

OFFSHORE ACADEMIC GOVERNANCE MODEL FOR OFFSHORE PROGRAMING



Academic Governance Model Overview

Ensuring that Algonquin College and its International Partners deliver an educational experience that maintains the same high standards of quality as is delivered domestically is an institutional imperative.

There are three partners in this effort:

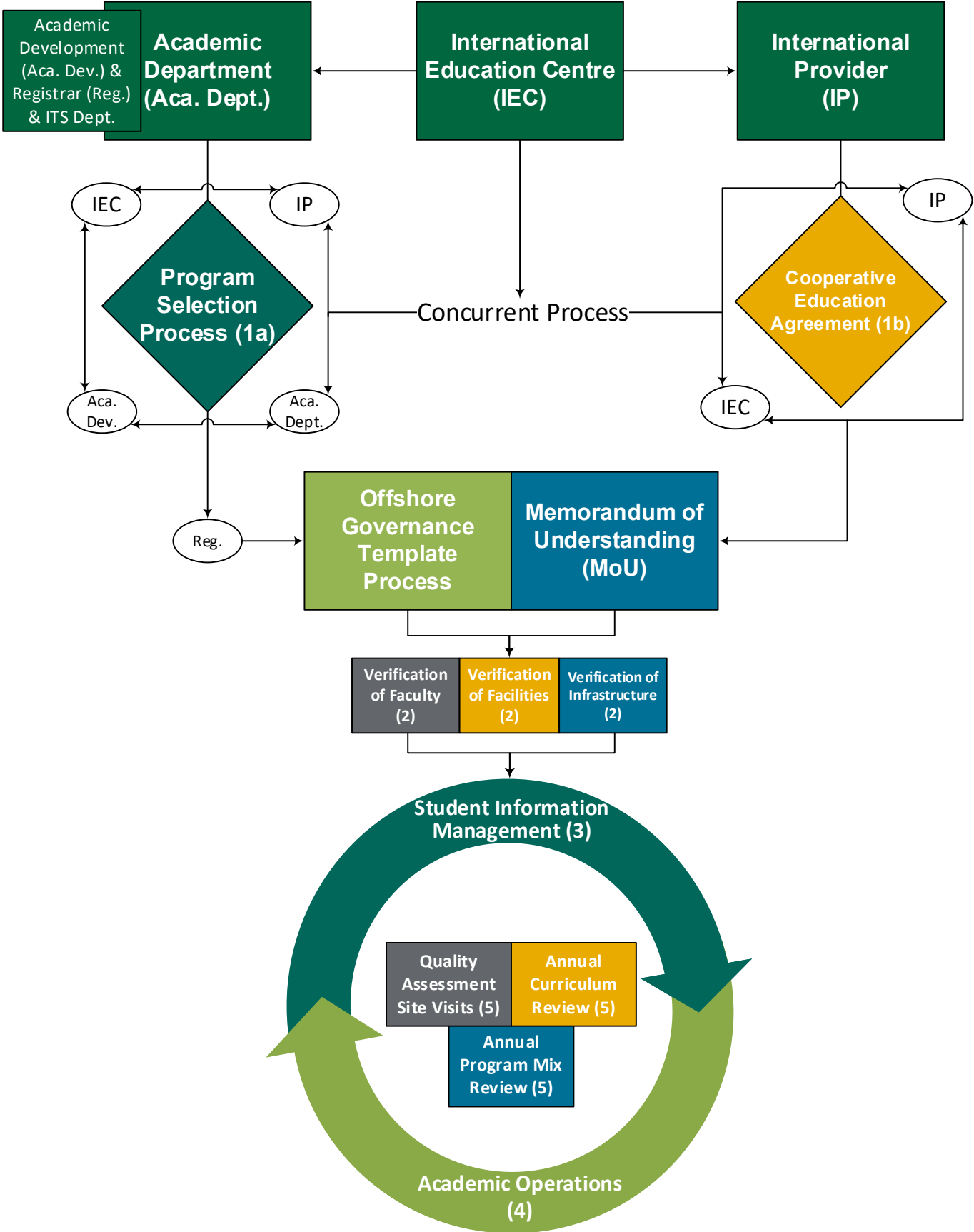
- The Algonquin College Academic department (Aca. Dept.) that owns the curriculum;
- The International Education Centre (IEC);
- The International Partner (IP).

The partners work collaboratively to ensure the academic experience is up to standards, following processes that have been approved by Algonquin College's Academic Development department (Aca Dev.) and the Registrar (Reg.).

At the outset of any partnership, the IEC and the IP select the appropriate program of study to be taught at the IP's institution.

