

BRIEF

Action Item

Agenda Item 3
May 11-12, 1999

COMMITTEE ON EDUCATIONAL POLICY

Updated Policy and Criteria Regarding Establishment of New Off-Campus Centers and Approval of Permanent Off-Campus Centers

Presentation By

David S. Spence, Executive Vice Chancellor and
Chief Academic Officer

Richard P. West, Executive Vice Chancellor and
Chief Financial Officer

Summary

At the Ad Hoc Committee on Off-Campus Facilities meeting in March 1999, an agenda item was presented which provided background information on off-campus centers and summarized existing policies which guide the establishment of new off-campus centers and the approval of permanent off-campus centers. The Ad Hoc Committee asked staff to return to the May 1999 meeting with a proposed resolution affirming existing policy and introducing additional criteria recommended by the Ad Hoc Committee.

Pending positive action by the Ad Hoc Committee at its meeting on May 11, 1999, the Committee on Educational Policy will be presented with an updated policy on the establishment of new off-campus centers and approval of permanent off-campus centers. This updated policy both affirms existing trustees' policy and adds new criteria addressing distance learning technology and documentation of need.

Recommended Action

Adoption of the resolution.

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COMMITTEE ON EDUCATIONAL POLICY

Updated Policy and Criteria Regarding Establishment of New Off-Campus Centers and Approval of Permanent Off-Campus Centers

Background

In March 1999, the Ad Hoc Committee on Off-Campus Facilities discussed background information on off-campus centers and the existing policies that guide establishment of new off-campus centers and permanent center facilities. The members of the committee asked staff to prepare a resolution that would affirm existing policy while recommending new criteria to address some issues not covered in the original policy. Out of this discussion and after further review, staff developed a recommendation that affirms existing policy and proposes a two-step process for establishment of new off-campus centers, what CPEC refers to as “outreach operations,” and approval of permanent off-campus centers, with the addition of new criteria.

Policy and Criteria for the Establishment of New Off-Campus Centers

The basis for off-campus education programs is to provide regular academic degree programs in geographic areas not adequately served by existing CSU campuses. The area should demonstrate a population base or growth with demand for such programs that cannot be met by the regional four-year campus or other public or private higher education institutions in the area. The centers should not compete with existing community colleges, other local institutions, or with the four-year “home” campus. They are limited in enrollment to CSU eligible students, with all fees and academic requirements consistent with CSU policy for matriculated students. Off-campus centers are an integral part of the “home” campus academic program, offering upper division and graduate courses allowing students to complete specific degree programs.

The 1985 statutes authorizing the trustees to pursue planning for three new centers included language regarding development of criteria for approval of state-funded centers, as follows:

“The Trustees shall develop explicit criteria for the approval of any proposals for the state-funded purchase or construction of off-campus centers of postsecondary education, and shall submit the criteria to the California Postsecondary Education Commission (CPEC) for its review. No later than July 1, 1986, the Trustees shall submit the criteria to the legislature, and the commission shall submit to the legislature its recommendations concerning the criteria.”

In January 1986, the board adopted criteria for new centers to be applied to the three new legislatively proposed centers, as well as other future proposals. The following criteria from those adopted in January 1986 will apply to the establishment of new off-campus centers:

1. no negative impact on established higher education institutions in region
2. alternative instructional delivery insufficient to meet regional demand
3. enrollment of at least 200 FTE, with anticipated growth to 500 FTE over 5-10 years
4. at least three academic degree programs offered with full upper division program
5. staffing with regular CSU faculty at ratio similar to on-campus staffing
6. academic resources sufficient for continuity without impacting “home” campus programs

In addition, the following new requirements are proposed for the establishment of new off-campus centers.

