



## MEMORANDUM OF UNDERSTANDING

by and between

### Residential Education (RE), Housing & Residential Education (H&RE) and College of Education (COEDU)

This agreement is made and entered into by and between the parties named above, who agree as follows:

#### Purpose

The departments of Residential Education (RE) and Housing & Residential Education (H&RE) encourage student learning and faculty engagement within its residential programs. Residential Community Programs cluster students with similar personal and community interests in Themed Communities, and those with similar academic, major and career goals in Living Learning Communities, where students can integrate their classroom work with their out-of-classroom experiences. Students are provided with academic and co-curricular support through targeted programming, academic initiatives, and access to faculty and staff.

The College of Education (hereafter, "COEDU") has partnered with RE and H&RE to implement the Education Living Learning Community (hereafter, "EdLLC"). Recognizing the importance of these mutual collaborations, and the added value of formalizing and specifying this relationship, RE, H&RE, and COEDU agree to cooperate on the following activities:

#### Items of Understanding:

1. In accordance with Board of Trustees' regulations, to be approved for and maintain the student fee funding at a rate of \$150 per semester, per student, the EdLLC will provide Level A. Fee Criteria programming, including, but not limited to:
  - a) 20% of advisor or professional staff time dedicated to the LLC
  - b) Five hours per week of tutoring or peer mentoring
  - c) In-house advising for major based LLCs
  - d) One USF Week of Welcome program for LLC students each semester
  - e) One program per semester exposing residents to faculty in related areas
  - f) One career-oriented program per semester
  - g) One experiential learning opportunity per semester with one being off campus.
  - h) Two College oriented programs per semester (tours, dinners, networking, improv, etc.)
  - i) Participation in H&RE House Calls Program with at least 1 faculty member from respective college
  - j) Participation in H&RE Final Reviews Program with at least 1 faculty member from respective
  - k) Administration fee to Housing & Residential Education of 5% of total fees collected
  
2. H&RE will reserve space each academic year (fall & spring semesters) for EdLLC students, with space determined approximately one year in advance of student assignment.  
**Approximately 28 beds in Maple Hall (or other agreed upon hall) will be dedicated to the**



- EdLLC.** Any space allocation changes must be submitted to H&RE by May 15 for the following academic year (i.e., meet summer or early fall for following fall).
- a) One space per student area (pod/floor/etc.) will be designated for a Resident Assistant selected by Residential Education.
  - b) Any FTIC spaces not filled by EdLLC students prior to May 15 may be assigned to non-EdLLC students by H&RE. Periodic assessment of demand will occur beginning in mid-March with possible incremental return of spaces to general assignment prior to May 15. Spaces will be filled at H&RE's discretion with some consideration given to general COEDU students.
  - c) Any open spaces during the academic year will be filled at H&RE's discretion with priority first given to students who have expressed an interest in the EdLLC and/or other general COEDU students.
  - d) H&RE will provide the structure for Residential Education to assign LLC students to their spaces prior to May 15.
  - i) H&RE will provide assistance to the Residential Education Academic Initiatives team as it relates to assigning students. This assistance includes but is not limited to: training, troubleshooting, and daily inquiries.
  - e) Spaces allocated for returning LLC students will be assigned in accordance with the annual Room Selection timeline. Student names provided by the announced deadline will be assigned according to specific EdLLC requests; names not provided by the deadline will be assigned at H&RE's discretion.
  - f) Reservations for multi-purpose spaces will be jointly managed by Housing (spaces) and Residential Education (reservations). Priority access for H&RE multi-purpose spaces when used for EdLLC purposes such as common courses (must be submitted by May 15 for the fall semester and November 15 for the spring semester) and LLC events (must be submitted 4-6 weeks in advance), etc. with fees waived if requests are submitted by set deadlines for each semester.
  - g) Recruitment and marketing efforts will be jointly managed by H&RE and Residential Education, including the maintenance of an LLC application process. H&RE marketing will provide marketing efforts via H&RE online and print, and promotional materials.
3. Each participating student will be billed \$150 each semester (fall & spring) via their Student Banner Account by H&RE.
- A) The revenue from these fees will provide for the following items in order of priority:
    - a) 5% of total student billings per academic calendar year to be taken as an H&RE administrative fee.
    - b) Programming expenses directly incurred by H&RE and attributable to EdLLC (including salary contributions).
    - c) 9% University Overhead on items included in (b).
  - B) Reimbursed expenses to the sponsoring department will be transferred according to the following schedule:
    - i) October 30 for fall transfers
    - ii) March 30 for spring transfers
    - iii) June 15 for remaining funds available for transfers