- (1a) The curriculum, having been chosen from Algonquin's existing academic program list or developed specifically for the region of delivery, is selected in reference to market research and established regional demand. Regardless of the nature of the curriculum, Algonquin ensures that the credential is under the aegis of Algonquin College, the Ontario's Credential Validation Service (CVS) and remains in alignment with the [Ministry's Binding Policy Directive](#) and [Framework for Programs of Instruction](#). Further, as part of the same process, the curriculum is subject to strict scrutiny to ensure it properly encompasses the stipulated Program Learning Outcomes (PLO).
- (1b) Prior to curriculum delivery, the IEC and IP must enter into a Cooperative Education Agreement (CEA), a contract that captures the scope of service to be provided and the business terms of the partnership. During the negotiation of the CEA, the IEC and the IP, in direct consultation with Aca. Dev., the Reg. and the Aca. Dept., determine the minimum faculty qualifications, facilities and infrastructure necessary to deliver the program and specifies, on the *Offshore Governance Template*, the responsibilities associated with program delivery and quality assurance.
- (2) Once the responsibilities have been agreed upon, it is necessary to verify that the stipulations placed around the minimum qualifications of the faculty have been adhered to and that the facilities and infrastructure are sufficient to deliver the program. These items are verified through a Site Visit and documented on the *Offshore Status Check Template*.
- (3) The IEC, in cooperation with Aca. Dev. and the Reg., then establishes the program of study in Algonquin's Student Information System (SIS). The IP communicates students' information in a format as requested by the Reg. and the IEC ensures that the student information is managed appropriately to ensure that students are able to graduate upon successful completion of the program of study.
- (4) The IP delivers the program of study in recurring cycle. Upon delivery, the IEC, the IP and the Aca. Dept. establishes a steering committee which oversees the delivery of the program as well as monitors the Program Quality.
- (5) Offshore Sites delivering Algonquin programming are visited on an annual or bi-annual basis. These visits produce Quality Assessments (QAs) and implementation plans which support consistent program improvement. On an annual basis, each program of study is reviewed, taking into account such factors as improved technology, evolving job markets, student success initiatives and financial sustainability. This review is done concurrently with the IP and ensures that programs remain current.

Offshore Academic Governance Model



Reference Document Listing

The responsibility to ensure processes are followed belongs to the IEC who maintains copies of the referenced documents and ensures that they are shared with the appropriate parties.

(1a) Program Selection Process

- Course Section Modification and Alignment Recommendations - V1
- Curriculum Modification Guidelines – V1
- Offshore Governance Template – V1
- Program Alignment Guidelines – V1
- Proposal for Offshore Program Delivery Template – V1

(1b) Cooperative Education Agreement

- 0. Risk management Process for the Delivery of Offshore Programs Version 2.0
- 1.a. Project Development Diligence sheet
- 1.b Non-Disclosure Template
- 2. Algonquin College Partnership Overview
- 2a. Algonquin College Partnership Development
- 3. Partnership Assessment Form
- 4a. Environmental Scan
- 4b. Environmental Scan Example
- 5. Contract Signoff Guidelines
- 6. Letter of Intent Template
- 7. New Project SWOT Analysis Form
- 8. Campus Assessment Template
- 9a. Program Planning Template for Offshore Programs Long Version
- 9b. Program Planning Template for Offshore
- 10a. Business Plan
- 11. Risk Management Assessment Tool
- 12a. Collaborative Education Agreement Template
- 12b. Chinese Institution Template for Collaborative Education Agreement
- 13. Branded Template for Articulation Agreements
- 14. Contract Training Template

(2) Verification Site Visit

- Offshore QA Status Check Template – V2

(3) Registration Process

- Offshore Registration and SIS Processes – V1
- Data Entry Guidelines for GeneSIS V1
- Registration Reporting Template – V1
- Grade Report Form Template – V1

(4) Academic Operations

- Steering Committee Meeting Minutes Template – V1
- Annual Curriculum Review Feedback Template – V2
- ACR Rollout Template – V1
- Program Update Presentation Template – V1
- Curriculum Repackaging Workplan Template – V1
- Curriculum Packaging Master Template – V1
- How to – Student ITS Credential Guide – V1
- Foldering System Recommendations – V1

(5) Quality Assurance (QA) Process

- Offshore_QA_Procedure_Overview – V5
- Offshore Quality Assurance Process - V5
- 00_Offshore_QA_Procedures - V5
- 01_Conducting_Focus_Groups – V5
- 02_How_to_Write_the_QA_Report – V5
- 03_QA_Report_Template – V5
- Sign Off Form Offshore Quality Assessment – V6
- Course Section Modification and Alignment Recommendations - V1