Policies and Procedures

For:

# STATEWIDE EXTENDED STUDIES

Effective September 11, 2008

COLORADO COMMISSION ON HIGHER EDUCATION
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# T A B L E O F C O N T E N T S

A NOTE REGARDING PAGE NUMBERING AND SECTION DESIGNATIONS. This policy and procedure document is Section IV of the compilation of Commission policies and is prepared in the format of that document. To facilitate the use of this publication, sequential page numbering has been added throughout. The Table of Contents refers to those numbers.


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# SECTION IV

# Part A Introduction and Overview of Statewide Extended Studies

## 1.00 Introduction

Statewide Extended Studies includes all on- and off-campus instruction offered through a continuing education or extended studies unit and instruction delivered away from a four-year institution's home campus in Colorado. Instruction delivered by Statewide Extended Studies is cash funded unless otherwise approved by the Commission. Any Regional Education Provider activity that falls into the category of cash-funded or off-campus is considered part of Statewide Extended Studies

## 2.00 Statutory Authority

The Colorado Department of Higher Education's role and responsibilities in the administration of extended campuses, extended studies and continuing education units is defined in C.R.S. 23-1-109(4):

> *(4) The department shall administer any centralized, statewide extension and continuing education program of instruction that may be offered by any state-supported baccalaureate and graduate institution. All instruction offered outside the geographic boundaries of the campus, including instruction delivered by television or other technological means, shall be a part of this program unless exempted by policy and action of the commission.*

The Commission's role in overseeing of state funding for off-campus instruction is defined in C.R.S. 23-1-109(5).

> *(5) The commission shall set policies, after consultation with the governing boards of institutions, which define which courses and programs taught outside the geographic boundaries of the campus may be eligible for general fund support. The commission may include funding for those courses and programs in its systemwide funding recommendations to the general assembly.*

The Commission's role in oversight of out-of-state and out-of-country instruction is defined in C.R.S. 23-5-116(1).

> *(1) The governing board of any state institution of higher education may offer postsecondary courses at locations outside the state of Colorado for credit applicable toward a degree program.*

*For the purposes of this section, the commission, in consultation with the governing boards shall determine by policy the definition of out-of-state courses. Each governing board shall promulgate policies and procedures concerning the administration of such courses…*

**3.00 Definitions**

The following definitions apply to all CCHE section IV policies.

"Extended studies unit" will refer to any department or division at a public four year Colorado institution of higher education that offers extended studies instruction as defined in Part A, section 4.00 of these policies.

"Certificate program" will mean any credit bearing series of classes that results in a certificate or recognition of accomplishment in a subject. The definition of certificate program does not include degree completion programs.

"Space Available Program" is a program that allows institutions to enroll students in on-campus resident classes after regular registration when institutional class enrollments have been met but when space for additional enrollment remains. Students enrolling in Space Available Programs are not FTE-generating resident students.

**4.00 Components Of Statewide Extended Studies**

Statewide Extended Studies is comprised of four components:
- Extended Studies Instruction;
- Off-Campus State-Funded Instruction;
- Out-of-state and out-of-country Instruction; and,
- Cash Funded Instruction Delivered at a Distance

4.01 Extended Studies Instruction

Extended Studies instruction includes credit and noncredit cash-funded instruction, including instruction delivered at an off-campus physical location, cash-funded instruction that is delivered by an institution's extended studies unit to an audience on the sponsoring institution's campus, including space available programs and non-credit instruction.

4.02 Off-Campus State-Funded Instruction

State funding is available for off campus instruction upon commission approval. Graduate level off-campus programs may be eligible for state funding through the normal fee-for-service budgeting process. College Opportunity Fund (COF) eligibility for off-

campus undergraduate programs will be determined based on Commission established policies.

