



Guide for Establishing Agreements and Partnerships

**Miami Dade College
Office of Articulation and Academic Pathways**

Guide for Establishing Agreements and Partnerships

Introduction

As the largest postsecondary institution in the United States and one of the most highly regarded colleges in the nation, Miami Dade College (MDC) is well positioned to establish meaningful partnerships with institutions of higher education and other external constituents. These partnerships expand opportunities for students and the college to engage in impactful experiences, and also support Florida's commitment to cross-sector postsecondary coordination and collaboration.

Florida is a national leader in articulation and transfer policy, most notably for the statewide "2+2" articulation agreement that facilitates the seamless transfer of Florida College System (FCS) Associate in Arts degree graduates. In addition, the FCS maintains several statewide articulation agreements with nonpublic institutions, which can be viewed here:

<http://www.fldoe.org/policy/articulation/articulation-agreements.stml>.

At MDC, this commitment to cross-sector articulation and collaboration is evidenced by the college's numerous agreements with other postsecondary institutions, both public and private. The scope of these agreements varies, including collaborative commitments, transfer and articulation of credit, admission to graduate programs, and scholarship opportunities. Information about articulation at MDC, including the current agreements and transfer information, can be viewed here:

<http://www.mdc.edu/academics/transfer/articulation.aspx>.

Opportunities to establish new partnerships and agreements arise often, representing exciting potential to benefit our students and the College. This guide provides information to MDC academic units about the college's agreement development and approval process. The following pages include information about the MDC agreement template, a step-by-step overview of the process to develop and obtain approval for a new agreement or partnership, as well as recommendations and best practices.

Types of Agreements and Partnerships

Different types of partnerships warrant different types of agreements, depending on the scope and purpose of the partnership. Agreement types are outlined below.

Articulation Agreement: Facilitates student transfer and the articulation of credit between institutions, such as outlining the mechanisms for associate degree transfer to a baccalaureate program.

Collaborative Agreement: Formalizes a general partnership between MDC and the other party. A collaborative agreement can also serve as an umbrella agreement for related sub-agreements, such as memoranda of understanding for specific partnership provisions.

Memorandum of Understanding: Creates a partnership between MDC and the other party and outlines the provisions for specific partnership activities and projects.

Agreement Template

The Office of Articulation and Academic Pathways has developed a general agreement template that can be used for articulation agreements, collaborative agreements, and memoranda of understanding (MOU), located in Appendix D. When beginning the process of drafting a new agreement, insert the appropriate title in the template that best fits the proposed partnership.

The template provides a framework and outline for agreements and promotes consistency and uniformity in the contracts entered into by MDC. However, the template can be tailored to accommodate the unique aspects of each potential agreement.

Process

The development and approval process for new agreements is facilitated by the Office of Articulation and Academic Pathways (OAAP). However, the agreements are often tied to specific academic units and programs, and the process requires close collaboration between OAAP, the academic unit, and the partner.

Prior to initiating the process to develop a new agreement, consider the potential overall impact the agreement could have on MDC and its students. OAAP has developed a set of guiding questions that can be used to evaluate a potential agreement, located in Appendix A.

Step 1 Agreement Request Form

- a. Academic unit completes the Agreement Request (Appendix B) with the required summary information about the agreement sought.
- b. Academic unit obtains the appropriate approvals for the Agreement Request, indicating approval to proceed.
- c. Academic unit submits the signed Agreement Request to Abbey Ivey, Director of Articulation and Academic Pathways, at pgiarraf@mdc.edu. If applicable, include any supporting documentation about the institution and/or potential partnership.
- d. Director of Articulation and Academic Pathways prepares Institutional Summary Information Form (Appendix C) using NCES College Navigator Data.
- e. Director of Articulation and Academic Pathways routes the request to District Academic Affairs for review and feedback.

- f. Director of Articulation and Academic Pathways provides the feedback from District Academic Affairs to the academic unit.

