

CS 3.4.7- Consortia Relationships/Contractual Agreements

The institution ensures the quality of educational programs/courses offered through consortia relationships or contractual agreements, ensures ongoing compliance with the comprehensive requirements, and evaluates the consortia relationship and/or agreement against the purpose of the institution.

Compliance Finding: In Compliance

Narrative:

The University of South Carolina Beaufort (USC Beaufort) ensures and evaluates the quality of educational courses offered through a variety of partnerships, collaborative relationships, and other contractual agreements that enhance and support the educational experience for students, faculty and the community. These arrangements are an important part of the USC Beaufort mission [i] and strategic plan [ii].

In support of the mission, “as the major intellectual and cultural center for the region, the University enriches the quality of life for area residents of all ages through presentations of the performing and fine arts, community service, symposia, research initiatives, and partnerships with area schools, businesses and organizations.” Courses offered through a variety of educational partnerships support the USC Beaufort’s strategic plan to “broaden community awareness and support, and to develop appropriate partnerships that support the university’s mission.” USC Beaufort values and encourages international relationships as part of its mission to “offer baccalaureate degrees that respond to regional needs, draw upon regional strengths, and prepare graduates to participate successfully in communities here and around the globe.”

USC Beaufort has agreements in the form of contract courses, contractual relationships for internships, clinical experiences, professional development, articulation/transfer agreements, South Carolina Statewide Articulation Agreement, partnerships through the Center for Excellence in Collaborative Learning, and the Military Program.

Consortia Relationships

USC Beaufort defines consortia relationships as one in which the university and another institution collaboratively develop a course or program which is then offered at both institutions. USC Beaufort does not engage in any type of consortia relationship.

Contract Courses

At USC Beaufort, contract courses are those courses for which fees are charged to a third party such as a school district, a non-profit organization, or a corporation. These courses are typically designed to meet a special need for a defined population, e.g. a school district wanting professional development for its staff. Currently, the only contract courses USC Beaufort offers are to high school students. All high school students complete a contract course application prior to start of class.

The academic departments are responsible for evaluating the overall quality and upholding the conditions of the contracts they arrange. Each contract and articulation agreement is in the form of a Memorandum of Understanding (MOU) that clearly delineates program responsibilities, evaluation, and fiscal arrangements among all participants that is signed by the appropriate senior-level

institutional officers.

The role of the USC Beaufort Admissions Office for all contract courses is to work with students throughout the admissions process that is described in the USC Beaufort Bulletin [iii]. An admissions representative will visit the classroom for all contract courses to collect the applications and answer any questions about the course or the admissions process in general. After the applications are entered in the system, copies of the applications are sent to the Registrar, who will register the students for the course.

Department of Education The Education Department offers the Teacher Cadet course through the Center for Educator Recruitment, Retention, and Advancement, (CERRA) [iv] to the four Beaufort County High Schools. CERRA's primary target groups are middle and high school students, college students, and adults interested in changing careers. CERRA works cooperatively with in-state colleges to promote the teaching profession by offering the Teacher Cadet course to local high school students who intend to matriculate into a college level degree program.

The Teacher Cadet course is designed to introduce students to the teaching profession. Its main purpose is to encourage students who possess a high level of academic achievement and the personality traits found in good teachers to consider teaching as a career. In order to be considered for the Teacher Cadet program, each student must have a "B" average in college preparatory (or the equivalent) courses, must have five teacher recommendations, and must write and submit an essay about why he or she wishes to participate in the course. Students are exposed to teaching careers and the education system through class discussion, projects, observation, participation in public school classrooms, and interactions with successful administrators and teachers. Furthermore, this program seeks to provide high school students with an insight into the problems of education and the critical issues affecting the quality of education in America's schools. An important secondary goal of the program is to prepare these students to be civic advocates of education. This course is weighted as an International Baccalaureate course. Dual credit is offered. When students successfully complete the course, three credits may be transferred into the USC Beaufort Early Childhood Education program for the Observation and Analysis course or into another program as an open elective. The course contracts are evaluated and renewed annually by the department and the school district [v]. At Beaufort High School and Battery Creek High School, the Teacher Cadet course is a year long course in which the class meets every other day for ninety minutes. At Hilton Head High School and Bluffton High School, the Teacher Cadet course is a semester long course which meets every day for ninety minutes. The high school students complete course evaluations at the end of the course.

