

Engaging in International Activities – Companion Self-Evaluation Report Template

**General Instructions:** Institutions engaging in international activities as defined by Part Two, Section XIX.K – Engaging in International Activities of the *Accreditation Handbook* must complete and submit this companion template with their Self-Evaluation Report.

Please address the following DEAC Accreditation Standards as they pertain to the institution’s international activities.

# Standard I: Institutional Mission

Contact Person: Name and Title of Contact Person

### Description of the Mission

The institution’s mission communicates its purpose and its commitment to providing quality distance educational offerings appropriate to the level of study offered. The mission establishes the institution’s identity within the educational community and guides the development of its educational offerings.

1. Present the institution’s mission statement.
2. Describe how the institution’s international activities are guided by and within the scope of the institution’s mission.

### Review and Publication of the Mission

The institution’s administrative and academic leadership team, as well as representative members of the institution’s faculty, shall review the mission on a regular basis to determine whether the mission should be amended and how the institution is performing against the objectives set by its mission statement. The published mission statement is readily accessible to students, faculty, staff, other stakeholders, and the public.

1. Describe the procedures followed by the administrative and academic leadership team to ensure that international office personnel and agents regularly review the mission.
2. Identify who is responsible for ensuring that the mission is readily accessible to students, faculty, staff, other stakeholders, and the public who engage in international activity.

# Standard III: Institutional Planning and Effectiveness

Contact Person: Name and Title of Contact Person

### Strategic Planning

The institution implements a strategic plan utilizing a systematic process for the achievement of goals that support its mission. The institution’s planning processes involve all areas of the institution’s operations in developing strategic initiatives and goals by evaluating external and internal trends. Data is used to identify areas of weakness and opportunities for improvement, development, and growth. The plan helps institutions set priorities, manage resources, and set goals for future performance.

The strategic plan addresses, at a minimum, finances, academics, technology, admissions, marketing, personnel, and institutional sustainability and includes measurable action plans that lead to mission achievement. The plan identifies the individuals responsible, timelines for completion, and the financial resources required. The institution reviews the strategic plan at least annually and reports achievement of progress to its stakeholders.

1. Describe how the institution’s strategic plan addresses international activities.
2. Describe the metrics the institution has identified that guide and measure the achievement of its strategic planning goals and objectives pertaining to international activities.

### Institutional Effectiveness

The institution develops a plan and implements a systematic and ongoing process to evaluate the content and delivery of its educational programs, its provision of student support services, and the effectiveness of its supporting infrastructure and staff operations. The institution engages in sound research practices; collects and analyzes quantitative and qualitative evidence about its effectiveness; and develops and implements action plans that are used to improve operations, academic achievement, educational technologies, and student services.

1. Identify key international activity achievements from the institution’s last strategic planning cycle that resulted in improvements to the educational offerings and administrative operations.
2. Describe the institution’s ongoing efforts to evaluate institutional effectiveness and implement action plans for improvement as they pertain to its international activities.
3. Describe the key indicators the institution uses to measure the effectiveness of its international activities to determine if improvements are needed.
4. Describe and provide examples of how the institution improves its international activities based on the data collected and analyzed from its research studies.

# Standard VIII: Academic Delivery

Contact Person: Name and Title of Contact Person

### Supporting Academic Technologies

The institution uses technology appropriate to its modality and institutional context to support the delivery of its educational programs. This includes not only technology that delivers course materials and content, but also technology that (1) supports communications between students and faculty; (2) monitors student progress and achievement; (3) provides access to other academic resources, such as online libraries and third-party programs; (4) offers readily accessible channels for students to communicate questions, complaints, and concerns to applicable faculty or institutional staff; (5) protects the integrity of academic programs, testing, student work, and student communications; and (6) otherwise supports the collection of data necessary for the institution to evaluate its operations and performance.

1. Describe how the institution uses technology appropriate to its modality and institutional context to support the delivery of its international activities and educational programs.

# Standard IX: Academic Leadership and Staffing

Contact Person: Name and Title of Contact Person

### Academic Leadership

The institution provides academically qualified and experienced leadership to direct and oversee the effective delivery of its educational offerings using distance learning models. Academic leadership is responsible for the quality of program and student outcomes, as well as for the selection, training, continued quality, and development of faculty.