4.03 Out-of-State and Out-of-Country Instruction

The Out-of-State and Out-of-Country Instruction component of Statewide Extended Studies includes all instruction that takes place outside of the state of Colorado, including that offered outside of the country, with the following exceptions:

- Instruction offered in Arizona, New Mexico, Utah, Wyoming, Nebraska, Kansas, and Oklahoma;
- Out-of-state class excursions (field trips) that are scheduled parts of regular classes, including those that are state-funded courses or cash-funded courses;
- Correspondence courses and instruction delivered via television, videotape, DVD, Internet or other technological means;
- Institution-sponsored (faculty led) state funded study-abroad courses that are administered on-campus and offered primarily for the benefit of regularly enrolled degree-seeking students; and
- Internships, cooperative education experiences arranged for sites outside of Colorado that are offered to regularly-enrolled, degree-seeking students.

4.04 Cash Funded Instruction Delivered at a Distance

Instruction that is delivered at a distance (not in a physical location) on a cash funded basis, including correspondence courses or courses delivered by any technological means, will be considered extended studies instruction and will be subject to the Extended Studies Policies.

According to CCHE COF Reporting Guidelines, credit bearing Internet and interactive television courses are COF eligible as long as the enrolled student meets COF eligibility requirements. COF eligible Internet and interactive television courses are not considered extended studies.

**5.00 Policy Revision Process**

Periodically, CCHE policies for Statewide Extended Studies shall be reviewed and, as necessary, revised. Any proposed revisions will be distributed to all participating institutions for comment prior to presentation to the Commission.

SECTION IV

# Part B General Policies for Extended Studies Instruction

## 1.00 Introduction

CCHE has the responsibility to exercise oversight to ensure that educational quality and access for students are consistent with the role and mission of each institution. Statewide Extended Studies has developed the policies found herein to guarantee extended studies units' instruction has comparable quality and accessibility as regularly offered main campus instruction.

## 2.00 Statutory Authority

In addition to C.R.S. 23-1-109 and 23-5-116, cited in Statewide Extended Studies Policy Part A, the Commission has authority to create policies that ensure that the quality of instruction across all programs is consistently high and aligned with the roles and missions of institutions.

> C.R.S. 23-1-108 (d) *(the Commission shall) Establish enrollment policies, consistent with roles and missions, at state-supported institutions of higher education as described in statute and further defined in paragraph (c) of this subsection (1);*
>
> C.R.S. 23-1-108 (e) *(the Commission shall) Establish state policies that differentiate admission and program standards and that are consistent with institutional roles and missions as described in statute and further defined in paragraph (c) of this subsection (1).*
>
> C.R.S. 23-1-108 (7) (a) *The commission shall establish, after consultation with the governing boards of institutions, and enforce student transfer agreements between two-year and four-year institutions and among four-year institutions. Governing boards and institutions shall conform to such agreements and to commission policies relating to such agreements. Such transfer agreements shall include provisions under which institutions shall accept all credit hours of acceptable course work for automatic transfer to another state-supported institution of higher education in Colorado. The commission shall have final authority in resolving transfer disputes.*
>
> C.R.S. 23-1-125(1(e)) *Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;*

*The Commission also has authority to create policy that ensures the students rights to transfer core courses in an effective manner.*

C.R.S. 23-1-125 (3) *Core courses. The Department, in consultation with each Colorado public institution of higher education, is directed to outline a plan to implement a core course concept that defines the general education course guidelines for all public institutions of higher education. The core of courses shall be designed to ensure that students demonstrate competency in reading, critical thinking, written communication, mathematics, and technology. The core of courses shall consist of at least thirty credit hours, but shall not exceed forty credit hours. Individual institutions of higher education shall conform their own core course requirements with the guidelines developed by the Department and shall identify the specific courses that meet the general education course guidelines. Any such guidelines developed by the department shall be submitted to the Commission for its approval. If a statewide matrix of core courses is adopted by the commission, the courses identified by the individual institutions as meeting the general education course guidelines shall be included in the matrix. The commission shall adopt such policies to ensure that institutions develop the most effective way to implement the transferability of core course credits.*

## 3.00 Department Administration Of Statewide Extended Studies

3.01 Designated Administrative Officer

To ensure effective coordination and communication among the various programs offered by the extended studies units, each higher education institution shall designate an administrative officer as the primary liaison to the Department's Director of Statewide Extended Studies. The designated officer shall provide the Department with information concerning the status of any Extended Studies instruction originating from his or her campus.