Department of Hospitality Management The department has taught at least one contract course per year at Hilton Head High School [vi] since 2002. To ensure quality, the department follows university procedures as to the qualifications of faculty and course requirements; a common syllabus is used for courses on campus and off campus and fulltime and adjunct faculty meet USC Beaufort credential guidelines as to their qualifications. Students complete an application and are "admission coded" based on this status.

Contractual Agreements

USC Beaufort has a variety of contractual arrangements with school districts, hospitals and other agencies for clinical training and internships and professional development for staff. Some academic departments at USC Beaufort have opportunities for students to earn credit for Internships (opportunities to work or perform services) in their field of study. Each department has established policies and procedures for the internship requirements and the credit earned. Arrangements are made between representatives of the university and the business, agency or school district involved. Requirements are generally set for both the student and the supervisor of the internship with student evaluation covered in-depth. The academic departments are responsible for evaluating the overall quality and upholding the conditions of the contractual agreements they arrange. Each agreement is in the form of a Memorandum of Understanding that clearly delineates program responsibilities, evaluation, and fiscal arrangements among all participants that is signed by the appropriate senior-level institutional officers.

Department of Business Management The Department of Business Management internship course provides students with the opportunity to reinforce classroom learning by working in their discipline in a supervised business environment typically 8-10 hours per week as outlined in the business internship contract [vii], and one class or individual meeting with the Internship Coordinator per month for a 3 credit hour course. An internship contract outlines the student's responsibilities for performance in the course [viii]. The course may be repeated with the approval of the Internship Coordinator and the student's academic advisor.

Department of Education Students in the Early Childhood Education program are placed in internship sites throughout the region for practicum experience and internship. Policies and Procedures guiding the sixteen week internship placement are found in the Education Internship Handbook [ix]. The placement sites are evaluated by the Coordinator of Field Experiences. Surveys are sent to Principals and Cooperating Teachers to evaluate the program. The evaluations are submitted to the Department Chair for review. The Cooperating Teachers must be ADEPT trained, hold South Carolina Certification for Pre-K – 3rd grade, have completed three years successful classroom teaching, and be recommended by the school principal to be chosen as a Cooperating Teacher by the USC Beaufort Education Field Coordinator. The South Carolina State Department of Education, the South Carolina Commission on Higher Education, the National Association for the Education of the Young Child, and the National Council of Accreditation for Teacher Education policies and procedures are followed by the USC Beaufort Education Department and Early Childhood Education program.

Credit hours for internship are determined by a formula that takes the total number of days for the University Semester multiplied by seven hours per day of internship. This number is the total number of hours an intern is in the school. That total number is divided by 42 hours (3 credits = 42 hours). The 76 day semester x 7 hours per day in schools = 532 hours /42 hours =12 credit hours.

Department of Hospitality Management The Department of Hospitality Management requires an internship in the senior year. The student picks the internship sites and follows a structured syllabus. There are no formal agreements with the sites. However, each manager is required to complete a final evaluation of the student's performance at the site [x]. The internship is 3 credits and requires 400 hours of work experience. The number of hours required for the course is in line with peer institutions that were surveyed. The internship is only offered in the summer which allows students to earn the required hours with 10 weeks of full-time employment.

Department of Nursing The Department of Nursing has a variety of clinical rotation agreements with community agencies and affiliation agreements with local hospitals in preparation for the future BSN program that will begin in 2009. These agreements are already in place. In addition, the Nursing department has an MOU Agreement for Clinical Education Affiliation with USC [\[xi\]](#).

Department of Social Sciences The Human Services program currently has three types of internship opportunities: traditional social work, non-traditional human service and community-level programs. These are all evaluated tri-annually by the program's Human Services Specialist. Documentation is available with details on program oversight and governance with regard to the faculty, students, coursework, financial issues, etc. The Human Services Program follows the national accrediting body for the human services (Council for Standards for Human Service Education) which sets forth requirements for the translation of field placement hours into credits [\[xii\]](#).

