Memorandum of Understanding

Master of Public Administration
College of Health and Human Services
February 2013

This Memorandum of Understanding outlines the consensus reached by the Public Policy and Administration Program, the College of Health and Human Sciences, and the Division of Academic Affairs, based on the recently conducted program review. It describes the goals to be achieved, and the actions to be undertaken by all parties to this MOU to achieve these goals, during the next program review cycle. Progress toward goals is to be addressed in the annual report.

The Master of Public Administration is accredited by the Commission on Peer Review and Accreditation (COPRA) of the National Association of Schools of Public Affairs and Administration (NASPAA) effective July 2009 for a period of seven years. The report from NAASPA commended the program for its well-designed assessment processes, including the student learning portfolio. Full-time faculty members were found to be productive and part-time practitioner instructors were considered well-qualified and effective. The department’s outreach to local communities was identified as a program strength.

The Program Review and Assessment Council completed an expedited review of the MPA in Spring 2011. This MOU is based on findings and recommendations of the PARC expedited review reports and those of the accrediting agency.

One issue identified in the program review process was the need to limit enrollment in the degree program to a size that is manageable for the faculty, which, with retirements, now stands at 5.5 full-time faculty members and one full-time lecturer. In addition, reviewers suggested that the low-enrolled options and certificates be considered for discontinuation in order to better focus faculty resources. Reviewers called for more formal assignment of students to advisors in order to provide adequate advising to the large number of students in the program.

It is therefore agreed that:

1. The program will manage enrollment caps down to an optimal size for faculty and for students, 20 students per elective course and 15 students per core course.

2. As appropriate, the program will discontinue low-enrolled options and certificates.

3. The program will create an advisement plan to ensure that all students receive adequate advisement and oversight of their progress to the degree.
This MOU has been read and approved by:

Program Director: Edward J. Martin  Date: 2-27-13

College Dean:  Date: 2-25-13

Vice Provost:  Date: 2-25-13