

MEMORANDUM OF UNDERSTANDING

Articulated Transfer Linked Audit System - ATLAS

Overview:

As per the various elements that have been presented today, legal documents will be prepared to officially define and describe the relationships between Oregon State University [Information Services] and the other institutions in the Oregon University System, the Community Colleges of Oregon, and others. These documents will provide details as to services, expected outcomes, fiscal arrangements, implementation timing, and various other terms and conditions that will provide a framework for a successful implementation of ATLAS.

Memorandum Of Understanding:

Because of the nature of ATLAS and the participating educational institutions, no single MOU will serve all. There are commonalities in all, but numerous MOUs will be necessary. Tentatively, there will be MOUs between OUS and each participating educational institution, and between OSU and each participating educational institution.

The MOU content will closely relate to the various points of discussion in Randy's presentation. The key element of each will relate to development and implementation stages of ATLAS, but continuation and/or termination clauses will be included.

Basic components:

- [1] ATLAS Project description
- [2] Statement of funds to be provided by OSU/OUS to recipient institution for project deliverables
- [3] Detailed distribution of funds
- [4] Statement of expectations the OSU has of the participating institution
- [5] Checkpoints
- [6] Evaluation: expected outcomes; criteria and methodology for determining success
- [7] Schedule for distribution/collection of funds
- [8] Non-Renewal / Extension

Timeline:

- Assemble data [financial, terms & conditions, services] to be included
- Prepare draft document
- Legal review
- Distribution to educational institutions involved for review [Mid-March]
- Revisions, if needed
- Signatures collected, and MOUs become official [March 29th Steering Committee Meeting]

NOTE: One thing that will be of assistance is to know who will be the signatory for any MOUs at your institution. If you will send this to me, I can have that built into the review draft, as well as the final document.

Jim Corbett, Director of Administrative Services, Information Services/University Libraries, Oregon State University
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