



October 25, 2017

Hi Jim,

RE: MOA UAS & YUKON COLLEGE

It was a pleasure to meet you, Karen, and Paula last month. Thanks for making the trip here so we could finalize this agreement and look at future collaboration. I have enclosed two copies of the signed agreement. Please have both copies signed, after which, it would be great if you could send one of the hard copies back to us. Please let me know if you have any questions.

Thank you,

Rodney Hulstein



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Whitehorse, Yukon
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MEMORANDUM OF AGREEMENT

between

University of Alaska Southeast

&

Yukon College

For

Delivery of the Master of Public Administration
Program in the Yukon Territory

Valid for three years from signing date

Preamble

In 2013 the University of Alaska Southeast and Yukon College met to “affirm their commitment to the region and the people they collectively represent and to work cooperatively on their behalf.” (Memorandum of Understanding, October 19, 2013). The MOU signed helps to continue to facilitate the longstanding partnership between the University of Alaska Southeast Master of Public Administration program and Yukon College in bringing a high quality Master’s program in Public Administration and Public Management to the citizens of the Yukon Territory.

History of Relationship

In 1990, the University of Alaska, hereinafter referred to as “UAS,” and Yukon College, hereinafter referred to as “YC,” along with the Yukon Government entered into a cooperative agreement whereby a cohort of 25 students were admitted to the Master of Public Administration program (MPA) offered by UAS. UAS faculty traveled to Whitehorse for the delivery of in-person courses, YC provided academic support services; and the Yukon Government provided monetary support to offset the added expense of this type of distance delivery of educational services. In May of 1994, 18 of the original cohort of students participated in the University’s commencement ceremonies. All parties to the initial agreement considered the program to have been a success.

During the first three and one-half years of the initial program, other potential students residing in the Whitehorse area expressed interest in joining this program. In addition, some of the original cohort needed a few additional classes to finish their degrees. For these reasons, administrators at both UAS and YC sought to identify ways in which the two academic institutions could meet the needs of the students without the benefit of third party funding.

From 1991 to 2004 UAS continued to deliver the MPA program by Satellite technology. This was achieved after the implantation of satellite transmission installed on the Ayamdigut Campus to provide Yukon students access to courses through video and audio transmission from instructors residing in Juneau, Alaska. In 2004 the UAS Media Services implemented a Streaming Video format that replaced the cumbersome Satellite delivery and allowed that students could now

access an audio and video transmission of the course directly to their homes as well as on the YC campus.

From 2004 to the current academic year the UAS MPA program has delivered seamless transmission of the program to Yukon students no matter where they choose to access the classes from. This successful endeavor has been greatly facilitated by the administrative support provided by YC.

NWCCU Accreditation

Since 1991, UAS has offered the MPA program to students in the Yukon Territory. The program has been taught by resident UAS faculty and the students from Yukon who enter are held to the same standards as residential Alaskan students (this is facilitated by the Sister City agreement stipulated in University of Alaska, Board of Regents policy; P05.10.050 (I)).

The Northwest Commission on Colleges and Universities accepted a change in accreditation to permit the University of Alaska to offer this program

Roles and Responsibilities

1. **Project:**

UAS agrees to deliver, on an ongoing basis through various webconferencing technologies, the coursework required for its MPA. The program of study will be that outlined in Attachment A: the program of study is subject to change by UAS MPA faculty and those changes must be communicated in a timely fashion to YC.

UAS will

- a.) deliver coursework by various web conferencing technologies. Should the courses required for completion of the MPA not be offered by streaming video technologies within a reasonable period, UAS will enable YC to deliver required courses by alternate means at Yukon College. This condition does not extend to any prerequisite coursework that might be required of students as a condition of their admission. To the extent that such coursework is made available to students, it shall be provided by YC as part of its regular schedule of university level academic offerings.
- b.) assign a program advisor to each student at the time of admission. The advisor and student will confer at least once a year.
- c.) consider YC to be a campus of UAS for residency requirements for the MPA degree, and also consider residency requirement for the degree to be fully satisfied by students registering with Yukon College.
- d.) coordinate, through the Department of Business and Public Administration, MPA Program Coordinator (Point of Contact), communication plan updates and implementation, marketing and outreach strategies, recruitment and the position will also serve as a connection between YC, Yukon students and MPA program faculty and advisors.

