

DEPUTY COMMISSIONER FOR
HIGHER AND PROFESSIONAL EDUCATION

September 19, 1980

No. 80-16

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS
OF POSTSECONDARY INSTITUTIONS IN NEW YORK STATE

Subject: Implementation of New Regulations on Off-Campus Instruction

On May 7 I sent you a copy of new regulations concerning postsecondary education which were approved by the Regents in April. In transmitting those regulations (CEO Memorandum No. 80-13) I indicated that I would be sending separate memoranda in the near future to discuss the implementation of certain of the new regulations. The present memorandum concerns implementation of new regulations on off-campus instruction (Subdivisions (r), (s), and (t) of Section 50.1 and Part 54 of the Regulations of the Commissioner of Education — see text in Appendix A). The regulations became effective September 2, 1980.

Off-campus collegiate instruction has expanded rapidly in our State and across the country during the past decade, extending access to postsecondary education to many adults, residents of sparsely populated areas, and others who find it difficult to enroll for courses at residential campuses. The purpose of the new regulations is to assure that off-campus instruction meets the quality standards required of all degree-credit instruction in New York and that it is fully integrated into our system of comprehensive, statewide planning for postsecondary education. The effective integration of off-campus instruction in our postsecondary planning is necessary so that high quality and broad access will continue to be associated in New York with the effective use of resources and with a rich diversity of institutions and programs.

Classification of Off-Campus Instruction

The off-campus regulations classify all instruction offered for credit at a location other than the institution's principal center into four categories. Courses offered anywhere in the State which carry credit toward a degree or certificate must be part of a registered program. In addition, separate Regents approval or Commissioner's approval is required for two of the four categories of off-campus instruction, as described in the following table.

Approval of Extension Centers

The new off-campus regulations clarify and bring together definitions and procedures already in effect with respect to extension sites and branch campuses. The principal new feature in the new regulations is the requirement that large off-campus centers offering less than a full program — that is, extension centers or interinstitutional centers — have the prior approval of the Commissioner. Extension centers in existence before the effective date of the regulations (September 2, 1980) have until September 2, 1981, to obtain the Commissioner's approval. Extension centers founded after September 2, 1980, must have the Commissioner's approval before beginning their operations.

The timetable for applications to the Commissioner for approval to operate an extension center or interinstitutional center is as follows:

	<u>Application Due</u>	<u>For Operation</u>
EXISTING CENTERS (as of September 2, 1980)	December 1, 1980	after September 2, 1981
NEW CENTERS	January 1	the following September

Applications should be sent to my office in the same manner as applications to register a new program or to amend an institutional master plan. Units of State University and City University should submit applications through their respective central administrations.

A description of the information to be submitted with an application to operate an extension center or interinstitutional center is attached (Appendix B). The required information falls into three categories:

- (1) General information needed to locate and classify the center.
- (2) Academic information concerning the resources available at the proposed center or accessible to students enrolled for courses at the center.
- (3) Planning information needed to assess the impact of the proposed center on the Regents statewide goals for postsecondary education related to access, the effective use of resources, and diversity.

The Department will review carefully the information submitted with each application. It may, in some circumstances, request additional information, and it may decide to make a site visit to a prospective center. In every case where the center appears to meet academic quality standards, the Department will canvass other institutions in the region of the proposed center to determine their assessment of the center's likely impact upon existing programs and institutions.

The planning review of extension centers provides a checkpoint: an opportunity for institutions to inform us of the direction in which they hope to develop, and for the Department to assess whether the activities that are proposed will tend to benefit the postsecondary system of New York State considered as a whole.

The primary planning issue which must be addressed in each case, therefore, is whether the establishment and operation of a given center serves the Regents goals for postsecondary education in the State. The following questions suggest the criteria to be applied:

Further Information

If you have any questions about the new regulations on off-campus instruction or need advice about applying for approvals, please contact Dr. Donald J. Nolan, Assistant Commissioner for Higher Education Academic Review (518, 474-8299), or Mr. Byron P. Connell, Chief, Bureau of Postsecondary Planning (518, 474-7416).

Sincerely,

Dorothy Harrison-Blaney

Dorothy Harrison-Blaney

Attachments:

Appendix A
Appendix B

CR 50.1 (r) (s) (t), and Part 54.

Appendix C

Application form for extension centers and interinstitutional centers.

HEDS Data request on off-campus instruction.

OFF-CAMPUS INSTRUCTION

Section 54.1 Approval of off-campus instruction.

(a) Branch campuses.

(1) No independent institution shall establish a branch campus unless the institution is authorized to establish such branch campus by its charter and master plan, as approved by the regents.

(2) No public university or college thereof shall establish a branch campus unless the university is authorized to establish such branch campus by its master plan as approved by the regents and the governor.

(3) No degree-granting proprietary institution shall establish a branch campus unless the institution has the permission of the regents to establish such branch campus.

(4) The criteria to be used in reviewing the application of an institution to establish a branch campus will include:

(i) the conformity of the curricula to be offered at the proposed branch campus with the standards of academic quality required by Part 52 of this Subchapter;

(ii) the need or demand for the branch campus or the curricula to be offered there from the points of view of students or special groups of students such as military personnel and people in sparsely populated areas, potential employers of the graduates of such curricula, the institution, and the public;

(iii) the impact of the proposed branch campus upon the institution and upon other institutions in the region and in the state as a whole; and

(iv) the compatibility of the proposed branch campus with the Regents Statewide Plan for the Development of Postsecondary Education.

