

COMMISSION FOR HIGHER EDUCATION

Friday, October 11, 1996

DECISION ITEM B: **Policy for Authorizing New Campuses and Off-Campus Sites**

Staff Recommendation That the Commission for Higher Education approve the *Policy for Authorizing New Campuses and Off-Campus Sites*, October 2, 1996.

Background The Commission for Higher Education has a statutory responsibility “to approve or disapprove the establishment of any new branches, regional or other campuses, or extension centers ...” The policy proposed for Commission action has been developed to help to implement this statutory responsibility.

At its July, August, and September 1996 meetings, the Commission discussed earlier drafts of the proposed policy. The attached policy has been developed with substantial advice and comment from the institutions, including public comment at Commission meetings and advice received by means of an Advisory Committee to the project.

Supporting Document (1) *Policy for Authorizing New Campuses and Off-Campus Sites*, October 2, 1996

POLICY FOR AUTHORIZING NEW CAMPUSES AND OFF-CAMPUS SITES

October 2, 1996

Preamble

The intent of the policy is to: (1) clarify statewide usage of terminology referring to locations at which instruction is offered (campuses, centers, instructional sites, etc.), (2) help the Commission fulfill its statutory authority “to approve or disapprove the establishment of any new branches, regional or other campuses, or extension centers ...,” (3) introduce an academic dimension to considering investments in facilities at off-campus sites, (4) provide guidelines that institutions can use in planning campus and off-campus site development, and (5) achieve a balance between protecting the state’s investment in existing campus resources and encouraging off-campus activity, thereby maximizing student access to instructional opportunities, through appropriate and modest competition among institutions.

Policy

Definitions

1. A “campus”
 - a) Enrolls annually at least 500 full-time equivalent (FTE) students (including students enrolled via distance education), as calculated using Student Information System (SIS) procedures;
 - b) Offers at least ten postsecondary degree programs, which consist of credit courses and require the equivalent of at least two semesters of full-time study, at the technical certificate level or higher;
 - c) Reflects a long-term and major, substantial commitment to facilities;
[“Long-term” means five years or more, and “major, substantial commitment to facilities” means at least 50,000 assignable square feet.]
 - d) Employs sufficient full-time faculty, administrators, and staff to serve the number of students enrolled at the campus; and
 - e) Is recognized by the campus by the parent institution.

2. A “postsecondary center”:
- a) Enrolls annually at least 100 FTE students, as calculated using SIS procedures;
 - b) Offers at least one postsecondary degree program, which consists of credit courses and requires the equivalent of at least two semesters of full-time study, at the technical certificate level or higher;

[All transfer of credit agreements in force at the institution or campus that controls the postsecondary center will apply to all degree programs offered through the postsecondary center.]

- c) Reflects a long-term and significant commitment to facilities;

[“Long-term” might be considered five years or more, and “significant commitment to facilities” might refer to a net assignable square feet totaling at least 10,000.]

- d) Employs sufficient full-time faculty, administrators, and staff to serve the number of students enrolled at the postsecondary center; and
- e) Has only limited academic and managerial autonomy granted by the institution or campus with which the postsecondary center is affiliated.

3. An “instructional site” is defined as any site that is not a campus or postsecondary center, at which credit instruction is offered. The amount of instruction offered at an instructional site may range from a single course to several degree programs. Instructional sites do not need to be authorized by the Commission for Higher Education if they are consistent with the section of this policy that defines institutional missions with respect to the offering of credit courses at off-campus sites (see item #6). However, the offering of a degree program at a new off-campus site still needs Commission authorization, per existing policy and guidelines with respect to the approval of new degree programs.

[Community learning centers associated with public institutions are understood to be instructional sites, unless they meet the criteria set forth in this policy for a postsecondary center (see item #2). The Commission recognizes that in local marketing efforts, an instructional site, as determined by state policy, may be referred to as a community learning center or an extension center or some other type of center.]

[For purposes of this policy, an “off-campus site” refers to a postsecondary center or an instructional site that is located in a county other than the one in which the public campus that has academic and managerial control over the

postsecondary center or instructional site is located (see Appendices A and B for a list of public campuses and postsecondary centers, respectively, recognized under this policy). Postsecondary centers and instructional sites may be in the same county as the campus to which they are academically and managerially linked or they may be “off-campus,” that is, in another county].

[All quantitative references found in these definitions are to aggregate data at the county level. Thus, the reference to 500 FTE students in the definition of a campus refers to the sum of students enrolled at a campus plus all students taught in classrooms away from campus but within the county in which the campus is located; likewise, the reference to 100 FTE students in the definition of a postsecondary center refers to all students within the county in which the center is located. In the case of a highly populated county, in which an institution may have, for example, a campus and a postsecondary center located within the same county, the data for that county should be partitioned between the campus and the postsecondary center.]

