

Austin Peay State University **Permanent, Semi-Permanent, Inter-Institutional and Off-Campus Instructional Facilities**

Issued: November 26, 2019

POLICIES

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

It is the policy of Austin Peay State University to provide opportunities for student access to public higher education via permanent, semi-permanent, temporary off-campus instructional facilities and inter-institutional relationships and to follow standards established by the Southern Association of Colleges and Schools Commission on Colleges when establishing agreements between other institutions and providing instruction at off-campus instructional facilities.

Purpose

The purpose of this policy is to establish standards and procedures for Austin Peay State University to seek every means of facilitating student access, fostering their participation in the programs that APSU provides, and establish the criteria and process for permanent, semi-permanent, and temporary off-campus instructional facilities and inter-institutional relationships.

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Definitions

Semi-Permanent Off-Campus Instructional Facilities	A semi-permanent off-campus instructional facility is one leased by APSU for multi-year use. Prior approval from the APSU Board of Trustees is required.
Permanent Off-Campus Instructional Facilities	A permanent off-campus instructional facility is one owned by the Austin Peay State University. Ownership of such facilities may be inherent or derived.
Off-Campus Centers	An off-campus instructional unit shall be considered an off-campus center (OCC) if it involves a significant continuing commitment of University resources as evidenced by faculty, staff, facilities, and equipment.
Temporary Site	<p>A temporary off-campus instructional facility may be dedicated to a limited number of degree or certificate program offerings and/or students. Typically, a temporary off-campus instructional facility would enroll fewer than 150 students.</p> <p>An institution must make reasonable and appropriate provisions for student services to ensure that students have access to all resources and information required to support their academic programs. In addition, students must have access to academic resources including faculty, a library, technology resources, and laboratory space needed to meet course work requirements.</p> <p>An institution may not acquire property by purchase, gift, or other means for the purpose of establishing a temporary off-campus instructional facility.</p>
Inherent Ownership	Facility is approved, built or purchased, and maintained, in whole or in part, through the use of state funds appropriated for that specific purpose.
Derived Ownership	The facility is donated to and accepted by APSU and is maintained through the use of state funds appropriated for that specific purpose.

Procedures

Introduction

Austin Peay State University recognizes and strongly supports Tennessee's long-standing public policy of providing access for Tennesseans to public higher education.

With the critical mission of the Drive to 55 – the Drive to get 55 percent of Tennesseans equipped with a college degree or certificate by the year 2025, state legislators have passed Tennessee Promise and Tennessee Reconnect legislation to enable Tennesseans to receive a post-secondary certificate or degree. The mission is not only for higher education, but for workforce and economic development, and a drive to reduce unemployment and improve the quality of life. Counties with limited access and low participation rates are invariably among the poorest in the state.

In support of this public policy, therefore, APSU seeks every means of facilitating student access and fostering their participation in the programs that the University provides. In so doing, APSU takes special note of the many citizens who, because of economic, family, work conditions, and geographic location, may find participation in post-secondary education difficult if not impossible.

Quality and Efficiency Standards

The University must in all circumstances ensure that the quality of instruction meets or exceeds the national standards of good practice and is comparable in quality and results to the instruction provided on the Clarksville campus.

Selection of Off-Campus Instructional Facilities

- A. Off-campus instructional facilities must be both conducive to learning and efficient in their operation.
- B. APSU will seek to offer instruction in schools, community buildings, industrial training centers, and other such facilities where suitable space is provided at little or no cost to APSU and the state.

Establishment of Semi-Permanent or Permanent Off-Campus Instructional Facilities

Or

- A. APSU or the APSU Board of Trustees itself may initiate the process for the establishment of a temporary, semi-permanent, permanent, or off-campus teaching facility.
- B. The establishment of a temporary, semi-permanent, permanent, or off-campus instructional facility must be

Off-Campus Center

thoroughly planned in advance and involve the APSU Board of Trustees and its staff throughout the planning process.

