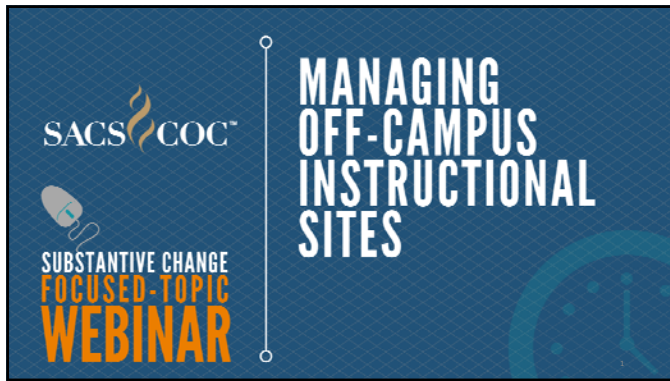


This is a handout of the webinar slides. There may be minor differences between the handout and the slides you see in the webinar.

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.

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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...

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TAKE-AWAYS *(continued)*

5. Suggested practices for prospectuses
6. Site relocations and address changes
7. Site closures
8. Special cases

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1. WHAT CONSTITUTES AN OFF-CAMPUS SITE

“Geographically separate from the main campus...”

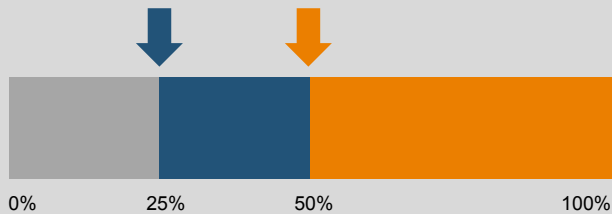


1. WHAT CONSTITUTES AN OFF-CAMPUS SITE *(continued)*

- 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



2. THRESHOLDS FOR NOTIFICATION AND APPROVAL *(continued)*



Notification: 25-49%



Approval: 50% or more

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2. THRESHOLDS FOR NOTIFICATION AND APPROVAL *(continued)*

Acceptance of notification



Approval of the site

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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

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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.

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4. WHAT TO INCLUDE IN NOTIFICATIONS

- Site name
- Physical address
- Implementation date
- Percentage of initial program(s) to be offered at the site

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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...

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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

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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

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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

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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...



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7. SITE CLOSURES *(continued)*

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

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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

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8. SPECIAL CASES *(continued)*

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

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