# Memorandum of Agreement TCSG Affiliate Institutions Cooperative Academic Arrangement

#### Purpose

Institutions of the Technical College of System of Georgia (TCSG) agree to enter this Memorandum of Agreement (MOA) for a Cooperative Academic Arrangement (CAA) to provide an opportunity to deliver in- demand online courses and programs to students across the state using a collaborative shared resources model. The TCSG institutions that elect to accept this agreement shall be referred to herein as "affiliate institutions." All affiliate institutions are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); each has been approved for delivery of distance education programs/courses and will adhere to the SACSCOC Principle of Integrity.

Affiliate Institutions will regularly evaluate this cooperative academic arrangement and maintain records of such. The arrangement may be brought under review for revision upon request by one or more of the affiliate institutions. The institution may terminate participation in this arrangement under terms provided below.

## Responsibilities of the Home Institution

- Review and approval of the course content. The curriculum is developed by faculty subject matter experts. Each affiliate institution will conduct review and approval of courses by its faculty through the regular institutional processes.
- II. **Review and approval of faculty qualifications.** It is the responsibility of the affiliate institution to ensure that faculty teaching in the cooperative academic arrangement meet the faculty credentialing standards set forth by the institution and by SACSCOC.
- III. Regularly scheduled evaluation of the quality and integrity of the content and of student learning outcomes. The assessment process for the courses will include assessment of student learning outcomes in courses, assessment of student learning based on key performance indicators, course evaluations completed by students, and/or evaluations of full and part-time faculty members.
- IV. Assurance of academic quality. All course credit will be awarded by the student's identified home institution. The institution ensures the academic quality of all academic work resulting in credit recorded on the student's academic transcript.

## Responsibilities of the Host Institution

- Course content. Provides documentation of the course content and curriculum, including course
  description and objectives, student learning outcomes, course grading/evaluation and any
  required textbook(s), software, and/or course materials.
- II. Faculty Qualifications. Provides documentation of faculty qualifications, to include copies of transcript(s), certification(s) and/or other information relevant to the assigned course(s).
- III. Quality. Provides documentation of the evaluation of student learning outcomes, course evaluations completed by students.
- IV. **Student Records.** Maintains and provides as needed accurate student records in accordance with TCSG policy (e.g., student records retention related to graded assignments).

### Responsibilities of the TCSG System Office

- I. Provides coordinator to serve as point of contact for affiliate institutions and students.
- II. Maintains documentation of course content in a portal accessible to all affiliate institutions.
- III. Maintains documentation of faculty credentials in a portal accessible to all affiliate institutions.
- IV. Maintains documentation of assessments in a portal accessible to all institutions.
- V. Coordinates Advisory Council to ensure continuous improvement.
- VI. Provides marketing and communication support to affiliate institutions.

#### Governance

The Affiliate Institution designates appropriate individuals to provide institutional leadership and ensure that student needs are met and that administrative responsibilities related to the delivery of the courses are conducted in a manner consistent with institutional, system, and SACSCOC policies.

The **Advisory Council** is composed of representatives of the affiliate institutions. The Advisory Council will meet regularly to plan and/or evaluate the implementation of courses, curriculum, and vital related matters, such as accreditation compliance, enrollment, class size guidelines, and financial aid policies. Any proposed changes to courses or delivery will be discussed by the Advisory Council and then recommended in a timely manner to the Steering Committee and to affiliate institutions for review and approval through appropriate institutional processes. All approved changes will be implemented in such a way that will not interrupt completion by existing students or adversely impact the accreditation of the affiliate institutions.

The **Steering Committee** is the group of executive level individuals designated by the affiliate institutions and TCSG to make decisions regarding the creation, operation, and governance of post-secondary programs that address the workforce needs of Georgia.

#### **Terms of MOA**

This agreement is in effect and valid at the time of signature, and will be reviewed regularly by each affiliate institution following its internal policies and procedures to determine continued participation.

## **Termination of Agreement**

Institutions may withdraw from this cooperative academic arrangement after providing an intent to terminate notice to TCSG one academic year in advance of the termination.

Date

Signatures

**TCSG Affiliate Institution Presidents** 

Dr. Anthony Parker, President

Albany Technical College

Dr. Andrea Daniel, President

Athens Technical College

Date

-24-2022

Dr. Victoria Seals, President Date Atlanta Technical College	
Dr. Ivan Allen, President Date Central Georgia Technical College	1/24/22
Mr. Lonnie Roberts, President Coastal Pines Technical College	
Dr. Heidi Popham, President Date Georgia Northwestern Technical College	Dr. Tavarez Holston, President Date Georgia Piedmont Technical College
Dr. Glen Cannon, President Gwinnett Technical College	Mr. Timothy McDonald, President Date Lanier Technical College
M. John Wilkinson, President Date North Georgia Technical College	Ms. Erica Harow, President Date Oconee Fall Line Technical College
Ms. Lori Durden, President Date Ogeechee Technical College	Dr. Kathy Love, President Date Savarinah Technical College
Dr. John Watford, President Date South Georgia Technical College	Mr. Larry Calhoun, Plesident Date Southeastern Technical College
Dr. Ryan Foley, Interim President Date Southern Crescent Technical College	Mr Jim Glass, President Date Southern Regional Technical College
Dr. Julie Post, President West Georgia Technical College	Ms. DeAnnia Clements, President Date Wiregrass Georgia Technical College