All institutions shall ensure that the designated administrative officer is notified of all instruction that falls under the definition of Extended Studies.

3.02 Instruction Excluded from Extended Studies Policy

In addition to that type of instruction listed as exemptions in Part A, Paragraph 4.03, the following types of programs and courses are exempt from the Extended Studies policy:

- Internships, cooperative education experiences, and student teaching;
- Class excursions of a temporary nature which are provided to supplement the institution's regular curriculum and are offered solely for the benefit of regularly-enrolled degree-seeking students of the sponsoring institution; and

- Credit courses that are part of the regular curriculum that cannot be taught without specific equipment or instructional material available only at an off-campus site or field experience.

3.03 Statewide Extended Studies Advisory Committee

The Statewide Extended Studies Advisory Committee shall advise the Department's Director of Statewide Extended Studies concerning any matters relating to the Statewide Extended Studies. The committee shall have a representative from each of the four geographical regions of the state plus one member elected at-large. (See map, SES General Appendix 1 Advisory Committee Map) Two of the four regional representatives shall be elected each alternate year to two-year terms by a majority of Statewide Extended Studies deans and directors (one vote per institution). The at-large representative will be elected in alternate years to a two-year term. The Director of Statewide Extended Studies will send nomination requests to the deans and directors one month prior to the election. The Department's Director of Statewide Extended Studies shall chair the committee.

Responsibilities of the Advisory Committee will include:

- Serving as a budgetary approval board for the expenditures of Statewide Extended Studies funds;
- Serving as a sounding board for proposed changes in Extended Studies policy;
- Identifying potential areas of improvement to the Statewide Extended Studies Program; and,
- Acting as a proponent of the Statewide Extended Studies to external audiences.

3.04 Fiscal Responsibilities of Extended Studies

3.04.01 Institutions Offering Extended Studies Courses

Officers of institutions offering state-funded and/or cash-funded instruction through Extended Studies shall abide by all State of Colorado fiscal rules including but not limited to ensuring that revenue from programs having different sources of funding are not commingled and are separately accounted.

3.04.02 Indirect Cost Recovery

Each participating extended studies unit assists in the financial support of Statewide Extended Studies through indirect cost recovery (ICR). The Department administers ICR funds on behalf of all participating extended studies units in support of Statewide Extended Studies.

3.04.02.01 ICR Amount

The level of ICR will be determined each fiscal year based on estimated expenses of the Department Statewide Extended Studies Program. The extended studies unit ICR contribution is a Department administrative expense for all credit and non-credit Extended Studies instruction that will be determined by the Department annually.

3.04.02.02 Authorized Expenditure of ICR Funds and Financial Control

Except for appropriated overhead and Department Statewide Extended Studies administrative expenses, funds obtained from ICR held by the Statewide Extended Studies Program shall be expended only for activities directly in support of institutions' extended studies units and their programs including:

- Expenses in serving disabled students;
- Program development grants;
- Publication of the Colorado Consortium for Independent Study Bulletin;
- Publication of the Resource Directory for Educators;
- Public information to promote Statewide Extended Studies;
- Deans and directors meetings;
- The Statewide Extended Studies Annual Professional Development Conference;
- The Statewide Extended Studies Annual Report;
- Statewide Extended Studies scholarship program; and
- Other allocations as approved by the Advisory Committee.

## 4.00 Tuition And Fees Policies

4.01 Required Registration and Record Keeping

All persons who participate in instruction offered by an extended studies unit shall be registered and shall pay all required tuition and fees. Extended studies units may administer discount programs for faculty, staff, senior citizens or other populations approved by the institution.