1. Process for Establishing Semi-Permanent or Permanent Off-Campus Facilities
 - a. The establishment of semi-permanent or permanent off-campus facilities requires proper planning and prior approval by the APSU Board of Trustees.
 - b. Austin Peay State University shall initiate the approval process in the following manner:
 - i. Preliminary Assessment. APSU shall assess current access and participation conditions in the targeted area and the needs of its instructional program in that area. This assessment shall be strictly an internal process and shall not include assessment of the external support, possible funding sources, or the level of local and private interest. The focus, instead, shall be on the instructional needs of students in that area and on the facilities necessary for delivering the needed instruction. The assessment must, as a minimum, address the following considerations:
 - a. A description of the geographic area under consideration;
 - b. Distance from and the quality of access to the main downtown campus, other off-campus facilities, and other public or private post-secondary institutions;
 - c. The level of educational achievement in the area as denoted in U.S. Census data and other sources;
 - d. The number of students from the area who currently participate in post-secondary education and APSU at which they are enrolled;
 - e. The programs and courses currently offered in the area by APSU and other public or private institutions;
 - f. Historical enrollments of local residents in courses provided locally by APSU or by other institutions;
 - g. The number of temporary instructional facilities currently in use, the quality and suitability of those facilities, and total square footage in use;

- h. Current costs for rent, delivery of support services, maintenance, etc. associated with the use of each temporary instructional facility;
 - i. The programs and courses needed but which cannot be delivered because of space or quality of space limitations;
 - j. The ability of delivering the needed programs and services by Distance Education technologies; and
 - k. The availability of additional space in the area suitable for the delivery of the needed programs and courses and the estimated cost of that space.
 - ii. Letter of Intent. Upon determination of probable need, the president shall notify the Board of Trustees by Letter of Intent that conditions in the given locale or region are such that a semi-permanent or permanent instructional facility may be necessary and warranted. A copy of the outcomes of the Preliminary Assessment should be attached.
 - iii. Economic Impact Analysis. Upon receipt of the APSU's Letter of Intent and its Preliminary Assessment, the APSU Board of Trustees shall direct the staff to conduct a thorough study to determine the economic viability that will accrue to the region and the residents thereof by the development of the instructional facility. This study will, among other things, include an analysis of the region's current economy and a forecast of the long-term impact that the proposed facility will have on the economy of the targeted region.
 - iv. Authorization to Proceed. After thorough staff review of the Preliminary assessment outcomes, the Board of Trustees shall notify the president that either:
 - a. The conditions described in the Preliminary Assessment warrant further consideration and APSU is authorized to proceed with a full-scale Feasibility Study or
 - b. The present conditions as described in the Preliminary Assessment do not warrant further consideration at the moment.
 - 1. Prior to receiving the Letter of Authorization, APSU must not discuss the

- facility publicly nor seek to enlist public or private support for its establishment.
2. The use of any funds, public or private, raised or committed prior to the receipt of the Letter of Authorization will be subject to review by the APSU Board of Trustees.
- v. Feasibility Study. Upon receipt of the Letter of Authorization to Proceed, APSU shall organize and conduct a feasibility study. The study should accomplish the following objectives:
 - a. Define and document the extent and level of need;
 - b. Define the type (lecture rooms, labs, etc.), quality, and amount of space needed;
 - c. Determine whether or not the space needed may be currently available through lease or purchase;
 - d. Determine the approximate cost of leasing, purchasing, or constructing the semi-permanent or permanent instructional facility;
 - e. Determine and document the level of private and local financial support that will be made available; and
 - f. Determine the amount of appropriated funding that would be required to purchase or build a permanent facility or to lease a semi-permanent facility.
 - vi. Determination of Feasibility. Upon completion of the Feasibility Study, the president shall determine whether or not a positive recommendation to the APSU Board of Trustees is warranted. If a positive recommendation is warranted, the president shall communicate the recommendation by letter to the APSU Board of Trustees. The recommendation must be accompanied by a full copy of the Feasibility Study.
 - vii. Staff Review and APSU Board of Trustees Response. Upon receipt of the president's recommendation, the staff will conduct a thorough review of the Feasibility Study and may, as needed, request additional information and clarification from APSU. At the conclusion of the review, the APSU Board of Trustees shall inform the president of the outcomes of the staff's review.
 - viii. Board Review and Action. If the staff review has been positive, the staff shall communicate their

findings to the APSU Board of Trustees along with a recommendation for approval and authorization to plan.