**4. Residential Education (RE) will provide:**

- a) Student engagement programming and support of students residing in Maple Hall, including the floors designated to the EdLLC
- b) Staff time and effort for joint program planning, implementation, and evaluation, including but not limited to:
  - i) An assigned AI Coordinator or representative assigned as Residential Education point of contact, who will provide support developing program goals, programming and assessments
  - ii) A Resident Assistant (RA) who may have previously participated in the LLC, who is in a major affiliated with the EdLLC and COEDU, as the candidate pool allows
  - iii) Cooperation of RAs with other student leaders of the EdLLC to support residents
- c) Admissions and room assignment training and support tailored to EdLLC's goals
- d) Additional recruitment efforts in support of college open houses, calling campaigns, admissions events and an annual mailing to potential EdLLC residents
- e) A representative of Residential Education (RE) to co-chair the EdLLC advisory board meetings with an EdLLC co-chair

**5. The COEDU will provide:**

- a) A faculty member, academic advisor, or administrative staff member responsible for the following functions:
  - i) Make admission decisions regarding admission to EdLLC
  - ii) Attend monthly LLC Council meetings
  - iii) Co-chair the EdLLC advisory board meetings with an RE representative
  - iv) Lead the coordination and implementation of the EdLLC's calendar of events, initiatives, and programming in support of the Residential Curriculum, student learning goals, and future fee structure requirements
  - v) Develop and oversee budget to support aforementioned calendar of events, to be reviewed and approved by Residential Education prior to July 1.
  - vi) Provide an annual report at the end of the academic calendar year describing programs, successes, suggestions for improvement, and assessment outcomes:
    - Outcomes are expected to demonstrate academic or educational gains of LLC students, which include but are not limited to GPA, higher persistence rates, progress towards graduation, and other metrics related to learning outcomes in comparison to all FTIC education students
    - Submit an annual report to Residential Education by June 30 each year
- b) Manage recruitment efforts including but not limited to fall to spring and year-to-year retention efforts, promotional events and admitted student days participation, application review, room assignments, and targeted marketing via COEDU's online, email and print channels
- c) Annual programming and expense plans (proposed budget) to be jointly developed and approved prior to July 1

**6. The COEDU will be reimbursed the following items from the EdLLC student fee revenue according to the Item 3 schedule in order of priority:**

- a) A financial contribution towards at least one professional, salaried staff member not to exceed a total of 20% of the fees collected.

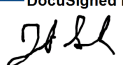


- b) Programming costs related to:
    - i) Fall and spring LLC welcome events
    - ii) College-oriented programs (tours, dinners, networking, etc.)
    - iii) Costs associated with peer mentoring and/or tutoring
    - iv) Faculty interaction and engagement events
  - c) Departmental recruiting and marketing efforts
7. Once the fee is approved, transfers shall be made to a USF Auxiliary fund according to the following Chartfield: [TPA / 043500 / 04200 / HORLLD]. RMD will notify COEDU the transfer has been made.
8. Should sponsoring department be found in non-compliance with the items of understanding, H&RE will contact the sponsoring department in writing to create a remediation plan.

This agreement shall retroactively take effect on May 15, 2026, and shall terminate at the end of two academic years culminating on May 15, 2028. All parties agree to meet the outlined agreements in this document for continued renewal. Any desire to terminate this agreement must be submitted in writing to the other parties. Since students are recruited to the program one year in advance of participation, notice of written termination by either party must be given at least one academic year in advance of termination. This agreement may be modified by written agreement of all parties at any time.

MEMORANDUM OF UNDERSTANDING accepted on 6/11/2026 | 22:54 EDT by:

College of Education

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Signature

Dr. Jenifer Schneider

Interim Dean

USF College of Education

Residential Education

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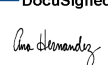
Signature

Sherrelle Findley

Assistant Dean of Students & Director

Residential Education

Housing & Residential Education

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Signature

Dr. Ana Hernandez

Associate Vice President

Auxiliary Enterprises and Strategic  
 Contract Management