Approval of New Campuses and Postsecondary Centers

4. The following guidelines must be followed with respect to the approval of new campuses and postsecondary centers:
 - a) When the activity level at a postsecondary center or instructional site approaches one or more of the enrollment, program, personnel, and facility criteria for a campus (see 1a-1d) or a postsecondary center (see 2a-2d), respectively, an institution must discuss its plans for that center or site with the Commission, following which the Commission will determine, based on a proposal submitted by the institution, whether the center or site should be authorized as a new campus or postsecondary center, respectively, before further expansion of enrollments, programmatic offerings, or state investment in facilities or personnel can occur; and
 - b) Institutions seeking Commission authorization to operate a new postsecondary center or a new campus must submit a proposal to the Commission before further expansion of enrollments, programmatic offerings, or state investment in facilities or personnel can occur *[see Appendix C for a list of factors that institutions should address in their proposals for new postsecondary centers and campuses.]*

Disclosure of Information

5. By June 1 of each year, each institution shall disclose the following information on each off-campus instructional site within the state:
 - a) Number of credit courses actually taught; and
 - b) Specific location at which the courses were taught, including the town or city and county.

This information should be provided for each off-campus instructional site in the state and should be reported separately for the summer, fall, and spring semesters. The Commission for Higher Education will then make the disclosed information available to all institutions in the state.

Defining Institutional Missions

6. In defining institutional and campus missions with respect to the offering of credit courses off campus, the following principles apply, none of which supersedes existing policy and guidelines regarding the approval of new degree programs and none of which applies to the offering of non-credit courses:
 - a) All campuses may offer credit courses throughout the state via mediated instruction, including telecommunications.
 - b) Four-year campuses whose undergraduate missions are essentially regional in nature (i.e. they primarily serve commuting students), two-year institutions, and postsecondary centers of all campuses may only offer credit courses in their primary geographic areas of responsibility as defined by the mission statements approved by the Commission for Higher Education.
 - c) Indiana University Bloomington, Purdue University West Lafayette, Ball State University, and Indiana State University may offer undergraduate courses to the general public in the counties in their immediate geographic area of responsibility. These campuses may also offer courses in other parts of the state, subject to the following understanding:
 - i) If the courses offered are not substantially similar to courses offered by the campus that would normally serve that area, then the campus offering the courses must notify the local campus.

- ii) If the courses offered are substantially similar to the courses offered by the campus that would normally serve that area, then the campus offering the courses must achieve a collaborative relationship with the local campus, one that provides an appropriate role for the local campus.

[The phrase “substantially similar” refers to two or more courses that strongly resemble one another with respect to the material covered by the syllabi, the learning outcomes expected of students, the level of offering (e.g. lower division), required course materials (e.g. textbooks), and the course title.]

- d) Indiana University Bloomington, Indiana University-Purdue University Indianapolis, Purdue University West Lafayette, Ball State University, Indiana State University, University of Southern Indiana, and Vincennes University may offer credit courses throughout the state at the invitation of employers, secondary schools, or a local postsecondary partner. If an institution offers courses at the invitation of an employer, secondary school, or postsecondary partner, the courses are understood to be closed, i.e. they may not be advertised to the general public and must be substantially filled by members of the target audience. In addition, a document signed by the institution and the inviting entity must specify the nature of the agreement that has been reached, including what instruction will be delivered and how long the agreement will be in effect. It is understood that when a campus is invited to offer courses in a geographic area that would normally be served by another campus, the campus offering the courses must notify the local campus.

[The phrase “not be advertised to the general public” does not preclude publicising a course to the target audience in order to ensure that the minimum class size is met.]

- e) Indiana University Bloomington, Indiana University-Purdue University Indianapolis, Purdue University West Lafayette, Ball State University, and Indiana State University may offer post-baccalaureate, credit courses throughout the state.
- f) Institutions with statewide missions for particular units *[see Appendix D for a list of such units]*, or institutions that have a program that has been authorized for statewide delivery *[see Appendix E for a list of such programs]*, may offer courses throughout the state in support of the mission of those units and programs.
- g) Institutions should not presume that their missions with respect to the offering of credit courses exceed what has been explicitly defined by these principles.

Implementation of the Policy

7. This policy will go into effect immediately upon approval by the Commission for Higher Education.
8. The Commission for Higher Education may authorize exceptions to this policy for a compelling set of reasons and circumstances.
9. Campuses and postsecondary centers should be delineated separately in the strategic plan that each institution biennially submits to the Commission.

