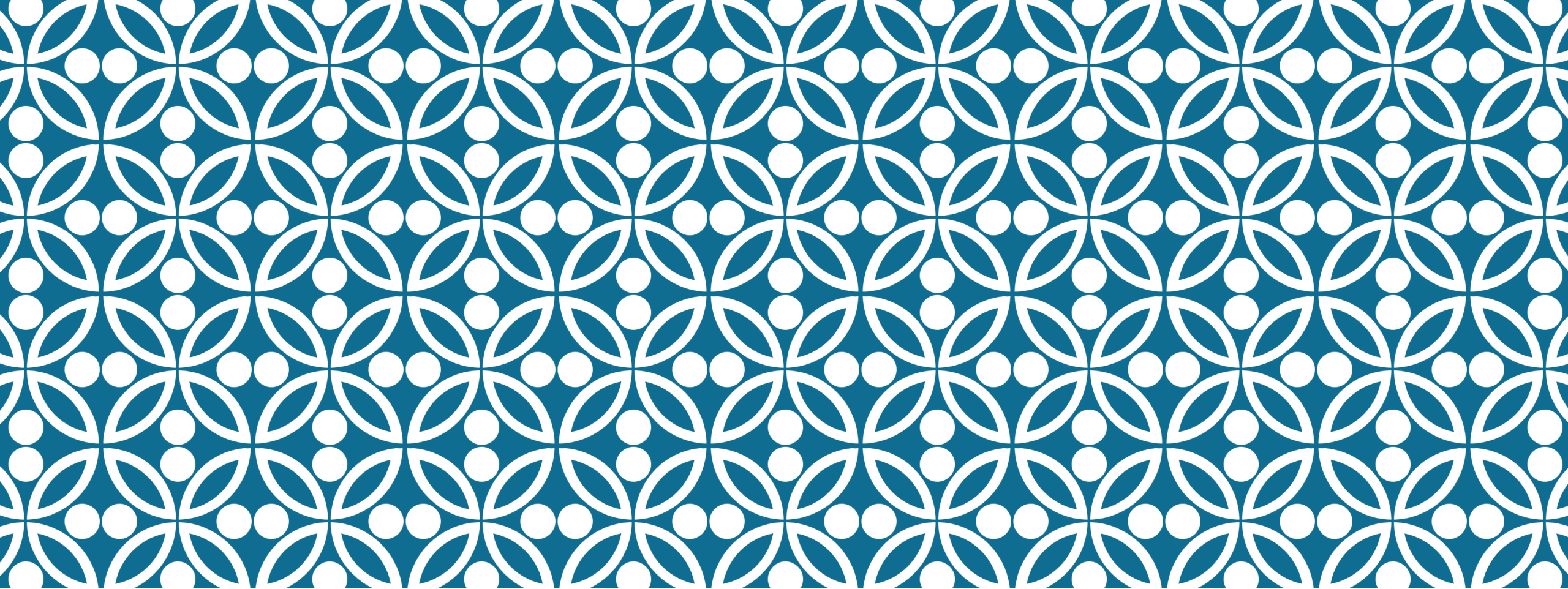


MOU & EXCHANGE AGREEMENT BEST PRACTICES

Kike Ehigiator – Georgia State University
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**PREPARING, SIGNING, &
MAINTAINING MOU'S**



ROLE OF THE INTERNATIONAL OFFICE

What role should the Int'l Office play in managing agreements on your campus?

- Recommended they are always involved in some capacity

Considerations:

- Highly centralized v. more decentralized
- Size of institution
- Number of Int'l Ed staff & expertise
- Liaising with Partners – Int'l office vs faculty

ROLE OF AGREEMENTS IN PARTNERSHIP MANAGEMENT

Defining Agreements at various institutions: (handouts if possible) (find ACE reference)

- Review of Georgia State's definitions

MOUs v. Contracts

- Clarify the difference to interested parties
- Can reduce number of agreements and level of long-term commitments
- Very much depends on the goals of the program or collaboration

REPORTING AND EVALUATION

- Data
- Assessments

REVIEW & APPROVAL PROCESS

-Templates

- Clarifies expectations to faculty/staff and potential partners well in advance
- Assists faculty/staff envision what a partnership may look like
- Creates uniformity in agreements
- Increases rate and ease of approval

-Policy.