Records of all students registered for extended studies instruction must be on file in accordance with the sponsoring institutions policy. Completion of courses, degrees and certificate program (including any non-credit series of courses that lead to a subject matter certificate or carry CEU credit) must be on file at the institution indefinitely.

4.02 Contracted Courses

4.02.01 Requirements of Contracted Courses

Contracts for courses offered through extended studies units shall only be with an agency external to and not associated with the institution campus, except in the case of contracts expressly approved by an institution's governing board. Examples of

contracting agencies include school districts and professional agencies. Extended studies units shall not extend contracting provisions or rates to individuals, including regular faculty members, for the delivery of instruction to third party groups or organizations. Degree or certificate programs cannot be contracted.

In contracting with another agency, extended studies units shall stipulate the following in the contract document.

That the contracting agency:

- Assumes all costs associated with the contracted instruction;
- Provide services associated with the instruction;
- Shall not establish a tuition rate above that established by the extended studies unit;
- Shall not advertise the contracted course to the public; and
- Agrees to the responsibilities for quality assurance detailed in Extended Studies policies.

And, that the extended studies unit:

- Shall be responsible for assuring course content, awarding credit, and providing transcripts to the student; and
- May allow instructors to assess an additional fee for instructional services and materials directly related to the contracted instruction (above the tuition and fees charged by the institution).

4.02.02 Rates

No state funds are available for contracted courses.

4.03 Extended Studies Program Fees

Fees for resources supplementing instructional programs and for student services from which the extended studies unit's students can benefit may be charged. Fees specifically for facilities or services available only to regularly enrolled, on-campus resident students cannot be charged to extended studies unit's students.

All approved fees must be included in the agreement developed between the host institution and the extended studies unit delivering the instruction. Student activity, health, or other non-instructional fees cannot be mandatory for students enrolled through an extended studies unit. The services may be offered to students enrolling in credit courses and, when accepted, the fees may be charged.

Students enrolling in courses through an extended studies unit who are not admitted to a degree program, or who have already been charged a matriculation fee by the institution,

shall not be required to matriculate or to pay a matriculation fee to the sponsoring institution unless otherwise approved by the Commission.

**5.00 Student Qualifications And Rights To Services**

5.01 Student Admission to Extended Studies Degree and Certificate Programs

Persons who wish to enroll in a degree or certificate program offered through any component of Statewide Extended Studies shall meet exactly the same requirements for admission that apply to students enrolling at the sponsoring institutions main campus program (see CCHE Academic Affairs Policy Section I, Part F).

5.02 Admission to Individual Extended Studies Courses

Students who wish to enroll in a course offered by an extended studies unit but not a complete degree program may do so in accordance with the policies of the extended studies unit and the sponsoring institution.

5.03 Student Admission to Main Campus Degree Programs

Upon application for admission to a sponsoring institution's main campus, students who have enrolled in courses through an extended studies unit must meet all eligibility requirements included in CCHE Academic Affairs Policy Section I, Part F.

5.04 Matriculated Student Participation in Extended Studies Instruction

Students who have been formally admitted to the extended studies unit's sponsoring institution may enroll in courses through an extended studies unit and apply the credits toward a degree. Prior to enrolling in such courses, students should consult with the institution's advisor to ensure that the credits earned fulfill degree requirements.

**6.00 Extended Studies Program Quality**

6.01 Instructor and Faculty Quality

Instructors teaching any credit bearing instruction offered by the extended studies unit must have qualifications equivalent to those required of regular, on-campus faculty appointed to teach the same courses in the resident program of the sponsoring institution and are subject to the same approval and evaluation processes required of resident faculty.

Extended studies units must abide by their sponsoring institution's policies for hiring, retaining and evaluating faculty including, but not limited to:

- Ensuring that the approved faculty is the instructor of record;
- Informing the institution of the use of full time resident faculty; and,
- Contracting with individuals for the purpose of instruction.