Appendix A

INDIANA PUBLIC CAMPUSES

1. Indiana University Bloomington
2. Indiana University East
3. Indiana University Kokomo
4. Indiana University Northwest
5. Indiana University South Bend
6. Indiana University Southeast
7. Indiana University-Purdue University Indianapolis

8. Purdue University West Lafayette
9. Purdue University Calumet
10. Purdue University North Central
11. Indiana University-Purdue University Fort Wayne

12. Ball State University

13. Indiana State University

14. University of Southern Indiana

15. Vincennes University

16. Ivy Tech State College-Gary
17. Ivy Tech State College-Valparaiso
18. Ivy Tech State College-South Bend
19. Ivy Tech State College-Fort Wayne
20. Ivy Tech State College-Lafayette
21. Ivy Tech State College-Kokomo
22. Ivy Tech State College-Muncie
23. Ivy Tech State College-Terre Haute
24. Ivy Tech State College-Indianapolis
25. Ivy Tech State College-Richmond
26. Ivy Tech State College-Columbus
27. Ivy Tech State College-Bloomington
28. Ivy Tech State College-Madison
29. Ivy Tech State College-Evansville
30. Ivy Tech State College-Sellersburg

Appendix B

INDIANA PUBLIC POSTSECONDARY CENTERS

1. Indiana University-Purdue University Indianapolis - Columbus
2. Indiana University South Bend - Elkhart

3. Ball State University - Fort Harrison

4. Vincennes University Indianapolis - Aviation Technology Center
5. Vincennes University Indianapolis - Fort Harrison
6. Vincennes University Jasper

7. Ivy Tech State College Gary - East Chicago
8. Ivy Tech State College South Bend - Elkhart
9. Ivy Tech State College South Bend - Warsaw
10. Ivy Tech State College Kokomo - Logansport
11. Ivy Tech State College Muncie - Anderson
12. Ivy Tech State College Muncie - Marion
13. Ivy Tech State College Madison - Lawrenceburg

Appendix C

CRITERIA TO BE ADDRESSED IN PROPOSALS FOR AUTHORIZING NEW CAMPUSES AND POSTSECONDARY CENTERS

1. Annual projections over the next five years for headcount and FTE enrollments and degrees conferred;
2. New degree programs, for which authorization will be sought over the next five years;
3. Schedule and related materials for notifying accreditors (North Central Association, state accreditation, professional accreditation, etc.) about the center or campus;
4. Schedule and related materials for notifying the federal government for purposes of Title IV (student financial aid) eligibility;
5. A facility plan for the center or campus;
6. Any agreements the institution may have with the local community (city, county, local foundation, industry, school corporation, etc.) regarding the facility;
7. Number of faculty present at the site (full-time and part-time, headcount, and FTEs);
8. Number of administrators present at the site (full-time and part-time, headcount, and FTEs);
9. Number of full-time and part-time support staff present at the site (full-time and part-time, headcount, and FTEs);
10. The extent to which the center or campus has academic autonomy within the institution.

Appendix D

INSTITUTIONAL UNITS WITH STATEWIDE MISSIONS

<u>Institution</u>	<u>Campus</u>	<u>Unit</u>
Indiana University	IUPUI	School of Dentistry
	Bloomington	School of Law
	IUPUI	School of Law
	IUPUI	School of Medicine
Purdue University	West Lafayette	School of Agriculture
	West Lafayette	Schools of Engineering
	West Lafayette	School of Pharmacy
	West Lafayette	School of Technology (Statewide Technology)
	West Lafayette	School of Veterinary Medicine
Ball State University	Muncie	School of Architecture and Planning

Appendix E

PROGRAMS AUTHORIZED FOR STATEWIDE DELIVERY

<u>Institution</u>	<u>Campus</u>	<u>Program</u>
Indiana University	University-wide	Associate of General Studies
	University-wide	Bachelor of General Studies
	IUPUI	M.S. in Nursing (via telecommunications)
Purdue University	West Lafayette	M.S/M.S.E. in Electrical Engineering (via telecommunications)
	West Lafayette	M.S/M.S.I.E. in Industrial Engineering (via telecommunications)
	West Lafayette	M.S/M.S.E. in Mechanical Engineering (via telecommunications)
	West Lafayette	M.S/M.S.E. in Interdisciplinary Engineering (via telecommunications)
Ball State University	Muncie	A.A. in General Studies (via telecommunications)
	Muncie	B.S. in Nursing (completion program for Registered Nurses, via telecommunications)
	Muncie	Master of Business Administration (via telecommunications)
Indiana State University	Terre Haute	B.S. in Human Resource Development
	Terre Haute	M.S. in Human Resource Development
	Terre Haute	M.A./M.S. in Health and Safety
Ivy Tech State College	College-wide	T.C. and A.A.S. in Apprenticeship Technology