July 25, 2013.

Mr. Blane Harvey
Vice President, Academic
Sir Sandford Fleming College
599 Brealey Drive
Peterborough, ON   K9J 7B1

MEMORANDUM OF UNDERSTANDING

The College Student Achievement Project (CSAP) is a collaborative activity based at Seneca College and involving all 24 Colleges and their respective School Boards in Ontario. Its goals are:

- To analyse the mathematics and language achievement of first year college students, particularly in relation to their secondary school mathematics and language backgrounds; and
- To deliberate with members of both college and school communities about ways to increase student success in college mathematics and language.

The CSAP builds on the work of the College Mathematics Project (CMP) (http://collegemathproject.senecac.on.ca), a provincial study using quantitative and qualitative research methods, and includes analysis of language and mathematics at 1st and 2nd semester levels.

In order that CSAP can function effectively, each participating college is requested to sign a copy of this memorandum of understanding, which outlines the responsibilities of the CSAP team based at Seneca College and those of each participating college for cycle 2 of the project. CSAP is accountable to its participant colleges through a Steering Committee made up of representatives from the Ministry of Education, Ministry of Training, Colleges and Universities, Colleges Ontario, CCVPA, HoIS and other organisations. The CCVPA representative is Cheryl Jensen. In addition, there are representatives from the French language colleges and school boards. An Advisory Committee, comprising a broader range of stakeholders will provide input to the Steering Committee and the CSAP team. It is anticipated that a representative from OCMC and OCLCC will invited to participate on the advisory committee.

Responsibilities of the CSAP team and Seneca College:
- Preparation of draft CSAP research plans, together with related documentation and schedules, for approval by the Steering Committee
- Preparation and management of the CSAP budget and obtaining external funding
- Managing day-to-day CSAP operations including web-based and other communications with participating colleges
- Conducting qualitative and quantitative analyses on data supplied by participating colleges
- Preparation of draft CSAP research reports
- Participation in SCWI regional forums as invited speakers or workshop facilitators
- Preparation of CSAP reports and materials according to contractual requirements

Responsibilities of participating Colleges:
- Identifying a CSAP project lead (with a deputy if desired) for the College
- Informing all relevant College divisions and departments (e.g. faculties, registrar, information technology department, etc.) of the college's participation in the CSAP, the name of the project lead, and the required schedule for data collection
- Supplying qualitative and quantitative data on a timely basis according to the research plans and schedules approved by the CSAP Steering Committee
- Validating data on a timely basis as requested by the CSAP team
- Ensuring general awareness of CSAP among appropriate college personnel, and distribution of CSAP reports

In recognition of the time required by participating Colleges to meet these obligations of data collection for cycle 2, CSAP will compensate each College in the amount of $2,500.

This Memorandum of Understanding is agreed, On behalf of the CSAP team and Seneca College.

[signature]   _[signature]_

Laurel Schollen   Joy McKinnon

CSAP Project Director   Senior VPA, Seneca College

Date _25-07-2013_   _August 15, 2013_

And

On behalf of Sir Sandford Fleming College

[signature]   _[signature]_

~~Ann Drennan, CSAP College Lead~~   ~~Blane Harvey, Vice President, Academic~~
Maxine Mann   _TONY TILLY PRESIDENT_
ACTING DEAN
Date _March 7/14_   _2014/02/28_

Please also print name and contact information for the CSAP College Lead if different from above.

Name: _____

Position: _____

Phone: _____

Email: _____