6.02 Academic Standards

Extended studies units, in cooperation with the sponsoring institution's academic unit (school, college or department) must ensure that instruction offered for credit has comparable academic requirements and standards to main campus instruction.

6.02.01 Applicability of Credits Towards a Degree

Credits earned shall be awarded and entered onto a students record without distinguishing the locus of delivery. Credits earned through extended studies instruction shall be considered equivalent to those earned in on campus courses for the purposes of meeting residency or other requirements in degree programs.

6.02.02 Continuing Education Unit Standards

Instruction offered for Continuing Education Units (CEU) must follow the criteria and guidelines established by the International Association on Continuing Education and Training (http://www.iacet.org).

6.02.03 Awarding of Certificates for Completion of Non-Credit Courses or Programs

Extended studies units may award certificates of completion to students who complete non-credit courses or an integrated program of non-credit courses.

6.02.04 Documentation to be On-File

The following documents shall be maintained for all credit bearing extended studies instruction:

- A course syllabus approved by the appropriate academic unit
- Credentials of all instructors who are not members of the regular faculty; and
- Student evaluation data for the preceding term.

6.02.05 Contact Hour Requirements

Instruction offered through the extended studies unit shall have the same number of minutes of contact per credit hour as is required by the sponsoring campus.

Extended studies units will comply with Principle 3.02.02 of the CCHE FTE Policies Section V, Part B: Reporting Full-Time Equivalent Student Enrollment:

> *The policy recognizes the academic integrity of credit hours assignment, relying on institutions to determine the credit hour assignment based on student outcomes and national standards.*

## 7.00 Policies Specific To Off-Campus State-Funded Instruction

7.01 Eligibility for State Funding

Colorado has two vehicles to fund higher education. The first, College Opportunity Fund (COF), is a stipend provided to eligible undergraduate students. The stipend pays a portion of the eligible students total in-state tuition when the eligible student attends a Colorado public institution or a participating private institution. The second, Fee-For-Service funding provides CCHE with the ability to purchase specified courses/services for the citizens of Colorado beyond those provided by COF.

7.02 Statutory Authority

In Senate Bill 04-189 the Colorado General Assembly found that:

- A postsecondary educational experience for Coloradans is essential for the state to compete in the new global economy and to develop a new generation of leaders and active participants in state and local civic affairs;
- It is appropriate to support programs that are designed to encourage participation in postsecondary education; and
- Greater resource flexibility for institutions can enhance more educational opportunities for low-income and other under-represented students, as well as increase educational excellence.

C.R.S. 23-18-102 (5(b)) establishes COF stipend eligibility:

> *'Eligible undergraduate student' shall not mean a student enrolled in an off-campus, extended campus, or continuing education class that is not supported by state general fund moneys, except as approved by the commission.*

7.03 COF Stipend Eligibility

The College Opportunity Fund was implemented to encourage participation in and increase access to postsecondary activities and to develop an educated workforce that will allow Colorado to compete in the global economy. Approval for off campus programs to collect COF stipends from eligible students will be determined by an internal CCHE

committee. When reviewing proposals, the committee will take into consideration the following:

- State of Colorado's workforce development needs;
- Extent that the program is serving underrepresented populations;
- Amount of COF eligible FTE used in the prior fiscal year by the institution's extended studies unit (if any); and,
- Available off-campus COF stipend allocation.

The committee will only approve for funding programs that result in the completion of a degree. Programs approved to collect COF stipends must adhere to all CCHE COF Guideline rules and regulations.

Conditional on available funding, the amount of allocated COF FTE will be not less than the institution's previous year actual COF FTE usage.

7.03.01 COF Funding Amount for Off-Campus Programs

Up to one-half of one percent of the total estimated state eligible credit hours will be allocated to off-campus programs beginning in FY 06-07.