Field placement experiences for the Human Services program are implemented under the guidance of three entities: the Council for Standards for Human Services Education, the National Organization of Human Services Education and by a Memorandum of Agreement with the Beaufort County Collaborative Organization of Services for Youth. Students have the opportunity to earn credit for Internships (opportunities to work or perform services) in human services. Each student has a "contractual arrangement" with one of over 85 organizations including over 200 field experiences. Contractual arrangements are made between representatives of the university and the business or other entity involved. Requirements are set for both the student and the supervisor of the internship with student evaluation covered in-depth.

Each field placement site is governed by principles established in the USC Beaufort Human Services Field Placement Manual [\[xiii\]](#). Each semester students are mandated to attend an orientation whereby they are introduced to the plethora of agencies available to them for field experience. A sample job description [\[xiv\]](#) (or "contract" for services and training) and a comprehensive list of field placement sites [\[xv\]](#) is referenced.

Articulation/Transfer Agreements

South Carolina Statewide Articulation Agreement [\[xvi\]](#). On May 2, 1996, the South Carolina Commission on Higher Education (SCCHE) approved unanimously the statewide agreement on transfer and articulation. The South Carolina Statewide Articulation Agreement: 86 Technical College Courses Transferable to Public Senior Institutions (revised 10/2002) for transfer from two-year to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to those on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list. The purpose of the articulation agreement is to promote the successful transfer of associate degree credits to baccalaureate programs. This articulation agreement is regularly reviewed by the institutions involved and the SCCHE. The Technical College Courses Transferable to Public Senior Institutions was last revised on 10/30/07. The Statewide Articulation Agreement is published in the USC Beaufort Bulletin [\[xvii\]](#).

USC Beaufort has a number of articulation/transfer agreements with other institutions of higher

education. Articulation/transfer agreements give students the opportunity to transfer their credit hours to USC Beaufort, thus attaining a four-year degree in one of its major fields of study. The agreements between the institutions promote access and opportunity by guaranteeing courses transferability. All incoming students must comply with all USC Beaufort admissions policies, rules, and regulations. The agreements are evaluated annually by the Department Chairs and faculty. The agreements may be renounced by either party. Such termination will become effective after the end of the academic year in which one institution notified the other, in writing, of its intention to terminate the agreement.

Department of Education The Education Department has an articulation agreement between USC Beaufort and the Technical College of the Lowcountry (TCL) [xviii] for its Early Childhood Education program. The agreement gives TCL students the opportunity to transfer two pre-agreed on education courses (six hours of credit) from TCL into the USC Beaufort Early Childhood Education Program providing the grade of the transfer course is C or better (Table 1).

TECHNICAL COLLEGE OF THE LOWCOUNTRY			UNIVERSITY OF SOUTH CAROLINA BEAUFORT		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ECD 106	Observation of the Young Child	3	BEDC 210	Observation & Analysis in the Clinical Setting	3
ECD 108	Family & Community Relations	3	BEDE 215	Family Life in Early Childhood	3
	Total Early Care & Education Program Credits	6		Total Early Childhood Education Program Credits	6

Department of Hospitality Management the Hospitality Management program has articulation agreements with Centennial College in Canada [xix] and with the Technical College of the Lowcountry [xx] (TCL) in Beaufort. The articulation agreements between the institutions promote access and opportunity by guaranteeing courses transferability. TCL and Centennial graduates must comply with all USC Beaufort admissions policies, rules and regulations. The agreements are evaluated annually by the Department Chair and faculty and may be renounced by either party by providing a 90-day notice which would end the agreement for future students. USC Beaufort has an articulation agreement with Centennial College in Canada but does not have any other agreements with institutions in foreign countries at this time.