- e.) Provide a course schedule to YC that includes the tuition and fees associated with each course on the following dates: June 1 for fall semester, October 1 for spring semester, and February 1 for summer semester.

YC will:

- a.) provide a YC Program Liaison who serves as the point of contact for Yukon Territory students in the MPA program. The YC Program Liaison is responsible for registering students, receiving payment for classes, and forwarding tuition to the UAS Business Office, as well as updating external communication (e.g. websites, marketing collateral, etc.) and any program changes made by UAS.
- b.) maintain current relationships and build relationships with new Yukon Territory funding agencies (e.g. Yukon Government, First Nation Governments) to ensure continuous registration.
- c.) provide local publicity for site visits by the Program Director and/or UAS Outreach Coordinator on a yearly basis.
- d.) create computer accounts for students so they have online access to financial documents (e.g. T2202A forms).
- e.) provide student access to the Yukon College library and learning commons.
- f.) provide students access to all of the services offered by Yukon College's Student Services Department (e.g. counsellors, elders).
- g.) Coordinate through Chair, School of Business and Leadership as the YC point of contact for communication plan updates and implementation, marketing and outreach strategies, recruitment and the position will also serve as a connection between UAS, and MPA program faculty and advisors.

In addition to regular tuition, MPA candidates will be responsible for expenses normally borne by students, such as the cost of texts, library services, computer lab fees, photocopying, etc.

This initiative will be subject to the academic regulations and standards of UAS, as stipulated in its catalogue. In particular, students seeking admission to the MPA will be required to meet UAS's admission standards for the program as specified in the UAS academic catalog.

2. Financial Management

All financial transactions directly involving Yukon Territory students in the program will be handled by YC.

3. Funding & Costs

For each course registration, UAS will receive from YC the appropriate resident tuition and other fees according to the current UAS schedule. UAS will invoice YC for those fees

once each semester, within 60 days following the start of the semester. UAS will promptly notify YC whenever there are tuition and fee increases.

In recognition of administrative and student support services provided by YC, UAS agrees to pay YC 20% of the base tuition for all students who are registered in MPA classes by YC. YC will invoice UAS for those fees once each semester, within 60 days following the start of the semester.

The exchange rate for UAS tuition will be calculated each time a student registers for a semester and the exchange rate will be calculated using the following dates each year:

- June 1 Fall Semester
- October 1 Spring Semester
- February 1 Summer Semester

4. Records and Reporting

YC agrees to keep proper accounts and records of the program and the students in the program, as well as records of the costs of delivery. UAS agrees to keep proper accounts and records of tuition funds received from students participating in the MPA through YC.

5. Representatives

For the purpose of this agreement and any notices hereto, YC hereby designates as its Representative:

Dean Margaret Dumkee
Applied Science and Management
Yukon College
500 College Drive, PO Box 2799
Whitehorse, Yukon Y1A 5K4
(867) 668-8800 or 1-800-661-0504

For the purpose of this agreement and any notices hereto, UAS hereby designates:

Dr. Paula J. S. Martin, Interim Dean
School of Arts and Sciences
University of Alaska Southeast
11066 Auke Lake Way
Juneau, Alaska 99801
PH: 907-796-6402 FAX: 800-478-9069
Email: pjmartin2@alaska.edu

6. Notice

Where in the agreement any notice, request direction or other communication is required to be given or made by either party, it shall be in writing.

7. **Amendment**

This Agreement can be amended at any time. No amendment of this agreement nor waiver of any terms or conditions will be deemed valid unless agreed to in writing by both parties.

8. **Termination or Suspension**

Either party may, by giving 90 days notice to the other party, terminate or suspend the project

9. **Indemnification**

Each party shall indemnify, safe harmless and defend the others from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of that party, its employees or agents, in the operation of this program.

10. **Extent of Agreement**

This Agreement, together with Attachment A *Annual Course Schedule* constitutes the entire agreement between the parties with respect to the project.

In witness thereof, the parties have executed this Agreement is of the day and year shown below.

