

AOP 1-6-09-01 (REVISED 6-16-09)
ACADEMIC POLICY FOR REVIEW OF CONSORTIA RELATIONSHIPS

Troy University assumes responsibility for and maintains control of all aspects of its degree program(s) or course(s) offered through consortia relationships. On January 1, 2009, a Consortia Relationship Review Committee (CRRC) was established with the purpose of ensuring all Troy University consortia relationships are consistent with the university's purpose and goals and are in compliance with the comprehensive requirements of SACS-COC. Furthermore, through annual reviews, Troy University will ensure the quality of educational programs/ courses offered through consortia relationships.

The Associate Vice Chancellor for Institutional Research, Planning, and Effectiveness will chair the Consortia Relationship Review Committee. The Committee is comprised of, but is not limited to, the Vice Chancellor for Troy Global Campus, the Associate Provost and Dean of the Graduate School, the Associate Provost and Dean of Undergraduate Programs, the Dean of the Libraries, Registrar / Dean of Student Services– Global Campus, Associate Vice Chancellor of Marketing and Communications, and Director of Financial Affairs – Global Campus, the Deans of the College of Arts and Sciences, Sorrell College of Business, College of Education, College of Communications and Fine Arts, and the College of Health and Human Services.

The CRRC will review the following academic and support areas for compliance:

- a. Course and Programs
- b. Admissions
- c. Awarding, transfer, evaluation, and recording of credits
- d. Faculty Qualifications and Competencies
- e. Learning Resources
- f. Financial accountability
- g. Public communications and recruiting practices
- h. Student Achievement
- i. Student support services
- j. Physical facilities
- k. Adherence to *SACS-COC Principles of Accreditation* and University Policies and Procedures.

Sources of evidence used in the CRRC review may include, but will not be limited to: the contractual agreement, annual Academic Quality Assurance Audits, Faculty After-Action Reports, Student Course Evaluations, survey data, faculty rosters and files, Program Effectiveness Reports, financial audits, University communications, University catalogs, policies and procedures.

To ensure all Troy University consortia relationships comply with SACS-COC requirements, the CRRC will use the attached **Oversight Rubric** for reporting purposes. To confirm compliance, all relevant documentation will be attached to the completed rubric. The committee will recommend one of the following actions for each consortia agreement: "Continuance", "Continuance with conditions for improvement", or "Termination". When the review of an agreement is identified as "Continuance with conditions for improvement," an action plan will be developed, reported, implemented and facilitated through the Office of the Vice Chancellor of Global Campus. Progress

on the plan's effectiveness will be monitored for confirmation of achievement in the next review cycle. When a consortium relationship is "Terminated," Troy University will take action to remove all reference to Troy University by the former partner institution, implement appropriate teach-out activities, and notify SACS-COC of the termination of the consortia agreement. The Vice-Chancellor of Global Campus will be responsible for preparing the SACS-COC notification letter and forwarding it to the Associate Vice Chancellor of Research, Planning and Effectiveness for final approval, signatures, mailing to SACS-COC and maintaining a record of all SACS-COC correspondence.

Annual CRRC Review Reports and original copies of active "consortium agreements" or "contracts" will be held in the Office of Research, Planning and Effectiveness. The Vice Chancellor for Global Campus is responsible for assuring that the Office of Research, Planning, and Effectiveness files are kept current and will maintain an updated complete list of all active consortia relationships managed or held by Global Campus. Any changes in the list of active consortia relationships will be relayed immediately to the Office of Research, Planning and Effectiveness. The Vice Chancellor of Global Campus will also maintain necessary records, materials, and /or information required for the CRRC to effectively review and verify compliance of the consortia relationship.

