

**ENGAGING in INTERNATIONAL ACTIVITIES**

**COMPANION SELF-EVALUATION REPORT**

**COMPLIANCE ASSESSMENT FORM**

# Instructions

The questions on this Compliance Assessment Form are designed to assist on-site team evaluators in determining whether institutions meet the intent of DEAC’s accreditation standards when engaging in international activities. Evaluators are not limited to the questions on this rating form. This rating form is for the evaluator’s use only. Evaluators do not need to send this rating form to DEAC.

DEAC evaluators decide whether institutions meet, partially meet, or do not meet accreditation standards. For any ratings of “partially meets” or “does not meet”, the evaluator must provide a “required action” that instructs the institution on what it needs to provide in order to demonstrate compliance with the identified standard. Evaluators should be careful to review institutions based only on the accreditation standards. Any recommendations beyond the scope of the accreditation standards should be provided in the suggestions section.

Evaluators should refer to the *DEAC Accreditation Handbook and Guide for Self-Evaluation* for any further clarification on institutional requirements.

**Note:** This compliance assessment form is for review of an institution’s ongoing international activities via the institution’s Engaging in International Activities Companion Self-Evaluation Report. A separate compliance assessment form is available for review of an institution’s proposed international activities via the institution’s Engaging in International Activities Post Approval Report.

# Institution Information

Name of Institution: Name of institution

Date of Visit: Date of on-site visit

Name of Evaluator: Evaluator name

Position on Team: Position on team

On-site Team Chair: Name of on-site team chair

Date Report is Due: Date report is due

# Accreditation Standards

Standard I: Institutional Mission

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution present its mission statement? |  |  |  |
| Are the institution’s international activities appropriately guided by and within the scope of the institution’s mission? |  |  |  |
| **Standard I.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

**Comments:** Provide comments to support the finding based on the institution’s responses and evidence provided prior to and during the on-site visit.

**Required Actions:** Provide the required actions necessary for the institution to demonstrate compliance with the accreditation standards. Each required action must correspond to an accreditation standard or a core component.

**Suggestions:** Suggestions are those recommendations that are not required to meet minimum accreditation standards but are provided to the institution as an opportunity for growth and improvement.

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution describe the procedures followed by leadership and faculty representatives to ensure that international office personnel and agents regularly review the mission? |  |  |  |
| Did the institution identify who is responsible for ensuring that the mission is readily accessible to students, faculty, staff, and other stakeholders who engage in international activity as well as the public? |  |  |  |
| **Standard I.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard III: Institutional Planning and Effectiveness

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Does the institution’s strategic plan appropriately address international activities? |  |  |  |
| Did the institution describe the metrics that guide and measure the achievement of its strategic planning goals and objectives that pertain to its international activities? |  |  |  |
| **Standard III.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution identify key international activity achievements from the institution’s last strategic planning cycle that resulted in improvements to the educational offerings and administrative operations? |  |  |  |
| Did the institution describe its efforts to evaluate institutional effectiveness and implement action plans for improvement as they pertain to its international activities? |  |  |  |
| Did the institution provide the key indicators that it uses to measure the effectiveness of its international activities and to determine if improvements are needed? |  |  |  |
| Are the institution’s key indicators and the data collected regarding international activities adequate to measure effectiveness and inform necessary improvements? |  |  |  |
| Did the institution describe and provide examples of improvements to its international activities based on the data collected and analyzed from its research? |  |  |  |
| **Standard III.C. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard VIII: Academic Delivery

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Is the technology in use appropriate for its modality and institutional context and does it support the delivery of its international activities and educational programs? |  |  |  |
| **Standard VIII.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard IX: Academic Leadership and Staffing

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Does 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? |  |  |  |
| Did the institution describe the respective roles and responsibilities of academic leadership personnel and do they reflect an adequate academic infrastructure to provide effective oversight of international activities? |  |  |  |
| If the institution uses external faculty, technical advisors, researchers, or subject matter specialists to support its international activities, does it have adequate processes in place for academic leadership’s selection, training, and monitoring of these personnel throughout their engagement? |  |  |  |
| **Standard IX.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard XI: Recruitment and Enrollment

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Does the institution and/or any international agents and partners follow effective processes and procedures for enrolling prospective international students? |  |  |  |
| Are the qualification and experience requirements for the institution’s internationally based recruitment personnel adequate for their identified roles and responsibilities? |  |  |  |
| Does the institution have an adequate process in place to verify that international recruitment materials comply with laws applicable to the jurisdiction(s) in which it operates and DEAC recruitment practice requirements? |  |  |  |
| Does the institution appropriately train internationally based student recruitment personnel in institution policies, processes, and expectations? |  |  |  |
| Does the institution adequately supervise and monitor internationally based student recruitment personnel (both internal and third-party)? |  |  |  |
| Does the institution have adequate processes and criteria in place to evaluate internationally based student recruitment personnel (both internal and third-party)? |  |  |  |
| **Standard XI.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Does the institution adequately disclose the costs associated with the education provided to prospective students engaging at international sites or who engage with internationally based institution staff, agents, or affiliate partners? |  |  |  |
| **Standard XI.E. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard XII: Student Support Services

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| If provided via an international site, foreign agent, or through another international educational entity, are academic advising and instructional support services to assist students having difficulties in meeting program requirements adequate? |  |  |  |
| **Standard XII.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard XIII: Fair Practices

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Does the institution have adequate processes and procedures in place to verify that international agents or partners conform to ethical practices in all advertising and promotion? |  |  |  |
| Does the institution have adequate processes and procedures in place to verify that all advertisements, website content, and marketing collateral produced by international agents or partners are truthful, accurate, clear? |  |  |  |
| **Standard XIII.F. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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Standard XV: Facilities and Records Maintenance

1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Are any formal student educational records kept by international coordinating offices, foreign agent, or partner educational entities securely and confidentially maintained in accordance with laws applicable to the jurisdiction(s) in which the institution operates and with professional requirements? |  |  |  |
| **Standard XV.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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1. **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.

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| **Questions** | **Yes** | **No** | **N/A** |
| Do the institution’s international facilities, equipment, and supplies support its educational offerings, student support services, and administrative operations on a sustainable basis? |  |  |  |
| **Standard XV.C. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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