7.03.02 Content of the Proposal

The proposal must demonstrate that the program meets the approval criteria and must:

- State that the program has been approved for delivery in accordance with CCHE policy Section 1: Academic Affairs Part V: Policy and Procedures for the Approval of New Academic Programs in Public Institutions of Higher Education in Colorado Operating under a Performance Contract;
- Include the location of instruction
- Include rational for why program and location address the criteria listed in paragraph 7.03;
- Include a brief description of the program; and
- Demonstrate institution approval for requested state funding.

7.03.03 Proposal Submission Date

Proposals for programs must be received by December 31 for consideration of funding in the following fiscal year. The committee will review proposals and determine funding approval within thirty days of the submission deadline.

7.04 Fee-For-Service Contracts

Graduate degree programs that have been approved by the Commission for off campus instruction are eligible to receive funding by way of fee-for-service contracts through the regular budgeting process.

7.05 Tuition for Approved Off Campus Instruction

Tuition for instruction delivered off campus that utilizes state funding, through COF stipends or a fee-for-service contract, will be comparable to the tuition charged for the on-campus program, including resident and non-resident, unless the institution's governing board has formally established a different tuition rate.

## 8.00 Policies Specific To Out-Of-State And Out-Of-Country Instruction

C.R.S. 23-5-116 authorizes delivery of out-of-state and out-of-country instruction. Instruction offered out-of-state or out-of-country is limited to programs that the sponsoring institution's governing board have approved.

8.01 Definition of Out of State Instruction
All instruction that takes place outside of the state of Colorado, including that offered outside of the country, with the following exceptions:

- Instruction offered in Arizona, New Mexico, Utah, Wyoming, Nebraska, Kansas, and Oklahoma;
- Out-of-state class excursions (field trips) that are scheduled parts of regular classes, including those that are state-funded courses or cash-funded courses;
- Correspondence courses and instruction delivered via television, videotape, DVD, Internet or other technological means;
- Institution-sponsored (faculty led) state funded study-abroad courses that are administered on-campus and offered primarily for the benefit of regularly enrolled degree-seeking students; and
- Internships, cooperative education experiences arranged for sites outside of Colorado that are offered to regularly-enrolled, degree-seeking students.

8.02 All out of state instruction must be approved by the Governing Board at the sponsoring institution. The Governing Board has the authority to promulgate policies and procedures that outline the approval process at their institution. Those policies and procedures shall consider:

- That no state monies shall be used for out of state courses; and
- That credit earned for courses be applicable to a degree from the sponsoring institution.

8.03 Policies and procedure promulgated by governing board are encouraged to consider the safety of the student. The policies and procedures may be delegated to an appropriate approval authority such as an administrative committee or an appropriate administrator.

SECTION IV

# Part C Extended Studies Reporting Requirements

## 1.00 Introduction

To ensure that the department is aware of the activities occurring within extended studies units, each institution's extended studies administrator shall submit reports and data that the department deems necessary.

## 2.00 Statutory Authority

The Department of Higher Education's role and responsibilities in the administration of Statewide Extended Studies is defined in C.R.S. 23-1-109(4):

> *(4) The department shall administer any centralized, statewide extension and continuing education program of instruction that may be offered by any state-supported baccalaureate and graduate institution. All instruction offered outside the geographic boundaries of the campus, including instruction delivered by television or other technological means, shall be a part of this program unless exempted by policy and action of the commission.*

23-1-108 (8) The commission shall prescribe uniform academic reporting policies and procedures to which the governing boards and their institutions shall adhere.

