shall appoint an acting Director until an election which must be held within the academic year.

- iii. Subject to the Dean's ultimate authority for administrative functions and budgets, the Program Director shall be responsible for the following types of activities: coordinating recruitment, supervising admissions process, supervising enrollment and registration, coordinating student advising, acting as liaison for governance, approving curricular and Program proposals, preparing proposed course schedules, certifying degree or certificate completion, preparing data for annual reports, convening Program meetings, the discretionary budget, and advising the Dean on Program issues.

Philip DiSalvio, Dean
University College

Peter Taylor
CCT Program Director

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