



Executive Summary of Feedback Received from the Policy Portal to the Third Party Provider Policy and Procedure

Two comments and one note were submitted during the Third-Party Provider (TPP) Policy and Procedure comment period (9/10/2025 to 10/10/2025) that are addressed below.

1. *In the Policy and Procedure definitions you have Vice President for Academic Affairs, which is not the current position title that is listed in the Names of Responsible Offices.*

Administrative response: Thank you for pointing this out. We have updated the definitions accordingly.

2. *I recommend that the VP, EDIWS be responsible for oversight of the implementation and administration of this policy as it relates to noncredit programs and services for the policy and procedure.*

Administrative response: The language in both the policy and procedure acknowledges that TPPs may operate in all areas of the College. Accordingly, it is the contract owner's responsibility to coordinate the necessary approvals through their divisional reporting structure and the designated responsible administrators. Following that review, each TPP will be evaluated to determine whether a substantive change request is required to ensure compliance with the College's Middle States Commission on Higher Education (MSCHE) accreditation standards.¹ The MSCHE Accreditation Liaison Officer (ALO) serves as the College's official designee for submitting substantive change requests. As the ALO position resides within the Academic and Student Affairs division, the policy and procedure's Responsible Executive should be the Provost and Vice President of Academic and Student Affairs, who also serves as the Chief Academic Officer and oversees the final step of the TPP review process.

¹ A MSCHE [substantive change request](#) is a formal submission that institutions accredited by MSCHE must make when they plan certain significant changes to their programs, operations, or structure. Specific to TPPs, MSCHE requires a substantive change request when an institution contracts with a third-party provider to deliver educational services (e.g., courses, support, or even full programs) on its campus, that arrangement is treated as a "written arrangement."

With the [2023 policy updates](#), MSCHE explicitly includes third-party provider relationships in its "Third-Party Providers Policy and Procedures," emphasizing that institutions must ensure transparency, integrity, and appropriate oversight when contracting out parts of their educational offerings.

The following note was submitted: *Please note that workforce development/noncredit courses and programs do not apply to C-5 "Faculty Qualifications/Appointments." Top quality instructional resources are a requirement for noncredit programs. However, content area experts do not necessarily meet the same qualifications as credit program faculty.*

Administrative response: Regarding C-5 in the procedure, the language indicates that the “qualifications required by MCC” may vary depending on the division and the specific function of the TPP, as appropriate. MCC’s College policy number 3.1, *Faculty Teaching Credentials*, establishes that qualification expectations can differ by discipline, and that departments may set their own requirements and hiring standards with approval from their respective Vice Presidents.