Step 2 Draft Agreement

- a. Academic unit drafts the agreement using the appropriate template (Appendix D) in collaboration with the partner institution or external constituent. The Director of Articulation and Academic Pathways can serve as a resource to facilitate this process.
- b. Academic unit submits draft agreement to Abbey Ivey, Director of Articulation and Academic Pathways, at pgiarraf@mdc.edu
- c. Director of Articulation and Academic Pathways reviews draft agreement and routes it to the Associate Provost and Vice Provost for Academic Affairs for review and feedback.
- d. Academic unit works with the Director of Articulation and Academic Pathways to make any needed revisions to the agreement based on the review and feedback.
- e. Academic unit confirms final agreement draft language with the potential partner, as well as the appropriate dean(s).

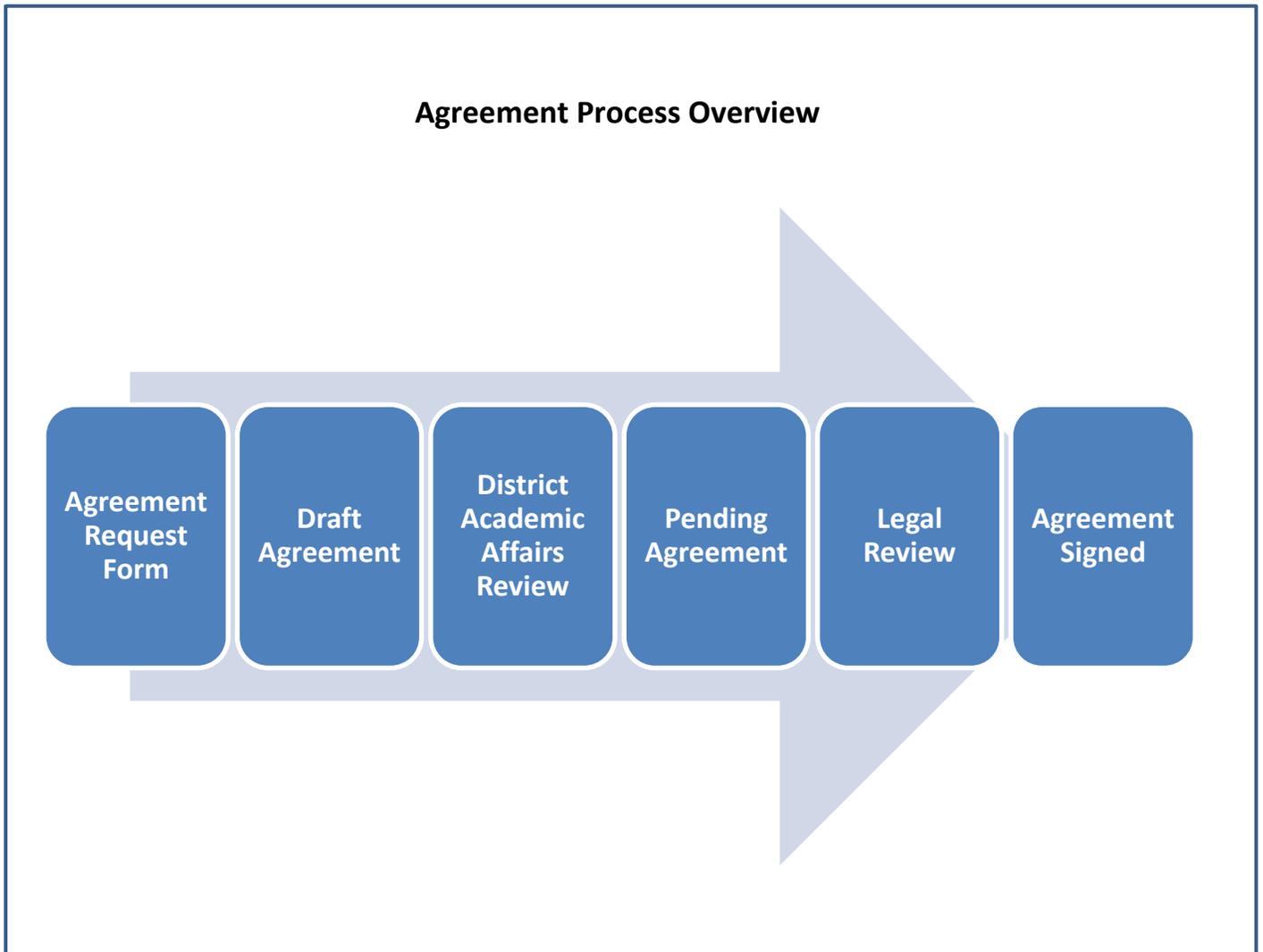
Step 3 Finalize Agreement

- a. Academic unit submits final agreement draft to Abbey Ivey, Director of Articulation and Academic Pathways, at pgiarraf@mdc.edu
- b. The Director of Articulation and Academic Pathways submits final agreement draft to the Office of Legal Affairs for review.
- c. Office of Legal Affairs makes any needed revisions and finalizes the agreement.

Step 4 Agreement Signatures

- a. The Director of Articulation and Academic Pathways obtains the signatures of the appropriate MDC representatives on the agreement.
- b. The Director of Articulation and Academic Pathways mails the signed agreement to the partner for signature.
- c. If a signing ceremony is requested, this can be facilitated between the academic unit/campus and the partner. The Director of Articulation and Academic Pathways can serve as a resource for arranging a signing ceremony.

- d. When the signed and executed agreement is returned, the Director of Articulation and Academic Pathways provides a copy to the academic unit and the Office of Legal Affairs. The Director of Articulation and Academic Pathways also posts the agreement on MDC's articulation website.



Recommendations and Best Practices

- The establishment of a new agreement can take on average 4-16 weeks to complete.
- The appropriate school dean and campus president should be continuously informed about a pending agreement by the lead facilitator of the agreement.
