

**MEMORANDUM OF UNDERSTANDING
BETWEEN OUTER COAST
AND THE UNIVERSITY OF ALASKA SOUTHEAST (UAS)
IN SUPPORT OF THE STEWARDSHIP OF OUTER COAST COLLEGE (OCC)
BY WAY OF BRANCH CAMPUS ACCREDITATION**

PURPOSE

Outer Coast will be a two-year liberal arts college in Sitka, Alaska built on the pillars of academics, service & labor, and self-governance. At Outer Coast, the goal of education is to help students interrogate the challenges facing our communities, country, and world and develop the skills and confidence to solve those challenges.

Outer Coast is authorized by the Alaska Commission on Postsecondary Education (ACPE) to offer college coursework for high school and postsecondary students by way of a course-crediting sponsorship with Alaska Pacific University (APU). Outer Coast does not currently offer degrees.

Outer Coast aims to offer a two-year liberal arts curriculum as an independently accredited, degree-granting college. In order to confer Associate of Arts (A.A.) degrees while pursuing independent accreditation, Outer Coast seeks a stewardship partnership with UAS, under which UAS would make a Substantive Change proposal to the Northwest Commission on Colleges and Universities (NWCCU) to establish Outer Coast College as a branch campus of UAS.

Outer Coast intends to operate as a UAS branch campus, as defined in the NWCCU Accreditation Handbook, while pursuing independent accreditation (during its “stewardship” phase), a process which the parties anticipate will extend over five years. Both parties are aware of and prepared to be flexible should the stewardship timeline extend longer than five years, but can terminate this Agreement at any time (see: “TERMINATION” section below). When Outer Coast earns independent accreditation, their branch campus partnership with UAS will then terminate.

The purpose of this memorandum is to delineate and agree upon the respective tasks and responsibilities of Outer Coast and UAS in the development of curriculum and pursuit of branch campus accreditation of Outer Coast College in anticipation of a fall 2024 college opening.

TASKS AND RESPONSIBILITIES

Outer Coast will:

1. Dedicate one staff member (Franklin Eccher, College Launch Lead), one faculty member (Matthew Spellberg, Dean), and Executive Director Bryden Sweeney-Taylor to serve on the College Launch Working Group;
2. Drive the development of a two-year academic curriculum, including coursework and core faculty roles;
3. Develop a clear set of student learning outcomes and a plan for the long-term assessment of those outcomes;
4. Drive the development of student services, including staff roles;
5. Identify student populations to be served and develop a marketing strategy for the recruitment of the inaugural class of Outer Coast College students;
6. Develop a budget and raise the necessary resources to sustainably fund the two-year college;
7. Secure adequate residential, academic, and administrative facilities on the historic Sheldon Jackson (SJ)/Sitka Fine Arts Camp (SFAC) campus;
8. Secure library facilities and resources on the historic SJ campus;
9. Support UAS staff and faculty in the writing, submission, and any necessary supplemental revision of a Substantive Change proposal to the NWCCU to establish Outer Coast College as a UAS branch campus.

University of Alaska Southeast will:

1. Dedicate one executive (Maren Haavig, Provost) and one administrator (Carin Silkaitis, Dean of Arts & Sciences) to serve on the College Launch Working Group;
2. Liaise with and advise Outer Coast staff and faculty in all aspects of the development of the two-year college, including participating in the working group attending quarterly meetings of the Outer Coast Board of Trustees, as necessary;
3. Write, submit, and provide any necessary supplemental revision of a Substantive Change proposal to the NWCCU to establish Outer Coast College as a UAS branch campus.

Substantive Change Review Timeline*

Date	Milestone/Deliverable
Summer 2022	Earn 2-year authorization renewal from the ACPE
Fall 2022	Preparation for Substantive Change Proposal: See Appendix
Spring 2023	Preparation for Substantive Change Proposal: See Appendix
Summer 2023	<i>June:</i> Write substantive change proposal and submit for internal UAS review <i>August:</i> Submit substantive change proposal to NWCCU
Fall 2023	NWCCU staff review, panel review, and any necessary revision Pre-implementation NWCCU site visit
January 2024**	NWCCU Commission/Executive Committee review
Spring/Summer 2024	Implementation and preparation for college opening
Fall 2024	College Opening

*Earliest possible timeline for substantive change process.

**Because the Commission only meets in January and June, the latest possible date for Commission review for a fall 2024 college opening would be June 2024.

TERMINATION

This Agreement may be terminated by either party upon 30 days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other.