APPROVED BY: ACADEMIC STEERING COMMITTEE, JANUARY 6, 2009

(Revised June 16, 2009 at Academic Steering Committee Meeting)

OPR: DR. DIANNE BARRON

Oversight Rubric

Consortia Relationship Review Committee Attachment for AOP 1-6-09-01

Name of Partner Institution: _____ Date Reviewed _____

DIRECTIONS: Elements of this rubric will be reviewed using suggested "supporting documentation" outlined on Form 1. Committee subcommittees will be assigned to review and report to the committee on specific elements of the consortial relationship for compliance with SACS-COC Principles and SAC-COC Policy and Guidelines on Joint Curricular Ventures Involving the Award of Credit by Member Institutions. Attach "supporting documentation" to the completed rubric.

	Not in Compliance	Needs Further Documentation	In Compliance
1 Courses and programs offered through the Consortia Agreement are congruent with the educational purpose and goals of TROY University and approved and controlled by TROY faculty and administration. (CR 2.7.2, 2.7.3; CS 3.4.1, 3.4.10, 3.12.1, 3.13.1; FR 4.2, 4.4)			
2 Admission procedures and practices are consistent with the University mission and published admission and language proficiency criteria. (CS 3.4.3. CS 3.4.4, CS 3.6.4; FR 4.3)			
3 The practice of awarding, transferring, evaluating and recording credit in the consortia program is consistent with TROY University practice and published policies. (CS 3.4.4, 3.4.5, 3.4.6, 3.4.1, 3.6.2, 3.6.3, 3.9.2; FR 4.3)			
4 TROY faculty teaching courses in the consortia program are qualified and are reviewed for competency. When TROY has not employed the faculty, credits accepted into the program have been evaluated as equivalent to TROY course by an accepted academic evaluation service and guidelines from the Commission on Colleges. (CR 2.8, 2.7.4, CS 3.2.9, 3.5.2, 3.7.1, 3.7.2)			
5 The facilities and student access to library /information resources necessary to support program offerings, through this agreement, are adequate and appropriate to the mission of TROY University. (CR 2.9; CS 3.8.1; 3.8.2, 3.8.3)			
6 TROY University has the financial capacity and can provide full accountability for the support of the consortia relationship without diminishing its financial support of the U.S. campuses. (CR 2.11.1, CS 3.10)			
7 Public communications and recruiting practices meet standards published in TROY University Communications policy. (CS 3.14, 3.14.1; FR 4.6)			

	Not in Compliance	Needs Further Documentation	In Compliance
8 The standard of student achievement in the consortia program is equivalent to the standard of student achievement on other TROY campuses, and outcomes are assessed and evaluated according to stated IE Policy of TROY University. (CR 2.5; CS 3.3.1.1, 3.5.1; FR 4.1)			
9 Student responsibilities and rights are clear, appropriate and disseminated, and support services personnel are qualified and effective. (CR 2.10; CS 3.4.9, 3.4.12, 3.9.1, 3.9.3;FR 4.3, 4.5)			
10 Physical facilities and resources are adequate to meet the needs of the program faculty and students (CR 2.11.2; CS 3.11)			

Committee Recommendation

- _____ Recommend Continuance
- _____ Recommend Continuance with Conditions
- _____ Recommend Termination

Summative Report and Conditions (when Appropriate):

Attach additional pages

Signature: _____
CRRC Chair

Date: _____

Follow Up (Maintained by CRRC Chair)

Recommended Continuance with Conditions:

Action Plan Submitted (attach copy)

Review of Plan's Effectiveness (completed at end of next AY and submitted with next annual review)

Date: _____

Date: _____

Recommended Termination:

Action taken to Remove References to TROY University by former partner

Implementation of Appropriate Teach-Out Agreements

SACS notification

Teach-Out Completed

Date: _____

Date: _____

Date: _____

Date: _____

FORM 1 (Accompanies AOP-1-06-09-01)

CONSORTIA RELATIONSHIP REVIEW COMMITTEE

Review Items and Suggested Supporting Documentation

This form is intended as a guide for Consortia Relationship Review Committee (CRRC) reviewers in their review of Consortia Relationships. Form 1 lists items for specific consideration under the headings provided on the CRRC Oversight Rubric. Also included are suggested documents that may be helpful in the rendering of a recommendation (i.e. “In compliance”, “Needs further documentation” or “Not in compliance”) by the CRRC. To supplement this guide, CRRC reviewers should be familiar with all requirements relevant to consortia relationships contained in the *SACS-COC Principles of Accreditation* and the SACS-COC Statement on *Joint Curricular Ventures Involving the Award of Credit by Member Institutions: Policy and Guidelines* documents.