(b) No institution shall offer one or more curricula leading to a degree or certificate on the campus of another degree-granting institution unless the institution offering such curriculum or curricula is authorized to offer the curriculum or curricula at that site by amendment to its master plan or permission of the regents as described in subdivision (a) of this section.

(c) Extension centers.

(1) No institution shall begin to operate an extension center after September 2, 1980, and no institution shall, after September 2, 1981, continue to operate an extension center existing prior to September 2, 1980, unless the institution has applied for and obtained specific approval of the commissioner to operate such extension center.

(d) Courses or curricula offered by an institution within a correctional facility where those courses are part of registered curricula or where the curricula are registered at the institution's principal center or branch campus.

(e) Courses or curricula offered by an institution on the territory of a Native American reservation where those courses are part of registered curricula or where the curricula are registered at the institution's principal center or branch campus.

(f) Other off-campus offerings for credit which the commissioner determines warrant exceptional treatment.

Section 54.3 Registration and evaluation of off-campus instruction.

(a) Every institution shall maintain current records of all locations at which it offers courses for credit other than its principal center or branch campuses. Such records shall include the number of courses offered for credit at each such location and the number of course registrations for credit at each location. Institutions shall report this information to the commissioner upon request.

(b) All courses which an institution offers for credit at an extension site or an extension center shall be part of the registered curricula offered at an institution's principal center or branch campus and shall be subject to the standards required of all registered curricula by section 52.2 of this Subchapter.

B. Curriculum

1. Provide:
 - a. a marked current catalog that indicates all credit courses that have been offered or are projected to be offered at the center.
 - b. a description of any credit courses that have been offered or are projected to be offered that are not included in the catalog.
 - c. a list of any credit courses that are not accepted toward the completion of any degree or certificate offered by the institution.
2. Indicate the maximum percent of a degree or certificate program a student may complete at the center.
3. Indicate any differences in admissions procedures and criteria, diagnostic testing, remediation services, and academic advising between the center and the principal center of the institution.

C. Faculty

1. List by name, division of the college, and full-time or part-time status all teachers who offer courses at the center. (Regular full-time faculty at the institution who teach at the extension center on overload are considered full-time. Full-time administrators at the institution who regularly teach at least one course per year are considered full-time faculty).
2. Describe the degrees, teaching experience, and pertinent professional experience for all faculty offering courses at the center in areas in which they do not possess a graduate degree.

D. Administration

1. Describe the administrative organization of the center noting specifically the name(s) and role(s) of the center administrator(s) and the relationships, including lines of responsibility, to the administration at the principal center.

III. Planning Implications

A. Financial Implications

1. Five-Year Estimate of Expenditures:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Faculty Salaries					
Admin. Costs					
Facilities & Equip. Costs					
Library					
Other (specify)					

HIGHER EDUCATION DATA SYSTEM -
DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS
FALL 1980

The attached form requests a list of the names and addresses of off-campus locations offering degree-credit instruction and some additional data concerning programs, courses, and registrations. This form has been prepared to comply with Part 54, Off-Campus Instruction, of the Regulations of the Commissioner of Education.

Two copies of the completed form should be sent on or before November 30, 1980 to the following address:

STATE EDUCATION DEPARTMENT
c/o Bureau of Statistical Services
Room 563, Education Building Annex
Albany, New York 12234

If you have any questions regarding the content of this form, please contact Byron P. Connell (518: 474-7416). If additional copies are required or if you anticipate a delay in returning the form, please contact Carole Hammond (518: 474-3876)

SPECIFIC INSTRUCTIONS

1. If your institution has no off-campus instructional locations, please check the appropriate box and return the form.
2. Exclude the following from this report:
 - a. Hospitals, community pharmacies or similar clinical facilities used as part of a program if the major portion of the program is administered at the main campus or another center.
 - b. Locations used for field placement or student teaching.
3. In column 1, please indicate the name and address of each off-campus location.
4. In column 2, indicate, from the list below, the type code for each location. Please refer to the definitions of each type on page 2.

<u>Code</u>	<u>Type of Location</u>
1	Branch campus
2	Extension center
3	Extension site
4	Interinstitutional program
5	Interinstitutional center
6	Interinstitutional site

5. If the location is a branch campus or interinstitutional program, report the number of degree programs offered for the fall 1980 semester in column 3.
6. If the location is an extension center or interinstitutional center, in column 4 report the number of courses (not sections) offered for the fall 1980 semester and in column 5 report the corresponding total number of course registrations.

DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS
FALL 1980

Name of Institution:	FOR OFFICE USE ONLY
	Due Date: November 30, 1980
	Telephone Number:
	Area Code Number Ext.

If your institution does not have off-campus instructional locations, check here and return form

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|-------------|------------------|-------------|----------------------------|
| <u>CODE</u> | <u>TYPE</u> | <u>CODE</u> | <u>TYPE</u> |
| 1 | Branch campus | 4 | Interinstitutional program |
| 2 | Extension center | 5 | Interinstitutional center |
| 3 | Extension site | 6 | Interinstitutional site |

1. Name and Address of Off-Campus Location (1)	Type of Center (Enter Code) (2)	If the Code for the Location is 1 or 4, Report the Number of Degree Programs (3)	If the Code for the Location is 2 or 5: Report the Number of Courses (not sections) (4)		Report the Total Number of Course Registrations (5)
1.					
2.					
3.					
4.					
5.					
6.					