Department of Science and Mathematics In July 2007, the USC Beaufort and the Georgia Institute of Technology signed an articulation agreement [xxi] (USC Beaufort & GT). This agreement establishes an Engineering Transfer Program in which an undergraduate student will engage in a pre-engineering preparatory program at USC Beaufort and then transfer to an engineering program at the Georgia Institute of Technology Savannah Campus. This agreement guarantees admission to Georgia Tech Savannah after students successfully complete required USC Beaufort courses and maintain a minimum GPA of 2.7 for Georgia residents and 3.0 for all

other applicants. The admissions office will work closely with the Georgia Tech admissions office and other interested parties to develop, maintain, and continuously improve a program management and reporting system. This program provides more local access to engineering degrees that would not otherwise be available to USC Beaufort students.

USC Beaufort provides access only and is not responsible for evaluation of the program. Program evaluation will be done by Georgia Tech Savannah who will assess the program annually in collaboration with participating faculty, advisors, and students, so as to continuously improve the program. A report of the assessment and recommendations for improvement will be provided to the Dean of Engineering and the Director of Undergraduate Admissions at Georgia Tech, as well as to the designated faculty advisor within the Department of Science and Mathematics at USC Beaufort. Reports will be provided to USC Beaufort at the end of each term that includes an analysis of grades of USC Beaufort transfer students.

Department of Social Sciences The Human Services program has articulation agreements between USC Beaufort and Midlands Technical College, Horry/Georgetown Technical College, and Greenville Technical College [xxii]. The articulation agreements are transfer agreements stating that the USC Beaufort Human Services program will accept those courses of a grade of a C or better indicated on the agreement that are applicable for students who are pursuing a degree in Human Services from USC Beaufort. The articulation agreements are reviewed periodically and may be renounced by either party. Termination will become effective after the end of the academic year in which one institution notified the other, in writing, of its intention to terminate the agreement which would affect future students, not currently enrolled in the program.

USC Beaufort also has a Memorandum of Agreement with Midlands Technical College [xxiii] to formally establish the MTC to USCB Human Services Bridge Program. The goal of the program is to collaboratively develop and implement a seamless transition to MTC students majoring in Human Services into USC Beaufort's Bachelor of Science degree program in Human Services.

Partnerships

The Center of Excellence in Collaborative Learning (CECL) [xxiv] is funded by a grant from the South Carolina Commission on Higher Education [xxv]. This teaching and research center studies both pre-service and in-service education with an emphasis on collaborative learning. Center participants include key USC Beaufort faculty and administrators, selected USC Beaufort undergraduate students, regional school administrators, and representative public school teachers from Beaufort, Jasper, Hampton, and Colleton counties in South Carolina. In addition, the CECL has established partnerships and active alliances with a range of community and social service agencies in order to engage these groups in the work and development of the Center.

The CECL Director has also linked the development of this Center to research being done in other institutions of higher education, especially those within the USC system. The Collaborative Research Council members meet regularly. Membership includes representatives from the Beaufort County School District, Jasper County School District, Colleton County School District, Hampton County School District #1, Hampton County School District #2 as well as USC Beaufort faculty, students, and community members.

The CECL provides professionally-oriented courses and workshops in collaboration with schools, districts, and other agencies to offer professional development experiences for educators. The CECL works with school district staff to design courses that address a particular school, district, or other educational agency initiative or need. To accomplish this, the Center of Excellence works with the University of South Carolina Extended Graduate Campus (EGC) to facilitate bringing graduate level courses or workshops designed to meet the needs of teachers in the partner school districts. The CECL Director works closely with the Director of the USC Extended Graduate Campus who assumes the responsibility for ensuring the quality of all such courses, workshops, and programs in conjunction with the USC Extended Graduate Campus. All course credit is awarded by USC Graduate School and not by USC Beaufort or the CECL. All agreements clearly delineate the roles of each party to the agreement and define the evaluation processes that are used to measure the success of these offerings. This evaluation process also includes comparing the course, workshop, and program outcomes to the mission of the Center of Excellence and to the broader institutional mission of USC Beaufort.

The CECL collects data for all of the courses, workshops, and other programs offered to teachers and partner districts. In addition to the formal course evaluations provided by USC for graduate courses, all participants are asked to complete a Center of Excellence evaluation which enables Center staff to gauge how well a course or workshop met the needs of students as well as mirrored the goals/mission of the Center. The collated results of the evaluation data are shared with instructors and participants.

