



MEMORANDUM OF UNDERSTANDING

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This Memorandum of Understanding (**MOU**) was made and entered as of <Date> between <name of Institution and department> and the Computing Alliance of Hispanic-Serving Institutions (**CAHSI**), referred to in this MOU as the “**Parties**”. Hereafter in this MOU, the <name of the department> at <name of institution> will be referred to as the "Department.”

I. PERIOD OF PERFORMANCE

This MOU will remain in effect until either or both Parties agree it be terminated.

II. SERVICES

A. GENERAL OVERVIEW

CAHSI is a consortium of administrators, faculty, and students from higher education working with non-profits, industry, and government organizations.

- We believe in preparing Hispanic students with the technical qualifications and real-world experiences to shape the future of computing.
- We believe in growing a geographically dispersed network of partners to achieve lasting results.
- We believe that inclusiveness must accompany diversity.

CAHSI operates using a collective impact model. The CAHSI **Backbone** serves as the supportive structure that organizes and manages the Alliance. Each region (West, Southwest, Southeast, and North) is steered by a **Regional Lead** and **Co-Lead(s)**, who set the direction for the respective geographic area. Each region is supported by a **Regional Connector** and one or more **Regional Coordinators** who provide on-the-ground support and take on responsibility for the well-being of their community. Visit <http://cahsi.org> to learn more.

CAHSI’s Core Purpose

The core purpose of CAHSI is to create a unified voice in an effort to consolidate the strengths, resources, and concerns of institutions and organizations that are committed to increasing the number of Hispanics who pursue and complete credentials¹ in computing areas.

The core purpose provides the fundamental reason for the Alliance's existence while guiding and inspiring the organization. By working as a focused, unified group, CAHSI efforts are deliberate and effective. CAHSI's organization, initiatives, and data reported in our annual reports confirm this statement.

Although CAHSI's focus is on Hispanic students and faculty, CAHSI is inclusive and our infrastructure and programs impact a broader community. Our programs reach students, faculty and administrators primarily at undergraduate and graduate levels with additional programs that target K-12.

CAHSI's Vision and Goals

CAHSI's vision: By 2030, Hispanics will represent 20% or more of those who earn credentials in computing. Credentials are defined as degrees and certifications that lead to gainful employment and advancement in the field.

CAHSI's **goals** are to:

1. challenge students' knowledge, skills, and abilities so that they are positioned to thrive in the workforce;
2. support pedagogical and professional growth for those who can impact Hispanics;
3. expand meaningful partnerships that align with strategic regional and national efforts; and
4. inform policy through evidence.

B. CONTACTS AND LOCATION

CAHSI: Computing Alliance of Hispanic-Serving Institutions (CAHSI)
The University of Texas at El Paso
Classroom Building, Room 401
500 West University Avenue
El Paso, Texas 79968-0555
cahsialliance@gmail.com

[PLEASE ENTER THE POINT-OF-CONTACT FOR YOUR INSTITUTION AND DEPARTMENT HERE]

The Parties anticipate that the various cooperative activities between CAHSI and the Department will involve their respective affiliates and staff, as mutually agreeable to the Parties, and will be subject to the availability of appropriate staffing and volunteer support, coordination, planning, scheduling and budgeting.

C. CLIENT BASE

The client base served by CAHSI is primarily Hispanic students within computing fields.

D. RESPONSIBILITIES

¹ Credentials should have clear and transparent program outcomes and lead to meaningful employment in computing.

The Parties pledge to work together to advance the vision and mutual goals of both organizations through collaborative efforts.

CAHSI agrees to:

- a. work with CAHSI members on initiatives and share practices (promising or proven) that lead to Hispanic-student success in areas such as K-12 initiatives, bridging, recruitment to undergraduate/graduate programs, career preparation and professional development, retention, and support structures (learning, mentoring, and financial aid);
- b. coordinate regional and All-Hands meetings for dissemination of evaluation and research, coordination of activities, and planning/refining efforts;
- c. work with departments and regions regarding data analysis of shared measures for continuous improvement;
- d. identify opportunities for funding, professional development, and collaborations for faculty, staff, and students;
- e. provide guidance on strategic actions and other efforts that impact student success; and
- f. other efforts that support attainment of CAHSI’s vision.

