

# Academic Agreement Evaluation Form

**To be Completed Annually by the Department Chair/School Director  
And a Minimum of 90 Days Prior to the Contract Termination Date  
(See attached instructions)**

Academic Year \_\_\_\_\_ Month \_\_\_\_\_ Name of Partner Institution or Organization \_\_\_\_\_

Name of the APSU Department responsible for the Academic Agreement  
\_\_\_\_\_

Name of Department Chair \_\_\_\_\_

Name of Academic Agreement \_\_\_\_\_

Dates of Agreement (Initiation, expiration, evaluation, or renewal)

- a. Initiation date \_\_\_\_\_
- b. Next review date \_\_\_\_\_
- c. Revision date \_\_\_\_\_
- d. Expiration or termination date \_\_\_\_\_

Update Partner Institution Information (Address/Location/Point of Contact) \_\_\_\_\_  
\_\_\_\_\_

Name of Program(s) included in the Academic Agreement (Please specify the degree designation, such as BA/BS, MA/MS)  
\_\_\_\_\_

If this Academic Agreement involves more than one program, please specify which program is being addressed in this Academic Agreement Evaluation form  
\_\_\_\_\_

Provide annual enrollment and graduate numbers \_\_\_\_\_

Provide evidence that participating institutions or organizations are currently adhering to the following Academic Agreement reporting responsibilities (use additional space as needed):

1. Evaluating the alignment of Academic Agreement and participating institutions'/organizations' missions
2. Verifying credentials for faculty teaching Academic Agreement courses at participating institutions
3. Ensuring the appropriate transcription of academic credit for Academic Agreement courses.

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4. Ensuring alignment of student learning outcomes for Academic Agreement courses at all participating institutions
  
5. Ensuring that your department collects and analyzes student learning outcomes assessment data for the program-level SLO's
  
6. Ensuring that 25 percent or more of the credits for the undergraduate degree or 1/3 of the credits for the graduate degree are being earned through coursework taught by the University's faculty.
  
7. Evaluating quality of courses, programs, and awards (see expectations on the instructions sheet)
  
8. Evaluation of facilities and equipment (if applicable)
  
9. Evaluation of the accuracy of the marketing and recruitment materials

Should the University continue participating in this Academic Agreement? \_\_\_\_\_

Does the agreement meet the requirements of "academic agreements" section of Policy 2:065? \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Department Chair/Director Date

\_\_\_\_\_  
College Dean Date

\_\_\_\_\_  
Dean of the College of Graduate Studies (if applicable) Date

\_\_\_\_\_  
Senior Vice Provost/Associate Vice President for Academic Affairs (if applicable) Date

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## Instructions for Completing the Academic Agreement Evaluation Form

Reporting Responsibilities and suggested supporting documentation.

This process is used in support of 1) SACSCOC standard 10.9 Cooperative Academic Agreements and other relevant SACSCOC standards in the 2018 *Principles of Accreditation*, and 2) University Policy on Academic Approval and Signatory Authority for Academic Agreements.

### **1. Evaluating alignment of Academic Agreement and participating institutions' missions**

- a. Evidence that the institution evaluates the consortia relationship and/or agreement against the mission of the institution
  - i. Narrative to demonstrate congruence of the University's mission statement and purpose of Academic Agreement
  - ii. Side by side comparison chart of institution mission statement and Academic Agreement purpose statement

### **1. Verifying credentials for faculty teaching Academic Agreement courses at participating institutions**

- a. Explain the process in place to validate credentials for faculty from partner institutions
- b. Evidence that qualifications of teaching faculty comply with the faculty competence requirements of the University's credentialing guidelines and SACSCOC Principles of Accreditation.
- c. Evidence that qualified and competent faculty members at each participating institution agree on the content and teaching methodologies of courses and education programs and on the qualifications of the faculty members who teach in the programs
- d. Evidence within the agreement, there is appropriate faculty accountability to the institutions accepting the credit, perhaps through dual faculty appointments or other approaches that include evaluation by the accepting institution.

### **2. Ensuring the appropriate transcription of academic credit for Academic Agreement courses**

- a. Please explain the process your department uses to ensure that the Academic Agreement courses from the partner institutions are appropriately transcribed
- b. Evidence that courses transferred in and transcribed from partner institutions will be examined to ensure that they meet the requirements of the member institution and the SACSCOC Principles of Accreditation

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- c. Evidence of a process to record on the academic transcript the name of the institution from which a course is taken
  - d. Evidence that if a member institution desires to transcript as its own a course taken through an agreement with a partner institution, it must be able to demonstrate that the instruction was provided under the member's supervision and included approval of the academic qualifications of each instructor in advance and that regular evaluation of the effectiveness of each instructor occurs
  - e. Disclose fully the nature of the agreement on the transcript of the institutions awarding the degree
  - f. Reflect accurately in its Bulletin the courses being offered through the agreement if they are available to its own students as part of an educational program. Provide a copy of the program page in the current Bulletin.
- 3. Ensuring alignment of student learning outcomes for Academic Agreement courses at all participating institutions**
- a. Ensure that the expected student learning outcomes of a major or concentration offered as part of the agreement meet the University's expected learning outcomes for the program and courses
  - b. Evidence that qualified and competent faculty members at each participating institution agree on the content and teaching methodologies of courses and educational program(s)
- 4. Ensuring assessment of student learning outcomes for Academic Agreement programs and courses**
- a. Please explain the process used by your department to ensure assessment of student learning outcomes for Academic Agreement programs and courses
  - b. Evidence that there is assessment and effective monitoring of course requirements of components completed through instruction by partner institutions.
- 5. Ensuring residency is met by the University's students**
- a. Ensuring that 25 percent or more of the credits for the undergraduate degree or 1/3 of the credits for the graduate degree are being earned through coursework taught by the degree –awarding institution's faculty.
- 6. Evaluating quality of courses, programs, and awards**
- a. Examine transfer credits to ensure they meet requirements of member institution
  - b. Academically qualified persons monitor and assess courses completed through partner institution.

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- c. Partner institutions disclose fully to applicants and students the nature of the agreement between member and partner institutions.
  - d. Ensure appropriate faculty accountability to institutions accepting credit (dual faculty appointments and other approaches that include evaluation by accepting institution).
- 7. Evaluating adequacy of physical facilities and equipment**
- a. Examine facilities and equipment to determine if it meets the needs of the program
- 8. Evaluating the accuracy of the marketing and recruitment materials**
- a. Examine the web/digital and print materials of the partner institution or organization to make sure it accurately reflects the nature of the agreement.