The CECL has also developed a College for Kids Program [xxvi] in partnership with the Beaufort County School District. The purpose of the College for Kids program is to introduce middle school students to higher education possibilities. An MOU defines the responsibilities for each partner involved in the project.

Military Program

USC Beaufort is a member of the Service Member Opportunity Colleges (SOC). SOC, established in 1972, is a consortium of national higher education associations with more than 1800 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students and their family members, civilian employees of the Department of Defense (DOD), the Coast Guard and veterans. The SOC Consortium functions in cooperation with the DOD and the military services, including the National Guard and the Coast Guard, to strengthen and coordinate voluntary College-level education opportunities for service members.

SOC Consortium colleges and universities collectively confer the full range of associate, bachelor's, and graduate degrees. SOC guidelines are predicated upon principles set forth in the Joint Statement on the transfer and awarding credit of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the American Council on Education (ACE) [xxvii], and the Council for Higher Education Accreditation (CHEA), and are drawn principally from the cumulative experience of education institutions and agencies judged successful in their work with service members. The acceptance of course work is in agreement with and follows ACE guidelines. USC Beaufort policy regarding the acceptance of educational experiences in the military is printed in the USCB Beaufort Bulletin [xxviii].

An MOU between USC Beaufort and the Marine Corps Air Station [xxix] (MCAS) provides guidelines and procedures for delivering courses at the MCAS Beaufort and the Marine Corps Recruiting Depot (MCRD) on Parris Island. All courses are taught by USC Beaufort faculty and fall under the same policies and procedures, and evaluation as all other USC Beaufort courses.

Supporting Documentation

<u>i</u>	<u>USC Beaufort Mission</u>
<u>ii</u>	<u>USC Beaufort Strategic Plan</u>
<u>iii</u>	<u>USC Beaufort Bulletin -- Admissions</u>
<u>iv</u>	<u>Center for Educator Recruitment, Retention, and Advancement</u>
<u>v</u>	<u>Teacher Cadet Contract Courses</u>
<u>vi</u>	<u>Hospitality Management Contract Course</u>
<u>vii</u>	<u>Department of Business Management Internship Contract</u>
<u>viii</u>	<u>Sample Completed Business Internship Contract</u>
<u>ix</u>	<u>Education Internship Handbook</u>
<u>x</u>	<u>Hospitality Management Internship Final Evaluation</u>
<u>xi</u>	<u>MOU Agreement for Clinical Education Affiliation with USC</u>
<u>xii</u>	<u>Council for Standards for Human Services Education</u>
<u>xiii</u>	<u>USC Beaufort Human Services Field Placement Manual</u>
<u>xiv</u>	<u>Human Services Sample Job Description</u>
<u>xv</u>	<u>Human Services Field Placement Sites</u>
<u>xvi</u>	<u>SCCHE Statewide Articulation Agreement</u>
<u>xvii</u>	<u>USCB Bulletin -- The Statewide Articulation Agreement</u>
<u>xviii</u>	<u>Early Childhood and TCL Agreement</u>
<u>xix</u>	<u>Articulation Agreement between USC Beaufort Hospitality Management and Centennial College in Canada</u>
<u>xx</u>	<u>Articulation Agreement between USCB Beaufort Hospitality Management and TCL</u>
<u>xxi</u>	<u>Articulation Agreement USC Beaufort and the Georgia Institute of Technology</u>
<u>xxii</u>	<u>Human Services Articulation Agreement with SC Technical Colleges</u>
<u>xxiii</u>	<u>Memorandum of Agreement with Midlands Technical College</u>
<u>xxiv</u>	<u>The Center of Excellence in Collaborative Learning</u>
<u>xxv</u>	<u>SCCHE CECL Grant</u>
<u>xxvi</u>	<u>CECL -- College For Kids</u>
<u>xxvii</u>	<u>American Council on Education</u>
<u>xxviii</u>	<u>USC Beaufort Bulletin -- Military</u>
<u>xxix</u>	<u>USC Beaufort and the Marine Corps Air Station MOU</u>