This is a handout of the webinar slides. There may be minor differences between the handout and the slides you see in the webinar. This handout can be printed in black + white with no loss of information.
OBJECTIVE

At the end of this webinar, you will have a working knowledge of Commission requirements, processes, and practices to manage your institution's off-campus instructional sites.

TAKE-AWAYS

1. What constitutes an off-campus site
2. Thresholds for notification and approval
3. Branch campus
4. What to include in notifications

more…

TAKE-AWAYS (continued)

5. Suggested practices for prospectuses
6. Site relocations and address changes
7. Site closures
8. Special cases
1. WHAT CONSTITUTES AN OFF-CAMPUS SITE

“Geographically separate from the main campus…

1. WHAT CONSTITUTES AN OFF-CAMPUS SITE (continued)

• Situationally-specific
• Equity or fairness across institutions
• May change over time
• Professional judgment (and common sense)
• When in doubt, ask

2. THRESHOLDS FOR NOTIFICATION AND APPROVAL

0% 25% 50% 100%
2. **THRESHOLDS FOR NOTIFICATION AND APPROVAL** *(continued)*

- **Notification:** 25-49%
- **Approval:** 50% or more

3. **BRANCH CAMPUS**

- A subset of off-campus instructional sites that meet specific criteria
- Independent of the main campus:
  - Offers courses leading to an educational credential
  - Permanent
  - Separate budgetary and hiring authority
  - Separate faculty and administrative / supervisory organization
3. BRANCH CAMPUS (continued)
   • Each independence criterion must be met
   • Caveat: Use "Branch" in a site title if and only if it's approved as a branch
   • Sites can be called
     • Campus
     • Center
     • Facility
     • Laboratory
     • Site
     • etc.

4. WHAT TO INCLUDE IN NOTIFICATIONS
   • Site name
   • Physical address
   • Implementation date
   • Percentage of initial program(s) to be offered at the site

5. SUGGESTED PRACTICES FOR PROSPECTUSES
   “Appendix B: The Substantive Change Prospectus” (p. 26)
   1. How to Submit the Prospectus
   2. Required Components of the Prospectus
      • Page 28: For a NEW OFF-CAMPUS SITE OR BRANCH CAMPUS provide the following information…
5. SUGGESTED PRACTICES FOR PROSPECTUSES (continued)

Common omissions / reasons for deferral:
• Evidence of legal or other authority
• Curriculum
• Course descriptions
• Faculty Roster with all courses assigned to at least one faculty member
• Evidence of adequate library + learning resources and accessibility

6. SITE RELOCATIONS AND ADDRESS CHANGES

• Simple, administrative matter but essential to be kept complete and up-to-date
• A move is a relocation if the new site will serve the same pool of students
  • All or nothing: cannot relocate and continue at the same location

7. SITE CLOSURES

• All site closures require a teach-out plan and approval
• The Commission approves the closure process, not the closure per se
• The institution is obligated to submit the teach-out plan as soon as the decision is made to close
• A site is considered closed when the institution stops admitting, not the last term of instruction
7. SITE CLOSURES (continued)

- “Procedure Three” lists all necessary information to be provided in a closure request
- Commission requirements must be reconciled with institutional, system, or state processes and terminology
- No provisions for “suspended,” “abeyance,” “discontinued,” or other statuses: either open or closed, but…

7. SITE CLOSURES (continued)

Closed sites may be re-opened within five years with a simple letter of notification

8. SPECIAL CASES

- First three off-campus sites to be approved must be visited
- All international sites are visited without exception
- When a site is approved, it’s approved: you may add additional approved programs or courses with no further action
8. SPECIAL CASES (continued)

- Initiating a new site for a program already offered at 3 or more off-campus sites may qualify for a modified prospectus
- Military contracts
- Dual enrollment
- The Substantive Change Standard (14.2) in the Principle and expectations of compliance

Q + A

SUBSTANTIVE CHANGE FOCUSED TOPIC WEBINAR