

Austin Peay State University **Permanent or Semi-Permanent Off-Campus Instructional Facilities**

POLICIES

Issued: March 8, 2017

Responsible Official: Provost and Vice President of Academic

Official: 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 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, and fostering their participation in the programs that APSU provides.

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Definitions

Semi-Permanent Off-Campus Instructional Facilities

A semi-permanent off-campus instructional facility is one leased by APSU with prior approval of the APSU Board of Trustees for multi-year use.

Permanent Off-Campus Instructional Facilities	A permanent off-campus instructional facility is one owned by the APSU Board of Trustees. Ownership of such facilities may be inherent or derived.
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

- A. Austin Peay State University recognizes and strongly supports Tennessee's long-standing public policy of providing access for Tennesseans to public higher education.
- B. By the adoption into law of the Tennessee Challenge 2000 goals (T.C.A. § 49-5-5024), Tennessee formally recognizes the fundamental role of higher education in improving the quality of life of its citizens and in nurturing and sustaining the economic life of their communities and the State.
- C. Counties with limited access and low participation rates are invariably among the poorest in the state.
- D. 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.
- E. 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.
- F. The APSU Board of Trustees encourages the University to reach out to these citizens by providing them both off-campus and technologically-delivered instruction as well as support services such as day-care, evening, week-end, and compressed scheduling of classes, sponsored scholarships, and financial aid.

Quality and Efficiency Standards

- A. In carrying out this charge, however, quality and efficiency are and must be the controlling factors.
- B. 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 main campus.

Selection of Off-Campus Instructional Facilities

- A. These standards of quality and efficiency extend to the selection of off-campus instructional sites. Off-campus instructional facilities must be both conducive to learning and efficient in their operation.
- B. As a norm, 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.
- C. Approval of these temporary instructional sites is subject to the provisions of APSU Policy 2:031, Inter-institutional Relationships & Off-Campus Offerings.

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

- A. The APSU Board of Trustees recognizes, however, that under certain conditions and circumstances, a semi-permanent or permanent off-campus instructional facility designed to serve the needs of APSU may be warranted or necessary and cost-effective.
- B. In such instances, APSU or the APSU Board of Trustees itself may initiate the process for the establishment of a semi-permanent or permanent off-campus teaching facility.
- C. Recognition of need for such a facility will generally grow out of APSU or the APSU Board of Trustees's own strategic planning process. In every case, however, the establishment of a semi-permanent or permanent off-campus instructional facility must be thoroughly planned in advance and involve the APSU Board of Trustees and its staff throughout the planning process.
- D. To facilitate this planning, the APSU Board of Trustees, therefore, establishes the following rules governing the development of semi-permanent or permanent off-campus instructional facilities.
 - 1. Process for Establishing Semi-Permanent or Permanent Off-Campus Facilities

- a. The establishment of semi-permanent or permanent off-campus facilities constitutes a major investment on the part of APSU and the state and, therefore, 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:
 1. 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:
 1. A description of the geographic area under consideration;
 2. Distance from and the quality of access to the main downtown campus, other off-campus facilities, and other public or private post-secondary institutions;
 3. The level of educational achievement in the area as denoted in U.S. Census data and other sources;
 4. The number of students from the area who currently participate in post-secondary education and APSU at which they are enrolled;
 5. The programs and courses currently offered in the area by APSU and other public or private institutions;
 6. Historical enrollments of local residents in courses provided locally by APSU or by other institutions;
 7. The number of temporary instructional facilities currently in use, the quality and suitability of those facilities, and total square footage in use;
 8. Current costs for rent, delivery of support services, maintenance, etc. associated with the use of each temporary instructional facility;

9. The programs and courses needed but which cannot be delivered because of space or quality of space limitations;
 10. The ability of delivering the needed programs and services by Distance Education technologies; and
 11. 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.
2. 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.
 3. 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.
 4. Authorization to Proceed. After thorough staff review of the Preliminary assessment outcomes, the Board of Trustees shall notify the president that either:
 1. The conditions described in the Preliminary Assessment warrant further consideration and APSU is authorized to proceed with a full-scale Feasibility Study or
 2. 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 publically 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.

5. 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:
 1. Define and document the extent and level of need;
 2. Define the type (lecture rooms, labs, etc.), quality, and amount of space needed;
 3. Determine whether or not the space needed may be currently available through lease or purchase;
 4. Determine the approximate cost of leasing, purchasing, or constructing the semi-permanent or permanent instructional facility;
 5. Determine and document the level of private and local financial support that will be made available; and
 6. Determine the amount of appropriated funding that would be required to purchase or build a permanent facility or to lease a semi-permanent facility.
6. 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.
7. Staff Review and APSU Board of Trustee's 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.
8. 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.

9. 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.

Revision Dates

APSU Policy 2:032 – Issued: March 8, 2017

Subject Areas:

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

Approved

President: signature on file