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THE LEARNING



July 24, 2008

Rosemary Haggett  
Provost and Executive Vice President  
for Academic Affairs  
The University of Toledo  
University Hall 3340  
2801 W. Bancroft  
Toledo, OH 43606-3390

Dear Rosemary:

This letter constitutes an agreement between The University of Toledo ("the University") and The Learning Alliance for Higher Education (TLA) to facilitate campus roundtable discussions and conduct a benchmarking study focusing on a strategic assessment of the College of Arts & Sciences at The University of Toledo.

The roundtables will be held in mid-October and early-December 2008 at dates to be determined. Both the October and December roundtable sessions will follow our traditional format: each roundtable will begin with a working dinner on the evening of the first day; and then will reconvene on the morning of the second day for a full-day session, adjourning by mid-afternoon.

In preparation for the first roundtable Ann Duffield, of The Learning Alliance, will conduct a series of on-campus interviews from September 15-18. These interviews, with each of the approximately thirty roundtable participants, will form the basis of a written agenda memo to be shared with the participants prior to the first roundtable session.

I will attend both the October and December sessions of the roundtable, and serve as the discussion facilitator. I will also travel to campus on September 16 for a day of meetings with the president, provost, and members of the roundtable steering committee to discuss the roundtable process. My TLA colleagues, Joan Girgus and Gregory Wegner, will also attend both roundtable sessions. Gregory Wegner will serve as principal writer, and will assist me in producing: the initial agenda memo (2-3 pages), a brief summary of the first roundtable (3-4 pages); and, following the second session in December a full roundtable summary (5-8 pages).

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As part of this process, the Learning Alliance will also undertake a benchmarking study of the College of Arts and Sciences. Joan Girgus and I will be joined by our TLA colleague Susan Shaman for this portion of the project. Work on the benchmarking study will be conducted during the fall of 2008, and an initial draft of the study will be shared with the University in time for the December roundtable session. The final report of the benchmarking study will be submitted to the University in February 2009.

For this special set of roundtables and the benchmarking study we ask that The University of Toledo compensate The Learning Alliance an estimated \$75,900 to cover the professional service fees for me, Ann Duffield, Joan Girgus, Susan Shaman and Gregory Wegner. In addition, the University will agree to pay all travel and hotel expenses related to the TLA staff's trips to campus for meetings, the interview process and the roundtable sessions. The University will also make arrangements for and cover all costs of the on-campus roundtable sessions (meals, space rental fees, etc.)

We ask that the University submit the estimated \$75,900 fee in two installments: one-half at the signing of this agreement and the remainder after submission of the final report in February 2009. An invoice for the first installment of \$37,950, one-half of the estimated fee, is enclosed with this agreement. A second invoice, the total of which will be based on actual effort, will be submitted to the University in February 2009 at the conclusion of our work on the project. The daily rates of the professional service fees used to calculate the total estimated effort were as follows: Robert Zemsky, \$3,000 per day; Ann Duffield, \$2,500 per day; Joan Girgus, \$2,000 per day; Susan Shaman, \$1,500 per day; and Gregory Wegner, \$1,500 per day. Travel expenses will be ~~billed to the University as incurred~~ billed and reimbursed in accordance with the University's Travel Policy, which is attached as Exhibit A. *8-5-08*

The Learning Alliance is a national laboratory, and, as such, all of its activities, including its individual roundtable programs, provide learning opportunities that can potentially benefit not just the individual campuses and entire membership of the Alliance, but higher education in general. We continually monitor the program for opportunities to learn, share, and change. The results of individual campus roundtables, meetings, and special forums provide material for other activities and publications of the Learning Alliance with the following provisions: that the ~~confidentiality of University of Toledo data and opinions is fully protected~~; that senior staff members at the University of Toledo have the right to review and comment on all drafts prior to their submission for publication; and that you may request delay of inclusion in any activity or publication for up to one calendar year to protect the institution's own academic restructuring process.

\*\*\* shall not be disclosed except in accordance with the Ohio Public Records Act;

*RC*  
*8-5-08*  
*RC#8-6-08*

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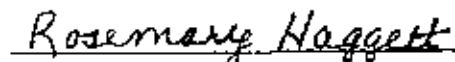
If these terms are acceptable, please sign both copies of this letter, keeping one for your records and returning the other to The Learning Alliance.

For The Learning Alliance for Higher Education

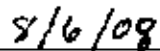


Robert Zemsky  
Professor and Chair

For the University of Toledo



Rosemary Haggett  
Provost and Executive Vice President  
for Academic Affairs



Date

Enclosure