Supporting documentation for the CRRC review shall be compiled and provided to the chair of the CRRC. The chair of the CRRC will distribute the supporting documentation to the appropriate committee member(s). Committee reviewers should confirm items of the review by placing a “√” on the line preceding the review item. Committee reviewers will write a summary of their findings stating the evidence reviewed and potential recommendations for submission to the chair and presentation to the CRRC.

1. Courses and Programs offered through the consortia agreement are congruent with the educational purpose and goals of TROY University, and approved and controlled by TROY faculty and administration:

Confirm the following: Courses and programs:

- _____ are consistent with other TROY campuses in content and rigor
- _____ must involve evaluation of student work
- _____ must have been approved by faculty and administration
- _____ must have expected outcomes, assess the extent to which these outcomes are achieved, and provide evidence of improvements based on analysis of results.
- _____ the standard of student achievement is equivalent to standard on other TROY campuses.
- _____ clearly defines how qualified faculties of contracting entities will periodically review courses and programs.
- _____ align with information provided in University Catalog

Suggested Documentation:

- University mission statement and goals
- Program /Course
 - Program purpose statement
 - Learning Objectives Coursework or Curricula
 - Course Syllabi
 - Graduation Requirements ---2.7.1
 - % and courses (credits) in curricula accepted from partner institution
- Consortia Agreement

- Routing Slip that documents approval through Academic Councils and administration for program to be offered in said consortia relationship
- Academic Quality Assurance Audit Reports

2. Admission procedures are consistent with the University mission and published admission and language proficiency criteria. (Admissions Report)

Confirm the following:

_____ Students are provided with an enrollment agreement or policies of the University:

- a. that clearly outline(s) obligations of the institution, partner and student prior to any payment made
- b. clearly inform(s) students of their obligations, responsibilities, and rights including policies related to admissions, tuition charges, payment methods, and refunds consistent with TROY mission statement
- c. that contain(s) a document that shall be signed by the student confirming their understanding of its contents
- d. that is/are not binding until accepted by TROY authorities

_____ Policies related to admissions, tuition charges, and refunds are consistent with policies applied to (international) students on U.S. campuses.

_____ International students are unconditionally admitted before the institution accepts/transcripts transfer credits.

_____ Recruiting agents are:

- a. are properly trained and supervised
- b. adhere to the laws of the country/state in which they operate
- c. properly licensed/ registered to operate as required
- d. provide and collect signed enrollment agreements prior to money collection
- e. provide applicant with a receipt for all money collected
- f. do not use title(s) that imply functions beyond their scope (i.e. counselor, advisor, or registrar)
- g. accurately represent TROY University policies and procedures
- h. do not violate (orally/in writing) any standard applicable to advertising promotional materials

Suggested Documentation:

- Training Certification / Signed receipt of training / Verification of completion of on-line training
- Enrollment Agreement
- University mission statement
- Consortia Agreement
- University Admission / Enrollment policies / Program Admission / Enrollment requirements
- University catalogs / Student Handbook (Oracle) /Other communications publications given to students
- Student survey feedback
- Admissions Report

- Annual Admissions Audit (compilation of admits to Consortia programs, with demographic and TOEFL scores or documentation)

3. Practice of awarding, transferring, evaluating and recording credit on transcripts is consistent with TROY University published policies. (Registrar's Report)

Confirm the following:

