

Procedure for Review of Academic Agreements

Fayetteville Technical Community College (FTCC) recognizes its responsibility to assure the integrity and quality of educational opportunities offered through agreements with others. Agreements are of varying foci and complexity and shall be regularly scrutinized against the FTCC mission/purpose statement. Agreements and contracts that permit curriculum instruction to be provided to FTCC students by some person or entity not employed by FTCC and which result in credit for the instruction being granted on the student's FTCC transcript, shall be given elevated scrutiny. Generally, the following contracts and agreements shall be examined to determine whether elevated scrutiny is required: Consortium Agreements, Contract Agreements, and Affiliation Agreements.

Definitions

Affiliation Agreements- These agreements exist to allow FTCC students to participate in student clinical/practicum experiences at various agencies. Most often, these agreements result in FTCC students receiving instruction from FTCC employees at a clinical site away from the FTCC campus. Because most affiliation agreements result in students receiving instruction from FTCC instructors, generally these agreements are not expected to require an elevated level of scrutiny.

Consortium Agreements- These agreements exist when two or more North Carolina community colleges share in the responsibility to develop courses and programs that meet mutually agreed-upon standards of academic quality. Consortium Agreements are typically formalized as Instructional Service Agreements and require elevated scrutiny only if FTCC grants curriculum credit on the student's FTCC transcript for instruction provided by someone other than an FTCC employee.

Contract Agreements- These agreements exist when one college agrees to the receipt of a course or program offered by another institution. These agreements receive elevated scrutiny only if FTCC grants curriculum credit on the student's FTCC transcript for instruction provided by someone other than an FTCC employee.

Review Procedures

Academic Agreements will be reviewed annually by a review committee consisting of the Vice President for Legal Services and Risk Management, the Director of Institutional Effectiveness and Assessment and the Academic Program Deans. The Academic Program Deans will rotate annually as the Chair of the Committee and coordinate the scheduling of committee meetings and ensure appropriate reviews are conducted on an annual basis.

Academic agreements will be reviewed to assure agreements are:

- 1) Current (Note: Have been reviewed within the past year by the Academic Program of the institution most closely connected to the agreement)
- 2) Agreements posted on the Institutional Effectiveness and Assessment web page are properly executed by duly designated officers at both institutions.
- 3) Agreements continue to support the mission and purpose statements of the institution

Elevated scrutiny of Academic Agreements shall include confirmation of the following:

1. The agreement
 - a. clearly establishes the educational nature of the agreement.
 - b. defines administrative and academic responsibilities.
 - c. delineates the period of the agreement.
 - d. sets conditions under which renewal or renegotiation of the agreement may take place.
 - e. clearly defines the courses, programs, and services in the contract
 - f. describes the mechanism for continued involvement of all parties

2. Students are fully informed of the nature of programs offered through consortium agreements.

3. Outcomes are assessed by the appropriate academic department, reviewed, documented and used as a basis for assuring quality and making decisions about maintaining, modifying, or discontinuing agreements.

4. Verification that any notices/reports required by approval and/or accrediting bodies have been submitted and/or updated as changes in the agreement are negotiated by the parties to the agreement.

Checklist for Review of Academic Agreements

Name of Agreement:

Academic Program Responsible for Agreement:

Academic Program POC's::

Phone Number:

Members Present: *(Chair)*

Date:

Guests Present

For all academic agreements:

Is it current? yes no

Expiration Date:

Is it signed by appropriate officers of each institution?

yes

no

Does it support the mission/purpose of the institution?

yes

no

For consortium and contract agreements:

Element

Yes No

Does the agreement clearly establish its educational nature?

Does the agreement define administrative and academic responsibilities?

Does the agreement delineate the period of the agreement?

Does the agreement set conditions under which renewal or renegotiation of the agreement may take place?

Does the agreement clearly define the courses, programs, and services in the contract?

Does the agreement describe the mechanism for involvement of all parties?

Is there evidence that students are fully informed of the nature of programs offered through this agreement?

Is there evidence that outcomes are assessed, reviewed, documented, and used as a basis for assuring quality and making decisions about maintaining, modifying, or discontinuing this agreement?

Is there a copy of any notices/reports required by approval or accrediting bodies?

Does this academic agreement meet the identified criteria? Yes No

If no, what recommendations are made to gain compliance?