- Academic units/campuses are encouraged to involve the Director of Articulation and Academic Pathways at the early stages of agreement development.
- When evaluating a potential agreement, consider current MDC academic programs and initiatives to ensure the partnership would not be in conflict.
- If the agreement involves MDC student transfer, the agreement verbiage should specify that the partner institution will annually provide data to MDC regarding the number of students who transfer under the terms of the agreement. This data should be collected by the academic unit using the Transfer Agreement Report form, located in Appendix E.
- As a general rule, the agreement verbiage should specify that the agreement will be reviewed every three years. The three-year reviews should be initiated by MDC using the Agreement Review Rubric located in Appendix F.
- Some agreements will have an expiration date as determined by the nature of the partnership.

Contact Information

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Appendix A

Guiding Questions for Establishing an Agreement

Guiding Questions for Establishing an Agreement

The following questions can serve as a starting point for discussion when considering entering into an agreement or partnership.

Institutional Characteristics

- Is the institution regionally accredited? If yes, by what accrediting body?
- Is the institution nationally accredited? If yes, by what accrediting body?
- Is the institution public or private? If private, is the institution for-profit or not-for-profit?
- What are the institution's average retention and graduation rates? What is the institution's three-year cohort default rate? (<https://nces.ed.gov/collegenavigator/>)
- Does the institution have any existing agreements with Miami Dade College (MDC)? (http://www.mdc.edu/asa/popups/institution_list1.asp)

Proposed Agreement Provisions – General

- What does the agreement require of MDC? Can MDC reasonably comply with the requirements of the agreement?
- What does the agreement require of the partner institution or external constituent?
- Would this agreement benefit the MDC community?
- If the agreement relates to a specific program at the receiving institution, has that program obtained specialized accreditation?
- Has the targeted program for the agreement received approval and/or been implemented by MDC?
- What is the current student enrollment in the MDC program?