- _____ Practice adheres to published policy on transfer of credit
- _____ Practice adheres to published policy of awarding credits
- _____ Credits transferred in, awarded or otherwise recognized are comparable to TROY credits.
- _____ If credits are awarded in blocks, but TROY does not employ faculty in the discipline, TROY must have documentation that those credits have been evaluated by persons w/appropriate credentials in these areas (i.e. ECE, AACRAO, etc.)
- _____ Clearly established responsibility functions of TROY and partner institution regarding student records
- _____ TROY and partner protect security, confidentiality and integrity of student records
- _____ TROY maintains specific security measures to back up data
- _____ No credit or transfer of credit is allowed until students are unconditionally admitted and successfully complete a minimum of nine semester hours with TROY in the international program
- _____ TROY maintains official records of academic credit earned in its international program
- _____ Official transcript issued by TROY identifies by site (institution), course, and term credits earned in its off campus programs

Suggested Documentation:

- Example of student transcript with partner institution credits identified by course and site
- Consortia Agreement
- TROY University Statement on confidentiality of student records
- University defined and published policy for evaluating, awarding and accepting credit for transfer that ensures course work and learning outcomes are at the collegiate level.
- AOP for evaluation of academic work at foreign universities
- Registrar's Report

4. **TROY faculty teaching courses in the consortia program are qualified and reviewed for competency or when TROY has not employed the faculty, credits accepted into the program have been evaluated as equivalent to TROY courses by an accepted academic evaluation service and Commission on Colleges.** (Academic Faculty Report)

Confirm the following: Faculty...

- _____ must meet university accepted certification standards of the faculty employed in the discipline
- _____ Must meet language proficiency standards
- _____ Must have defined role and participate in advising of students
- _____ Must have defined role and participate in outcome assessment
- _____ Must be reviewed for excellence in teaching (demonstrate competency in teaching)

Suggested Documentation:

- Consortia Agreement
- Faculty Rosters by Term
- Faculty files (Vita, Transcripts, Supervisor / Student Evaluations)
- Articulation agreement / documented equivalency of credits accepted when TROY does not hire faculty to teach course but accepts credit from partner institution.
- Academic Policy
- AOP for determining equivalency of foreign university degrees
- Quality Assurance Audit Report

5. **The facilities / access to learning information resources is adequate and appropriate to the mission of TROY University and programs offered through the agreement.** (Library Report)

Confirm the following:

- _____ Clearly established responsibilities of TROY and partner institution regarding safety regulations.
- _____ Clearly defined steps taken to provide healthy, safe and secure environment of all members of the campus community.
- _____ Clearly established responsibilities of TROY and partner institution regarding property ownership and accountability.
- _____ Clearly established responsibilities of TROY and partner institution regarding faculty facilities.
- _____ Physical facilities and learning resources are appropriate to serve the needs of the institution's academic programs, support services and other mission related activities.
- _____ Physical facilities support the mission of the institution and the scope of its programs and services.
- _____ Access to the Library and other learning resources is adequate and appropriate to the mission of the TROY and its programs.

Suggested Documentation:

- Consortia agreement
- Description of access to library and other learning resources through the University Web page (available and communicated to students enrolled in consortia program)
- Program collections audit from Library University Mission statement --- 3.8.1
- Faculty After Action Reports
- Student Survey results
- University Policy
- Quality Assurance Audit Reports

6. TROY University has the financial capacity and can provide full accountability for the support of the consortia relationship without diminishing its financial support of the U.S. campuses (Financial Report)

Confirm the following:

_____ Has clearly established responsibility of TROY and partner institution regarding:

- a. indirect costs
- b. approval of salaries (administrative and faculty as applicable)
- c. termination costs
- d. licenses and fees
- e. equipment
- f. tuition refunds
- g. subcontracts
- h. travel
- i. property ownership and accountability
- j. faculty facilities
- k. inventions and patents
- l. publications and copyrights
- m. insurance coverage
- n. audits

_____ Student does not render payment before being provided with an enrollment agreement.

_____ Tuition:

- a. is reasonable
- b. charges are bona fide, effective on specific dates and applicable to all who enroll, or who are presently enrolled
- c. payment methods follow sound ethical business practices.
- d. refund policy is accepted and applicable to all students and clearly stated in publications.

_____ If promissory notes, etc. are sold to third parties, their financial sponsors are made aware of this action.

_____ Regulations for federal and state student aid programs are being met. (as applicable)

_____ Financial capacity to underwrite the International program without diminishing financial support of other TROY Campuses is demonstrated.