Distance Learning

Given sufficient enrollments, distance learning technology can deliver educational programs from an existing university campus (or multiple campuses) to remote sites at lower costs than traditional delivery methods. As campuses identify educational needs that they are not currently serving, the possibility of serving those needs through distance learning systems must be considered as an alternative to establishment of a new off-campus center. The effectiveness of distance learning technology in any particular case will depend on its ability to deliver the specific types of instructional content that are needed. To ensure that distance learning technology is considered, staff recommends adding the following additional requirement to the trustees' previously approved list:

7. For the establishment of new off-campus centers serving up to 500 FTE, it must be demonstrated that the projected center enrollment cannot be accommodated through distance learning technologies or other alternative instruction delivery methods that meet pedagogical requirements for effective instruction.

Reporting Requirement and Delegation of Authority to Chancellor

To address documenting the need for new off-campus centers that have enrollments of up to 500 FTE, staff recommends introducing the following additional requirement to the trustees' previously approved list:

8. In the proposal for a new off-campus center, the "home" campus shall show how the proposal meets trustee policy requirements and affirm that the proposed center does not require additional support costs above the campus's allocated enrollment budget. Based on this report, the chancellor is delegated the authority to approve the establishment of a new off-campus center, not to exceed 500 FTE, without Board of Trustees' approval.

Consistent with existing CPEC Guidelines, the establishment of a new off-campus center does not require CPEC review.

Policy and Criteria for the Board Approval of Permanent Off-campus Centers

Existing CPEC policy requires review by CPEC of the proposed establishment of off-campus centers with enrollment in excess of 500 FTE. Therefore, prior board approval and designation as a permanent off-campus center is required in such cases.

A previously established off-campus center will have been supported through normal campus resources. Facilities may have been leased or donated. A permanent off-campus center may continue to function in leased or donated facilities but will also qualify for owned facilities. Thus, it is expected that budget support requirements may impact systemwide resources including capital outlay. Thus, the needs for expansion of the off-campus center beyond 500 FTE must be consistent with the necessary reallocation of systemwide resources to support this expansion.

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In addition to the satisfaction of all criteria for the establishment of new off-campus centers cited in the prior section, the following criteria for Board of Trustees' approval adopted in January 1986 will apply.

9. existing center operated 3 years prior to consideration for permanent status
10. needs commensurate with anticipated costs
11. recognized General Fund budget support
12. campuses other than "home" may offer degree programs at center
13. strong community support

Proposed Resolution

The following resolution is recommended for approval:

RESOLVED, By the Board of Trustees of The California State University, that the board approves the updated policy on the establishment of new off-campus centers and approval of permanent off-campus centers, as described in Agenda Item 3 of the May 11-12, 1999, meeting of the Committee on Educational Policy.

COMMITTEE ON EDUCATIONAL POLICY

HANDOUT
Agenda Item 3
MAY 11-12, 1999

Policy and Criteria for Establishment of New Off-Campus Centers

As Revised by Ad Hoc Committee on Off-Campus Facilities on May 11, 1999

1. enhance higher education in region with no negative impact on established higher education institutions in region
2. alternative instructional delivery insufficient to meet regional demand
3. enrollment of at least 200 FTE, with anticipated growth to 500 FTE over 5-10 years
4. at least three academic degree programs offered with full upper division program
5. staffing with regular CSU faculty at ratio similar to on-campus staffing
6. academic resources sufficient for continuity without impacting "home" campus programs.
7. For the establishment of new off-campus centers serving up to 500 FTE, it must be demonstrated that the projected center enrollment cannot be accommodated through distance learning technologies or other alternative instruction delivery methods that meet pedagogical requirements for effective instruction.
8. In the proposal for a new off-campus center, the "home" campus shall show how the proposal meets trustee policy requirements and affirm that the proposed center does not require additional support costs above the campus's allocated enrollment budget. Based on this report, the chancellor is delegated the authority to approve the establishment of a new off-campus center, not to exceed 500 FTE ~~without Board of Trustees' approval.~~ The chancellor shall report to the Board all such approvals.