Proposed Agreement Provisions – Student Impact

- How does the agreement benefit MDC students?
- How many MDC students could the agreement potentially impact?
- Does the agreement include scholarship opportunities or reduced tuition rates for MDC students?
- Does the agreement include guaranteed admission for qualified MDC students?
- If applicable, does the agreement guarantee the transfer and acceptance of MDC credits towards a program of study at the receiving institution?
- If applicable, would transferring under the terms of the agreement allow a student to complete a credential within a reasonable number of credit hours? Would the student be forced to accumulate excess credit hours?

Appendix B

Agreement Request

Agreement Request

Overview Information			
Between Miami Dade College and _____			
MDC Potential Partnership Contact Person:	Title:	Phone:	Email:
Partner Institution Address:	City:	State:	Zip:
Is there an existing agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of last agreement:		
Partner Institution Information			
Accreditation: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Accrediting Agency:		
If Yes: Regional <input type="checkbox"/> Program <input type="checkbox"/>	Institution Type: Public <input type="checkbox"/> Private Not-For-Profit <input type="checkbox"/> Private For-Profit <input type="checkbox"/> International <input type="checkbox"/> Other <input type="checkbox"/>		
<i>If other, please specify:</i>			
Agreement Purpose and Area			
<input type="checkbox"/> MDC Initiated <input type="checkbox"/> Institution Initiated	Does the agreement involve the transfer of credit hours? Yes <input type="checkbox"/> No <input type="checkbox"/>	Cost Involved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the agreement involve financial aid? Yes <input type="checkbox"/> No <input type="checkbox"/>
Academic unit and MDC campus impacted:	Signing ceremony requested? Yes <input type="checkbox"/> No <input type="checkbox"/>		Potential number of students impacted:
Describe the potential partnership or collaboration, including the purpose and proposed provisions:			
Supporting Documentation			
List any supporting documents included with this form:			
Review and Approval			

Academic Unit/Campus:

1. Lead Agreement Facilitator	Signature	Date
2. School Dean	Signature	Date
3. Campus President	Signature	Date

District Academic Affairs:

4. Director of Articulation & Academic Pathways	Signature	Date
5. Associate Provost, Academic Affairs	Signature	Date
6. Vice Provost, Academic Affairs	Signature	Date
7. Executive Vice President and Provost	Signature	Date

Appendix C

Institutional Summary Information Form

Institutional Summary Information Form

1. Name of Institution:
2. Location of Institution:
3. Institution Type:
4. Awards Offered:
5. Accreditation:
6. Enrollment:

Fall 20__	
Undergraduate Enrollment	
Graduate Enrollment	
Total Enrollment	

7. Retention and Graduation:

Retention and Graduation Rates	
First-to-Second Year Retention Rate (First-time, pursuing a bachelor's degree, 20__-__)	
Overall Graduation Rate (Full-time, first-time completion within 150% of "normal time" to program completion – began fall 20__-__)	

8. Cost:

Expenses	20__-20__	20__-20__
Tuition and Fees		
Total Expenses – off campus		
Total Expenses – off campus with family		

9. Three-Year Cohort Default Rates:

	20__	20__	20__
Default Rate			
Number in Default			
Number in Repayment			

Appendix D

Agreement Template

**[INSERT AGREEMENT TITLE - ARTICULATION AGREEMENT/
COLLABORATIVE AGREEMENT/MEMORANDUM OF UNDERSTANDING]**

BETWEEN

MIAMI DADE COLLEGE

AND

[ORGANIZATION]

I. Parties

This [agreement title] is made by and between the District Board of Trustees of Miami Dade College (“MDC”), located at 300 N.E. 2nd Avenue, Miami, Florida 33132 and [organization’s name] ([“abbreviated name for organization”]), located at [organization’s address]. Collectively, both MDC and [organization name] shall be referred to as the “Parties.”

II. Purpose

The purpose of this [agreement title] is to [summarize the purpose and intended outcomes of the agreement].