For University of Alaska Southeast:

Paula J.S. Martin 11/17/17
Paula J.S. Martin date
Interim Dean, School of Arts and Sciences

Karen Carey 11/17/17
Karen Carey date
UAS Provost

Richard Caulfield 11/20/17
Richard Caulfield date
UAS Chancellor

Witness Signature

Witness, print name

Date

For Yukon College:

Margaret Durfee Oct 18/17
Margaret Durfee date
Dean, Applied Science and Management

Karen Barnes October 23/17
Karen Barnes date
President and Vice Chancellor

Michael Hale
Michael Hale
Chief Administrative Officer

Maureen Caron
Maureen Caron
Witness Signature

Witness, print name

Date
Oct. 19, 2017

Master of Public Administration (M.P.A.)

Juneau, e-Learning

The master program in public administration provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation, and administration.

Program assessment plans and student learning outcomes are posted at:

www.uas.alaska.edu/provost/assessment/program-assessment1.html

Application Requirements

Admission to the Master of Public Administration degree requires the following:

1. Mandatory advising with the M.P.A. director
2. A completed online application at <http://uaonline.alaska.edu>
3. \$60 application fee
4. Official academic transcript indicating baccalaureate degree sent directly to UAS
5. Professional resume or vita
6. Two page (approximately 1,000 words) statement of professional objectives describing past public and non-profit experiences, outlining professional goals and stating how the M.P.A. program will help achieve your professional objective
7. Three recommendations addressing professional dispositions on special forms provided by the UAS M.P.A. program

Items 1-7 are required for a complete application file. If you wish, you may submit any other documentation which you feel is relevant. Items 4 and 5 may be submitted by e-mail. See Graduate Study Admissions for more information.

Degree Requirements

Candidates for the Master of Public Administration degree must satisfy all University graduate degree requirements in this catalog as well as the specific program requirements in this section. A minimum of 36 approved credits is required for the degree, in addition to evidence of practical experience in public or nonprofit administration.

In order to permit students to pursue individual interests, a limited substitution of required courses is possible. Course substitutions must be approved by the student's advisor and the program dean. The student's approved program of study is reflected in the Application for Advancement to Candidacy.

MINIMUM CREDIT HOURS	36
MAJOR REQUIREMENTS	24
PADM S601 Introduction to Public Administration	3
PADM S604 Research Methods in Administration	3
PADM S610 Organization Theory and Behavior	3
PADM S618 Law for Public Managers	3
PADM S625 Economics and Public Policy	3
PADM S628 Public Financial Management	3
PADM S624 Human Resources Administration	3
PADM S688 Program Evaluation and Performance Measurement	3
PADM S690 Public Administration Capstone*	3
____ ____ Advisor-approved electives	9

* To qualify for graduation from the M.P.A. program, students must complete the Capstone course with a grade of B or higher.

Master of Public Administration Concentrations

M.P.A. students have the option to use their electives to establish a concentration in Natural Resource Policy or Rural Development.

Concentration in Natural Resource Policy

The Natural Resource Policy concentration addresses the need and strong demand for professional management training in Alaskan natural resources and environmental management issues. Alaska with its abundance of natural resources and concomitant management issues are uniquely Alaskan as addressed in the State Constitution need unique management solutions which this concentration provides. This program also supports and builds upon UAS's strong undergraduate natural science and in particular the Environmental Studies program.

CONCENTRATION REQUIREMENTS	9
Select three from the following (9 credits):	
PADM S635 Natural Resource Policy	3
PADM S637 Local and Global Sustainability	3
PADM S638 Sustainable Energy and Environment	3
PADM S639 Adaptive Management	3
____ S____ Advisor-approved course	3

Concentration in Rural Development

The Rural Development concentration has a special focus on needs of indigenous and other rural communities, including management of tribal governments, community organizations, and indigenous-controlled profit and non-profit corporations. Coursework for this concentration is offered by e-Learning technologies through the Rural Development program at the University of Alaska Fairbanks.

CONCENTRATION REQUIREMENTS	9
RD F601 Political Economy of the Circumpolar North	3
RD F651 Management Strategies for Rural Development	3
____ ____ Advisor-approved course*	3

*To be selected in consultation with the UAF Rural Development

Advisor and M.P.A. Program Director.