- ix. Planning and Implementation. Upon approval by the APSU Board of Trustees, APSU will proceed to formal planning of the facility, ensuring that all the requirements of APSU Board of Trustees policy, Building Commission, and other state agencies are strictly followed.
- x. For dual enrollment temporary sites, the Austin Peay State University Office of Dual Enrollment will establish contact with the administrators (non-APSU employees) who own or manage the potential temporary off-campus instructional facility. The administrators at the off-campus instructional facility may initiate this contact, or the Office of Dual Enrollment may initiate the contact. High school or school district administrators may serve as a point of contact in these initial discussions regarding a third-party facility that has an agreement with the school district.

Establishment of Temporary Off-Campus Instructional Facilities

- A. In some cases, APSU may use a temporary site for purposes other than dual enrollment; in those situations, the head of the department or division would participate in the initial discussion with the administrators (non-APSU employees) who own or manage the potential temporary off-campus instructional facility.
- B. The Office of Dual Enrollment or the head of the department or division seeking to establish a temporary site will discuss student needs with the administrators at the potential temporary off-campus instructional facility. The Office of Dual Enrollment or the head of the department or division seeking to establish a temporary site may initiate discussion with deans or department chairs of academic divisions relevant to the conversation, especially if potential course offerings involve the development of new courses or would require sending APSU faculty to the site to fill instructional needs. If it is determined that APSU course offerings would be beneficial to prospective students at the facility, the Office of Dual Enrollment or the head of the department or division seeking to establish a temporary site and

administrators at the facility will verbally agree to proceed with the Tennessee Higher Education Commission (THEC) site code request(s) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) documentation as needed. If the facility is a public high school, per THEC policy, the administrators of the district must submit a letter that they support course offerings by APSU at the facility.

- C. In addition to the site code request, per existing THEC policy, APSU will submit the A1:4AC: Dual Enrollment Partnership Communications Form to all off-campus administrators who represent the institutions currently serving institution, the requesting institution will contact the school principal to determine the preferred partner. In the event of disagreement or non-decision by K-12 school leadership, the issue may be resolved by THEC's Executive Director. If there are no concerns, APSU will proceed with the establishment of the temporary off-campus instructional facility.
- D. The Office of Dual Enrollment or the head of the department or division seeking to establish a temporary site, in conjunction with the Academic Affairs Curriculum Coordinator and the APSU Accreditation Liaison, will determine the level of action required for the requested courses at the location per the SACSCOC Substantive Change Policy. If APSU plans to offer 0-24% of a degree or certificate program at the facility, APSU does not need to notify SACSCOC. If APSU plans to offer 25-49% of a degree or certificate program at the facility, a letter of notification will be submitted to SACSCOC. If APSU plans to offer 50% or more of a degree program at the facility, the Office of Dual Enrollment or the head of the department or division seeking to establish a temporary site will collaborate with the Vice Provost and Associate Vice President of Academic Affairs to submit a prospectus by SACSCOC deadlines.
- E. The Office of Dual Enrollment or the head of the department or division seeking to establish a temporary site will work with the administrators at the facility to develop a Memorandum of Understanding (MOU), which will be reviewed by the Vice Provost and Associate Vice President of Academic Affairs prior to signatures being obtained by both parties. This agreement will outline the

responsibilities of both the school district and APSU, and, once signed, will be submitted to SACSCOC or included in APSU's Fifth Year and or Decennial reaffirmation reports.

Revision Dates

APSU Policy 2:031 (formerly 2:031 and 2:032) – Rev.:
November 26, 2019
APSU Policy 2:031 – Issued: March 8, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					

Approved

President: signature on file