III. Provisions

- A. [Outline the specific agreement provisions in this section. Subsections may include collaboration, admissions, student eligibility, scholarships, financial aid, transfer pathways, course equivalencies, activities, etc.]
- B. [Insert provisions]
- C. [Insert provisions]

IV. Collaboration and Coordination

- A. During the period of this [agreement title], MDC will:
 - i. [Outline MDC’s specific responsibilities to facilitate the execution, promotion, and success of the partnership activities.]
 - ii. [Insert MDC responsibilities]
 - iii. [Insert MDC responsibilities]
- B. During the period of this [agreement title], [organization] will:
 - i. [Outline the organization’s specific responsibilities to facilitate the execution, promotion, and success of the partnership activities.]
 - ii. [Insert responsibilities]

- iii. [Organization] will provide data annually to MDC regarding the number of students who transfer under the terms of the agreement. (if applicable)

V. Term, Termination, and Other Provisions

- A. This [agreement title] is made effective on the date that both parties have fully executed the [agreement title]. The term of this agreement shall be for three (3) years.
- B. Either party may send written notice of terminating the [agreement title] a minimum of ninety (90) days prior to the effective date of the termination.
- C. If this [agreement title] is terminated by either party, such termination will not affect the status of students [insert appropriate language indicating students already in the pipeline will continue to receive the benefits of the agreement, based on agreement provisions].
- D. Any modification to this [agreement title] must be made in writing and signed by both parties.
- E. [Insert any additional provisions]
- F. [Insert any additional provisions]

This [agreement title] between the District Board of Trustees of Miami Dade College and [organization] was executed by the duly authorized representatives of the Parties on this _____ day of _____, 20[insert year].

Authorized Signatures

[Organization]

**DISTRICT BOARD OF TRUSTEES
MIAMI DADE COLLEGE**

[Name] Date
[Title]

Lenore P. Rodicio, Ph.D. Date
Executive Vice President and Provost

Approved as to form and legal sufficiency:

[Name] Date
College Legal Counsel

Appendix E

Transfer Agreement Report

Transfer Agreement Report

Please complete this form by providing data for Miami Dade College (MDC) students who transferred to your institution under the terms of the articulation agreement between your institution and MDC. Please provide information for the most recent academic year that data are available, and specify the year reported in the table below.

Contact Information	
Partner Institution:	
Agreement subject area:	
Contact Name:	
Title:	
Email:	
Enrollment	
	20__-20__
Total MDC transfer student enrollment	
Entering (first time) MDC transfer student enrollment	
Entering (first time) MDC transfer student enrollment by degree type	20__-20__
Bachelor's	
Master's	
Professional	
Entering (first time) MDC transfer student enrollment by undergraduate major	20__-20__
Biology	
Business	
Education	
Engineering	
Health Sciences	
Nursing	
Psychology	
Technology	
Other (please list all that apply)	
Entering (first time) MDC transfer student enrollment by graduate program	20__-20__
Enter program type(s) (i.e. Master of Science in __)	
Completion	
	20__-20__
Total degrees awarded to MDC transfer students	
Bachelor's	
Master's	
Professional	
Average time to degree for MDC transfer students (in years)	

Appendix F

Agreement Review Rubric



Agreement Review Rubric

This form is intended to assist academic units in reviewing existing agreements with partner institutions or external constituents. Please rate the success/progress of the agreement by checking the appropriate box and providing comments, as applicable.

Summary Information				
Agreement subject area:				
Partner institution/external constituent:				
Agreement effective date:				
Academic unit:				
Campus:				
Contact person:				
Agreement Ratings				
Measure	Excellent	Satisfactory	Unsatisfactory	Comments
The agreement implementation has met expectations and produced the intended outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MDC students are aware of the opportunities provided by the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MDC students are utilizing the agreement to continue their educational pursuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The agreement provides meaningful advantages to MDC students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The agreement provides meaningful benefits to the College.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MDC has fulfilled its obligations as outlined in the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The partner has fulfilled its obligations as outlined in the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendation				
Do you recommend MDC continues/renews participation in this agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Comments:				