The Department agrees to:

- a. Submit a Strategic Action Plan to the Regional Lead and CAHSI Backbone for approval. The plan should align with CAHSI’s Regional Visioning document and includes at least one strategic action to implement a CAHSI Signature practice² or promising practice. Example Signature practices are listed below:
 - Affinity Research Group (ARG):** The ARG model is a set of practices built on a cooperative team framework to support the creation and maintenance of dynamic and inclusive research groups in which students learn and apply the knowledge and skills required for research and cooperative work.
 - Peer-Led-Team Learning (PLTL):** PLTL provides an active learning experience for students and creates leadership roles for undergraduates. The PLTL model engages teams of students in learning critical topics in the course guided by a peer leader.
 - Mentor-Grad:** The Mentor-Grad program prepares undergraduates for graduate studies with the goal of completing a Ph.D. Parallel to Mentor-Grad is the **FemProf** initiative that focuses on the same goal aimed at undergraduate female students.
 - Fellow-Net:** The Fellow-Net strategy makes students aware early in their studies about the essential elements of a successful packet for competitive fellowships and incorporates critical review to ensure that students submit competitive packets.
 - Problem Solving:** Developed in collaboration with Google technical staff, the one- and two-credit hour problem-solving courses are designed to facilitate the practice of a problem-solving framework, and the application of computational thinking skills and logical reasoning needed to succeed in computer science and secure highly competitive jobs.
 - Other:**
- b. Document activities associated with each strategic action through the CAHSI ENGAGE tool.

² Signature practices are those practices for which there is evidence that they have a positive impact on building institutional or Hispanic/female student capacity.

Data Collection and Publication: In order to comply with the requirements of our funders, CAHSI must collect and report data. In addition, the results, aggregated by regions, will be used by the CAHSI leads and co-leads to track progress toward CAHSI goals and objectives and identify areas of improvement.

Regarding Data Collection, CAHSI agrees to:

- a. collect and analyze data for our shared metrics (see Appendix);
- b. administer a climate survey;
- c. provide the results of departmental data collection to the Chair of the Department to provide them with information that can contribute to continuous programmatic improvement; and
- d. present data to the public in the aggregate.

Regarding Data Collection, the Department agrees to:

- a. designate a contact for the data collection and publication efforts’
- b. work with its “Institutional Research Office” to respond to data requests regarding enrollment data, course completion of selected courses, and demographics of participants in CAHSI activities;
- c. make its best effort to respond to the data request timelines;
- d. facilitate the deployment of the annual student climate survey; and
- e. use the ENGAGE tool (<http://cahsi.engage.utep.edu>) to document activities associated with strategic actions and participants of those activities.

Other commitments: The Department agrees to:

- a. designate one or more representatives to participate in meetings set by the regional lead;
- b. designate at least one representative who will attend the annual CAHSI All-Hands meeting based on availability of funding;
- c. ensure that the link to CAHSI’s website is placed on the department’s website (in turn, CAHSI will ensure that its website includes the organization’s website); and
- d. advertise and promote CAHSI activities through its website, social media, newsletters, and other means.

E. FUTURE OPPORTUNITIES

As partners, the Department and CAHSI will pursue opportunities in the best interest of each organization.

The undersigned agree that:

- (i) neither the Department nor CAHSI will have the right to assign this MOU without the prior written consent of the other;
- (ii) the Department will notify CAHSI when there is a change in leadership to ensure that new leaders are aware of the relationship between CAHSI and the Department; and

Ann Quiroz Gates
Director, Computing Alliance of Hispanic-Serving Institutions

DATE: _____

[Signature and Name of regional lead

DATE: _____

Mohsen Beheshti, West Regional Lead; or
Enrico Pontelli, Southwest Regional Lead; or
Nayda Santiago, Southeast Regional Lead; or
Patricia Morreale, North Regional Lead

[Signature and name of the Department Chair] DATE: _____

[Signature and name of the institution's Dean] DATE: _____