**Collaboration Framework Agreement Template**

**[date]**

***Program Credential & Name***

[Identify program credential and name]

***Schools or Collaborating Units***

[List schools and/or departments involved in developing/offering the joint program. Identify the lead school.]

BCIT supports the development of cross-school collaborations as a way of intentionally bridging disciplines and creating interdisciplinary programs and learning experiences for our students. In order for cross-school collaborations to be effective in practice, schools need to consider operational issues that will be impacted by having two or more schools involved in the implementation of a joint program. While a collaborative initiative usually requires one school to be the lead, the collaboration framework is a guide to outline each school’s roles and responsibilities towards a collaborative management approach. Establishing the framework for each specific collaboration involves open discussions and requires genuine goodwill to develop a shared understanding of the partnership. Designing and effectively implementing the program requires mutual respect for each area’s discipline knowledge and expertise, active participation by representatives of each school, and structured, regular communication to monitor progress of the program and the students.

**Purpose**

The purpose of the collaboration framework is to establish a procedure for collaborative administration of joint programs in advance of their creation.

**Process**

Schools pursuing a joint program (cross-school collaboration) should start discussions early in the program development process related to administrative considerations. These discussions should be guided by the topics in the template, and supplemented by any additional elements that need to be considered for the specific initiative. The VPA Office will support these discussions and will maintain a copy of the resulting agreement.

***Program Aim***

[State the program aim, which should clearly demonstrate the interdisciplinary nature of the program. The program aim should be jointly conceived as a foundation to the collaborative venture. The program aim needs to identify realistic competency achievement in each related discipline, to ensure clear understanding of achievable competency levels in each discipline and the expected balance of theory/applied learning in each.]

***Program Delivery Model***

[Describe the program delivery model, i.e. full-time, part-time, cohort, course-by-course, etc. State the intended start date, the student intake, and number of intakes per year.]

***Program Committee***

*Membership*

[The program committee is the governing group for the joint program. Establish membership on the program committee to ensure appropriate representation from each school/discipline area. Usually, a program committee will involve program heads and associate deans. Identify who will be the program head for the joint program.]

*Responsibilities*

[Identify the roles/responsibilities of the program committee, including decisions related to:

* Program proposal development *(identify who was involved in developing the proposal)*
* Curriculum development
* Admissions
* Budget
* Program marketing
* Program changes (avoid unilateral, ad hoc changes; changes need to be carefully considered and jointly made to avoid undermining/affecting the creditability of the overall program)
* PAC membership (AD’s & PH’s from each school should participate on PAC)
* Hiring for the program
* Annual reviews
* Student issues
* Program reviews

***Communication Plan***

[Open, transparent communication is critical in a joint venture. Describe schedule and participants for meetings regarding:

* Curriculum issues (establish curriculum committee?)
* Student feedback
* Operational issues
* Annual meeting of all faculty]

***Budget***

[Identify how financial aspects of the joint program will be accounted for and distributed (what is the profit/cost sharing model), including:

* Tuition setting
* Revenues
* Expenses
* Curriculum development (new courses)
* Ongoing curriculum renewal
* Materials/supplies
* Etc]

***Agreement Review Cycle***

This agreement was established [date]. It will be reviewed by the Program Committee on an annual cycle each June, with revisions incorporated as appropriate.