_____ Full accounting of International program and designated 3rd parties is provided.

_____ TROY University does not sell or franchise the right to its name.

Suggested Documentation:

- Consortia Relationship
- Financial audit
- Annual budget approved by board
- Financial Policy (specific arrangements for consortia agreements)
- Consortia agreement

7. Public communications and recruiting practices meet standards published in TROY University Communication Policy. (Marketing and Communications Report)

Confirm the following:

_____ All publications / advertising brochures / web references on the international program must

- a. be approved by TROY before use
- b. be monitored on a regular basis
- c. indicate education, not employment, is being offered
- d. use the correct name of the school
- e. accurately provide a list of the programs offered in the international programs
- f. accurately represent University policy and procedures
- g. make clear to the public that accreditation by the Commission does not extend to programs taken at the international partner
- h. properly represent the influence of TROY in transfer of international students to American colleges and universities.

Suggested Documentation:

- TROY University Communication Policy
- Consortia Agreement
- Approval Slips for all Public Communication (including web pages) used by Partner–
- Samples of Brochures
- Review of Web pages
- SACS-COC disclaimer statement

8. The standard of student achievement in the consortia program is equivalent to the standard of student achievement on other TROY campuses and outcomes are assessed and evaluated according to state IE Policy of TROY University. (Program Director's PER)

Confirm the following:

_____ Standard of achievement is equivalent to standard on other TROY campuses.

_____ Assessments are aligned to Student learning outcomes for the program.

_____ Performance expectations are communicated to students prior to assessment.

- _____ Student Learning Outcomes are assessed in a manner consistent with the student's academic program
- _____ Outcome data is included by location on the Program Effectiveness Report
- _____ Program and SLO are analyzed and Plans for Improvement are formulated that include the data collected from the consortia program.
- _____ Evidence of improvement resulting from the analysis of data are documented.

Suggested Documentation:

- IPE Handbook
- Program student learning outcomes
- Student Achievement Reports (across SLO, by location)
- Consortia Agreement
- Academic Quality Assurance Audit Report
- Program PER
- Student surveys

9. Student responsibilities and rights are clear, appropriate and disseminated and support services personnel are qualified and effective. (Student Support Services Report)

Confirm the following:

- _____ Provides students with Enrollment Agreement:
 - a. Clearly and accurately describes student responsibilities and obligations
 - b. Clearly and accurately describes students rights
 - c. Routinely provided before enrollment or any payment of money
- _____ Provides students with student handbook
 - a. Clearly and accurately describes student rights and responsibilities
 - b. Method of distribution to students identified as appropriate
- _____ Employs qualified support services personnel
- _____ Rating of "Satisfactory" or better on Student Surveys reflecting the quality and effectiveness of student support services:
 - a. admissions personnel
 - b. admission procedures
 - c. advising
 - d. library / learning resource access
 - e. library resources
 - f. facility maintenance
 - g. recruiting personnel
 - h. overall customer service satisfaction

Suggested Documentation:

- Consortia relationship
- Student Handbook / Internet web sites / methods of communications
- Vita/Resume of support services personnel
- Documentation of professional development of support personnel / orientation with TROY University policies and procedures.
- Feedback from student and faculty surveys
- Student Support Service Report

- Consortia agreement
- University policy

10. Physical facilities and resources are adequate to meet the needs of the program faculty and students (Facilities Report)

Confirm the following:

_____ Clearly established responsibilities of TROY and partner institution regarding:

- a. campus safety regulations and accountability
- b. property ownership and accountability
- c. faculty facilities

_____ Physical facilities are:

- a. Adequacy of Facilities (size, equipment / technology, maintenance, overall quality of learning environment)
- b. Safety of Learning Environment

Suggested Documentation:

- Description / Audit of physical facilities and resources at consortia partner used by consortia program
- Emergency Action Plan
- OSHA requirements
- Feedback from faculty and student surveys
- Academic Quality Assurance Audit Report