The following resolution, as revised, is recommended for approval:

RESOLVED, By the Board of Trustees of the California State University, that the board approves the updated policy on the establishment of new off-campus centers and approval of permanent off-campus centers, as described and revised in Agenda Item 3 of the May 11-12, 1999, meeting of the Committee on Educational Policy.

BRIEF

Action Item

Agenda Item 4
May 11-12, 1999

COMMITTEE ON EDUCATIONAL POLICY

Policies and Criteria for Converting an Existing Off-Campus Center to a University

Presentation By

David S. Spence, Executive Vice Chancellor and
Chief Academic Officer

Richard P. West, Executive Vice Chancellor and
Chief Financial Officer

Summary

This item presents a recommended policy for converting an existing off-campus center to a university. Pending positive action by the Ad Hoc Committee at its meeting on May 11, 1999, the committee may be presented with policies and criteria for consideration.

Recommended Action

Adoption of the resolution.

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Agenda Item 4
May 11-12, 1999

COMMITTEE ON EDUCATIONAL POLICY

Policies and Criteria for Converting an Existing Off-Campus Center to a University

Background

At the meeting of the Ad Hoc Committee on Off-Campus Facilities in March 1999, the members of the Ad Hoc Committee discussed an agenda item summarizing current policies and criteria used when converting an existing off-campus center to full university status. The committee found that these policies are essentially the same as the existing policies for the establishment of a new university. After review and discussion, the Ad Hoc Committee concluded that the existing criteria for establishing a new university are appropriate for converting a permanent off-campus center to a university. If the Ad Hoc Committee affirms this position, the Committee on Educational Policy will consider this recommendation.

This item includes the proposed resolution plus the CSU's existing criteria for establishing a new university. It also includes the California Postsecondary Education Commission's (CPEC) criteria for reviewing new campus proposals.

Conversion of an Off-Campus Center to a University

Staff recommends that existing trustee policy for the establishment of a new university campus be applied in the case where an off-campus center is being converted to a university. Site selection for a permanent off-campus center may include consideration of factors that might make the site potentially viable as a future CSU university campus, i.e., acreage, regional educational needs, availability of transportation, utilities and public services, regional population growth patterns, and proximity of other higher education institutions. However, existence of a permanent off-campus center is not, by itself, justification for establishment of a new CSU campus.

Existing CPEC Policies for Reviewing New Campus Proposals

- Enrollment projections for 10, 15, and 20 years must support the proposal.
- Alternatives, such as establishment of an off-campus center or expansion and increased utilization of existing campuses must be considered.
- Projected statewide enrollment demand should exceed the planned system capacity, or compelling regional needs must be demonstrated.
- Programs must be justified, and access for economically, educationally, and socially disadvantaged population must be demonstrated.

Existing CSU Criteria for Establishing New Campuses

- a. Carefully delineated and justified primary service area; this includes growth of student demand and ability of existing and future planned institutions to serve demand.
- b. Proposed new campus should not jeopardize operations of existing institutions in the proposed service area.
- c. Community interest and support.

- d. Accepted community plan for orderly development of adjacent, surrounding land.
- e. Proximity to existing and future housing, shopping, employment, cultural and recreational facilities.
- f. Accessibility to transit.
- g. Adequate shape and size to accommodate projected enrollment.
- h. Availability of utilities.
- i. Freedom from noise and nuisances
- j. Desirable natural features, including “beauty, spirit and feeling.”

It is staff’s judgment that the above criteria, specifically related to the establishment of a new university, are applicable as written to the conversion of an existing, permanent off-campus center to a university.

Proposed Resolution

The following resolution is recommended for approval:

RESOLVED, By the Board of Trustees of The California State University, that the board approves the use of the existing policy and criteria for establishment of new campuses, as described in Agenda Item 4 of the May 11-12, 1999, meeting of the Committee on Educational Policy, to determine when an off-campus center should be converted to a university.