1. Describe how the institution’s academic leadership adequately oversee any education-related international functions, coordinating offices, and partner educational entity activities that the institution is engaged in.
2. Describe the roles and responsibilities of any academic leadership directly responsible for oversight of international activities.
3. If the institution uses external faculty, technical advisors, researchers, or subject matter specialists to support its international activities, describe the processes in place for academic leadership’s selection, training, and monitored of these personnel throughout their engagement.

# Standard XI: Recruitment and Enrollment

Contact Person: Name and Title of Contact Person

### Student Recruitment

The institution demonstrates that ethical processes and procedures are followed throughout the recruitment of prospective students. The qualifications and experience of the institution’s recruitment personnel are aligned to identified roles and responsibilities. Recruitment personnel are trained in the tasks and expectations of their positions. Authorized recruitment personnel are provided with appropriate materials to perform their tasks and are routinely monitored to ensure compliance with laws applicable to the jurisdiction(s) in which the institution operates, the DEAC Code of Ethics, and institutional policy. The institution takes full responsibility for the actions of its recruitment personnel, whether internal or third party.

1. Describe the process used by any international agents or partners to enroll prospective students.
2. Describe the institution’s job description for any internationally based individuals authorized to participate in the student enrollment and any internationally based individual whose job responsibilities include regular participation in the student enrollment process.
3. Describe how the institution verifies that international recruitment materials comply with laws applicable to the jurisdiction(s) in which it operates and DEAC recruitment practice requirements.
4. Describe the institution’s training process for internationally based student recruitment personnel.
5. Describe how the institution supervises and monitors internationally-based student recruitment personnel.
6. Describe the process and criteria used to evaluate internationally-based student recruitment personnel.

### Financial Disclosures

All costs relative to the education provided by the institution are disclosed to the prospective student in an enrollment agreement or similar contractual document before enrollment. Costs must include tuition, educational services, textbooks, and instructional materials; any specific fees associated with enrollment, such as application and registration fees; and fees for required services such as student authentication, proctoring, technology access, and library services.

1. Describe how the costs associated with the education provided are disclosed to students engaging at international sites or who engage with internationally based institution staff, agents, or affiliate partners.

# Standard XII: Student Support Services

Contact Person: Name and Title of Contact Person

### Individual Differences

Academic advising and instructional support are readily available to assist students in achieving institutional and program requirements, program outcomes, course learning outcomes, and educational goals as required by laws applicable to the jurisdiction(s) in which the institution operates.

1. Describe any academic advising and/or instructional support provided by the institution via an international site, foreign agent, or through another international educational entity to assist students having difficulties in meeting program requirements.

# Standard XIII: Fair Practices

Contact Person: Name and Title of Contact Person

### Advertising and Promotion

The institution conforms to ethical practices in all advertising and promotion to prospective students. The institution’s processes and procedures ensure that all advertisements, website content, and other marketing collateral is truthful, accurate, and clearly stated. The institution complies with DEAC’s Catalog Disclosures Checklist and DEAC’s Website Disclosures Checklist.

1. Describe how the institution verifies that international agents or partners conform to ethical practices in all advertising and promotion.
2. Describe the processes and procedures in place to verify that all advertisements, website content, and marketing collateral produced by international agents or partners are truthful, accurate, and clear.

# Standard XV: Facilities and Records Maintenance

Contact Person: Name and Title of Contact Person

### Records Protection

The institution’s financial and administrative records, as well as students’ financial, educational, and personal information, are securely and confidentially maintained in accordance with laws applicable to the jurisdiction(s) in which the institution operates and with professional requirements.

* 1. Describe how any formal student educational records kept by international coordinating offices, foreign agent, or partner educational entities are securely and confidentially maintained in accordance with laws applicable to the jurisdiction(s) in which the institution operates and with professional requirements.

### Facilities, Equipment, and Supplies

The institution’s primary facility is located in a professional, institution-branded space authorized by local authorities for mixed use or commercial use. The institution maintains a written facilities plan and budget allocations to maintain facilities, equipment, and supplies to support its educational offerings, student support services, and administrative operations on a sustainable basis. Buildings, workspaces, and equipment comply with local fire, building, health, and safety regulations.

1. Describe how the institution’s international facilities, equipment, and supplies support its educational offerings, student support services, and administrative operations on a sustainable basis.