CHANGES

Any changes, additions, or deletions to the scope of the services of this contract shall be made in writing.

The undersigned represents that they are the duly authorized agent of the University of Alaska Southeast, certifies that they have read and understand the agreement, and that they are authorized to enter into this agreement on behalf of the University of Alaska Southeast. The undersigned signature below indicates that Outer Coast agrees to comply with the terms of the agreement.

Karen Carey

[Karen Carey \(Oct 24, 2022 12:59 AKDT\)](#)

Dr. Karen Carey, UAS Chancellor

_____ **Date**

MAREN HAAVIG

[MAREN HAAVIG \(Oct 27, 2022 10:42 AKDT\)](#)

Dr. Maren Haavig, UAS Provost

_____ **Date**

Carin Silkaitis

[Carin Silkaitis \(Oct 27, 2022 12:03 AKDT\)](#)

Carin Silkaitis, UAS Dean of Arts & Sciences

_____ **Date**

Matthew Spellberg

[Matthew Spellberg \(Oct 24, 2022 13:15 AKDT\)](#)

Matthew Spellberg, Outer Coast Dean

_____ **Date**

P. Sweeney-Taylor

Bryden Sweeney-Taylor, Outer Coast Executive Director

_____ **Date**

Appendix: OCC-UAS Working Group Projects and Timelines (DRAFT)

Project	People	Next Steps	Timeline
<i>Relevant to OCC & UAS</i>			
Proposal management and coordination between OCC, UAS, and NWCCU	Frank, Maren	Set up regular meetings with NWCCU liaison Ed Harri and Selena Grace Find a substantive change proposal template to begin working from	Fall 2022
OCC Governance vis a vis UAS	Bryden, Maren	Sign OCC – UAS MOU Review UAS-Sitka and UAS-Ketchikan governance structures as well as the NWCCU’s example agreements from Oregon and Idaho and draft a proposal specific to OCC and UAS	Fall 2022
General Education (AA) Curriculum	Matthew, Carin, OCC Curriculum Committee	Draft an OCC general education curriculum, inclusive of course titles and credit to completion. Draft syllabi for all core coursework	Draft Fall 2022, finalize coursework by May 2023 with core faculty
Faculty	Matthew, Carin, Frank, OCC Curriculum Committee	Build a 4-5 member core faculty team, including Matthew Spellberg and Yeidikook’áa Dionne Brady-Howard Establish processes for hiring short-term visiting faculty	Recruitment ongoing, aim to finalize commitments by May 2023
Library and Information Resources	Matthew, Bryden, Frank	Determine what academic databases and resources we need access to. Investigate UAS’s library resources vis a vis UAS-Sitka Build out OCC’s Alaska Native Cultures library. Solicit further donations for building a specialized library in Indigenous Studies and Ecology.	Draft list of library databases and resources Fall 2022 to include in the budget. Begin sourcing materials for AK Native Cultures library Fall 2022.

Specific to OCC			
Market Analysis and Recruitment	Frank, Bryden, OCC Recruitment Team	Use existing grant language and data from past programs to explicate the need for Outer Coast and our prospective applicant pool. Draft a recruitment plan for the college.	Pull language and research together and write market analysis and recruitment plan Fall 2022. Begin recruiting students during Fall 2022 recruitment trip.
Learning Outcomes and Assessment	Frank, Bryden	Revise mission statement Identify a set of measurable learning outcomes that are clearly linked with the content and objectives of the core curriculum	Draft in tandem with Curriculum Fall 2022, vet with experts Spring 2023
Staff Structures and Student Services	Bryden, OCC Year Team	Draft an org chart for the college, including position descriptions for student-facing staff roles Develop more readily accessible systems for students to find and utilize resources, including the program catalog and website	New org chart and position descriptions Spring 2023, new Program Catalog
Budget and Fundraising	Bryden, OCC Development Team	Draft a budget for the college, formatted as a business plan, that meets the requirements of the NWCCU Substantive Change Manual.	Draft Spring 2023 after estimating facilities, equipment, library resources, and other costs.
Facilities and Equipment	Frank, Bryden, SFAC	Draft long-term facilities contract with SFAC that includes distinct OCC facilities and a description of services to be provided by SFAC Determine other must-have equipment to be sourced before the college opening (classroom tech, vehicles, etc.) Investigate the possibility of co-leasing Stratton Library and/or other year-round facilities	Sign new facilities contract with SFAC Fall 2022 Draft list of other must-have equipment Fall 2022 to include in the budget.