

Memorandum Of Agreement Between The College Of Education And Outreach To Continue A Workforce Education And Development Initiative

22 July 2006

Summary

Penn State's College of Education and Penn State Outreach agree to renew their partnership, originally established on 22 July 2003, to pursue a *Workforce Education & Development Initiative* for a three-year period through 22 July 2009.

Structure

The *Initiative* first was formed on 22 July 2003 for a three-year period. The *Initiative* is structured as a partnership between the College of Education and Penn State Outreach. The College of Education's Workforce Education and Development (WF ED) academic program within the Department of Learning and Performance Systems provides the academic home for the *Initiative*. Penn State Outreach supplies management for proposals and projects of the *Initiative*.

Mission

The mission of this *Initiative* is to support the development of the workforce in Pennsylvania (primarily) through the utilization of Penn State University resources to conduct various types of workforce assessments for employers, industry partnerships (groups of employers), not-for-profit organizations (workforce development and economic development organizations), and government entities.

This *Initiative* enhances Penn State's reputation as a key resource for workforce assessments. These workforce assessment projects provide opportunities for graduate students to apply workforce assessment theory, methodologies, tools, and practices so that they gain relevant experience to help them with their coursework and theses as well as to assist them in securing meaningful related work upon graduation.

Organization

Functionally, the Institute for Research in Training and Development (IRTD), a research group within WF ED, and the Office of Economic and Workforce Development (OEWD) in Penn State Outreach collaborate directly to fulfill this agreement for a *Workforce Education & Development Initiative*. Day-to-day activities of the *Initiative* are coordinated by the Director of the IRTD and the Program Manager of the Workforce Assessment Center (WAC) within the OEWD. The Director of the IRTD and the Program Manager of the WAC are supported by Outreach's Director of Workforce Development Initiatives who helps identify project and funding opportunities, promotes coordination with state agencies and professional organizations, and assists with the articulation of products of the *Initiative* with policy and legislative issues.

The Program Manager of the WAC, with the support of the Director of the IRTD identifies opportunities to propose and conduct workforce assessment projects. The IRTD is the lead organization in conducting the workforce assessment projects. The Program Manager of the WAC also manages individual assessment projects. Graduate students assigned to the IRTD are resources for conducting the assessment projects under the technical and academic supervision of the Director of the IRTD. Other resources within the university, or external partners, also are engaged to support projects as necessary and appropriate.

Staffing, Facilities, and Other Resources

The Director of the IRTD is a tenure-track or tenured faculty member within the WF ED academic program and reports to the Head of the Department of Learning and Performance Systems. The Program Manager of WAC is a Fixed Term I faculty member with appropriate graduate faculty rank in the WF ED academic program and reports to the Director of Workforce Development Initiatives. Graduate students are hired by either Outreach or the College of Education as graduate assistants or as wage payroll employees to complete IRTD tasks under the supervision of the Director of the IRTD. Clerical and other assistance for the Director of the IRTD and other IRTD staff is provided by the WF ED program and for the Program Manager of the WAC by Penn State Outreach.

Office/desk space and furniture for the IRTD Director and staff are provided by the Department of Learning and Performance Systems within severe space constraints under which the Department works. Office space for the Program Manager of the WAC is supplied by Penn State Outreach. Space for meetings within Keller Building is drawn as available from the room resources of the Department of Learning and Performance Systems and Penn State Outreach.

An IRTD-managed open source web server and FileMaker Pro Unlimited data base with embedded web server running under Mac OS 10 are available at <http://irtd.ed.psu.edu> (128.118.94.115) to support the Internet presence of the *Initiative*. The Director of the IRTD and the Program Manager of the WAC use travel funds, consumable materials, and computing and communication resources and support provided by their respective

organizational units. Graduate students working with the IRTD have access to the same resources available to graduate students in the Department of Learning and Performance Systems.

The College of Education and Penn State Outreach advanced substantial seed money for salaries, stipends, and other resources to create the *Initiative*. Outreach provides funds to support the salary of the Program Manager of the WAC and three graduate assistantships. The College of Education supplies \$10,000 annually to Outreach to help support the office of the Program Manager, WAC. □ The sustainability of the *Initiative* depends on securing grants, contracts, and direct and in-kind gifts to support its mission. Revenue earned through funded projects run through the Initiative is applied to offset investments made by the College of Education and Penn State Outreach.

Advice, Review, and Evaluation

A Steering Committee provides advice about tactical and logistical matters that support the initiative. Advice from the Steering Committee is sought, as needed, using a variety of means (e.g., e-mail and internal blog postings and discussions). Invited to participate with the Steering Committee are:

- Director of Workforce Development Initiatives;
- Director of OEWD;
- Senior Director of Statewide Continuing Education
- Director of Management Development Programs and Services; and
- Professor-in-charge of WF ED.

The Director of the IRTD and the Program Manager of the WAC co-chair the Steering Committee. The membership of the Steering Committee is supplemented on an ad hoc basis by Penn State or external people who have expertise on matters related to planning and implementation of activities of the *Initiative*. For instance, the Committee might consult specialists on educational technology or computer-based forms for help with specific problems or opportunities.

A Review Panel for the *Workforce Education and Development Initiative* meets quarterly on dates/times, at locations, and with an agenda established jointly by the IRTD Director and the WAC Program Manager to review and provide feedback about the plans and accomplishments of the *Initiative*. Invited to quarterly Review Panel meetings are:

- Professor-in-Charge of WF ED;
- Head of Department of Learning and Performance Systems;
- Associate Dean for Graduate Studies, Research, and Faculty Development in the College of Education;
- Director of Workforce Development Initiatives; and
- Director of OEWD (chair).

The activities of the IRTD, including those related to the *Initiative*, are evaluated for the Graduate School by the Associate Dean for Graduate Studies, Research, and Faculty Development in the College of Education. The annual report for the IRTD includes a summary of all activities and accomplishments of the *Initiative*. The Review Panel uses this annual report as a basis for an annual performance review, the results of which are communicated by the Director of the OEWD to the Dean of the College of Education and the Vice President for Outreach and Extension.

The Director of the IRTD and the Director of OEWD meet three months prior to the end of this agreement to consider reasons and steps for renewing this agreement. The decision to renew this agreement is presented to the Dean of the College of Education and the Vice President for Outreach and Extension two months prior to the end of this agreement.

Period

This agreement remains in effect for three years, unless cancelled by mutual agreement between the Dean of the College of Education and the Vice President for Outreach and Extension.

David Monk
College of Education

Craig Weidemann
Penn State Outreach and Extension

Date

Date