- Ensure policy is in place to support Int'l Office

-A Flexible Review-Approval – a necessity

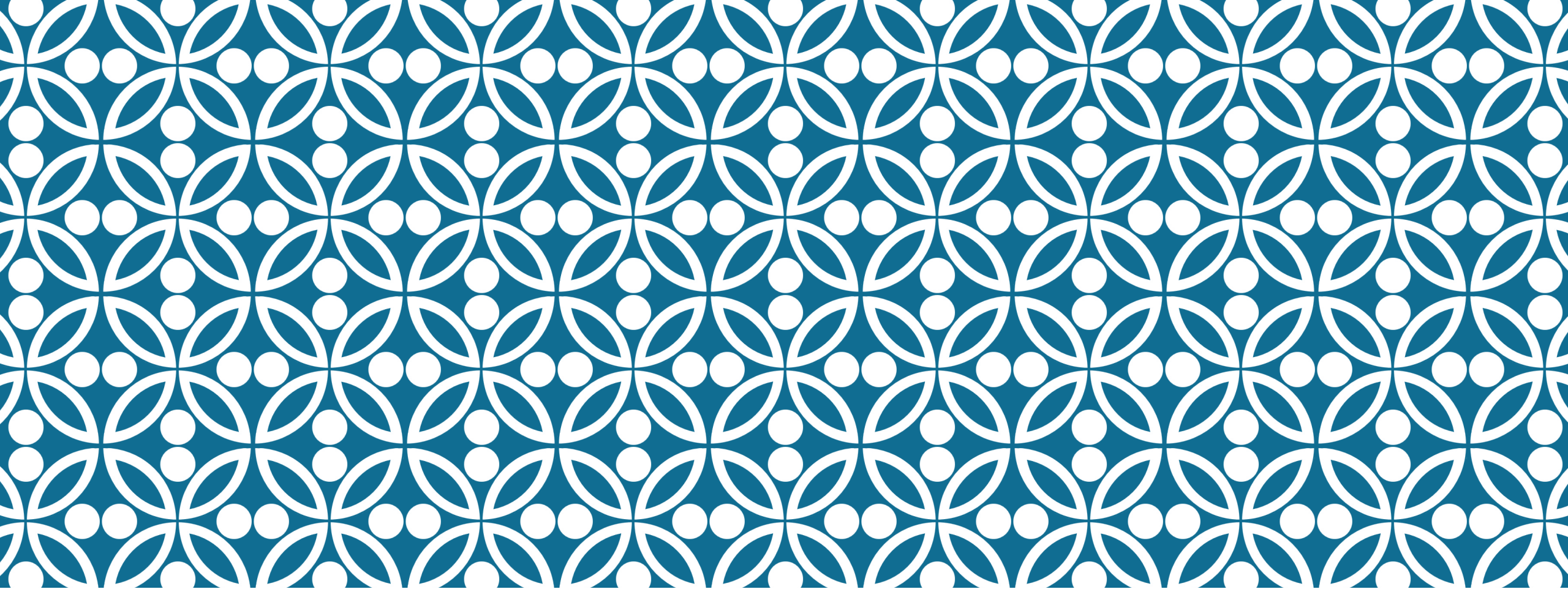
- Support Units.
 - Determine all units that require ability to review and provide feedback
 - May vary depending on goal and terms of agreement (handout of reviewers/approver) - Research Services, Institutional Effectiveness, Housing, etc.

-The role of Legal

-Who should have final signature authority?

KEEPING TRACK OF AGREEMENTS

- Not a simple process – Tools GSU and Ga Southern use
- Involves consistent engagement
- Follow agreements at all stages/steps
- Ensures management of obligations and compliance
- Monitor for renewal and level of activity
- Supports reporting – agreement vs. partnership reporting



**TURNING MOUS INTO WORKABLE AND
REALISTIC AGREEMENTS**

CONSIDER THE NEEDS OF THE INSTITUTION

1

Don't sign agreements for numbers; sign them for impact

- How to dissolve / terminate an agreement

2

Avoid signing agreements that duplicate each other – you NEED a database!

3

Set realistic expectations – partner fit; accreditation; ...

4

Think about what is useful now, not what is ideal for the future (current resource and support levels)

Consider current MOUs fit the "new" institutional mission – Ga Southern V. GSU

- FRAMEWORK FOR REVIEW:
- Be realistic about likelihood of increased or reduced usage with added student population
- Determine level of activity and tackle that first
- Find out where duplication exists

CONSOLIDATION AND IMPACT ON MOUS

TRENDS IN HIGHER EDUCATION

The CIGE Model for Comprehensive Internationalization is comprised of six interconnected target areas for institutional initiatives, policies, and programs:



Web Reference - ACE – American Council on Education – Center for Internationalization and Global Engagement (CIGE)

Make time to review your portfolio

Find out what doesn't "fit" anymore
or what isn't being utilized

Where are there gaps in need?

How have education trends changed
to impact your agreements?

TRENDS IN HIGHER EDUCATION (CONT.)

QUESTIONS?

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