> *(9) The state-supported institutions of higher education shall provide the commission with such data as the commission deems necessary upon its formal request. Data for individual students or personnel shall not be divulged or made known in any way by the director of the commission or by any commission employee, except in accordance with judicial order or as otherwise provided by law. Any person who violates this subsection (9) commits a class 1 misdemeanor and shall be punished as provided in section 18-1.3-501, C.R.S. Such person shall, in addition thereto, be subject to removal or dismissal from public service on grounds of malfeasance in office.*

The Department of Higher Education's role and responsibilities in the collection of Out of State reports is defined in C.R.S. 23-5-116 (6):

> *(6) Each governing board shall provide an annual report to the department of higher education that describes all courses offered outside the boundaries of the state of Colorado. The report shall include a statement of need for the instruction, and confirmation that no state funds were used in connection with the out-of-state courses.*

## 3.00 Failure To Submit Timely And Correct Reports

Failure to submit reports in a timely manner will result in notification to the institution's chief executive officer and a request for explanation of non-compliance. The Commission reserves the right to deny all requests for approval from institutions not in compliance with extended studies reporting policies.

Institutions that submit reports containing inaccurate or erroneous data will be subject to audit and possible sanction by the Commission.

SECTION IV

# Part D Approval of Instruction Offered as Part of Extended Studies

## 1.00 Introduction

This program approval policy and set of procedures applies to off campus or cash funded baccalaureate and graduate degree programs, individual credit courses offered by an extended studies unit and out of state/country instruction. With the exception of out of state/country instruction, the Commission's role is limited to evaluation of a proposed program's fit with an institution's role and mission. No new degree program may be implemented at a state postsecondary institution unless the proposal is approved by the appropriate governing board and reviewed by the Colorado Commission on Higher Education. A new degree program may not be implemented without the Commission determining that it is consistent with the institution's role and mission.

## 2.00 Statutory Authority

Colorado Commission on Higher Education's role and responsibility in the approval of new academic programs at institutions operating under a performance contract is defined in SB 04-189. It reads:

> *While operating pursuant to a performance contract negotiated pursuant to this section, the governing board of a state institution of higher education: Need not consult with nor obtain approval from the Colorado commission on higher education to create, modify, or eliminate academic and vocational programs offered by the institution, so long as such creations, modifications, and eliminations are consistent with the institution's statutory role and mission. The Colorado commission on higher education shall have the authority to override any creation or modification of an academic or vocational program if the change made by the governing board is inconsistent with the institution's statutory role and mission.(23-5-129 (6)(b))*

## 3.00 Approval Of Extended Studies Degree Or Certificate Programs

Any proposed degree or certificate program to be offered by an extended studies unit that is not already offered as a residential instruction degree on the main campus or is significantly altered from an existing residential instruction degree program offered on the main campus, regardless of funding source, will be reviewed by the Commission in accordance with CCHE policy Section 1: Academic Affairs Part V: Policy and Procedures for the Approval of New

Academic Programs in Public Institutions of Higher Education in Colorado Operating under a Performance Contract.

Any proposed degree or certificate program, regardless of funding source, to be offered by an extended studies unit that is identical to one offered as residential instruction on the main campus need not be reviewed in accordance with academic affairs policy. The extended studies unit will provide notification of intent to offer the degree or certificate program 30 days prior to beginning the program. The notification will include the following information:

- Proof that the degree program is identical to a main campus residential instruction program;
- Start date of the program;
- Location of the program; and
- Ongoing nature of the program (i.e. one time offering or perpetual).

**4.00 Approval Of Individual Credit Courses**

Extended studies units may offer individual credit courses without Commission review as long as said courses have been approved through the institution's academic approval process. Documentation of this approval must remain on file at the institution.

**5.00 Approval Of Out-Of-State and Out-Of-Country Instruction**

Institutions planning to offer instruction, beyond the seven states contiguous to Colorado (Nebraska, Kansas, Oklahoma, New Mexico, Arizona, Utah, and Wyoming), or out of the United States, must receive CCHE approval. The proposal for out of state instruction shall be submitted through the institution's governing board and shall have the approval of the governing board prior to submission to CCHE.

The governing board's approval process must demonstrate that the following statutory requirements (in 25-5-116[4]) are met:

- A statement of need for the instruction;
- Evidence of the institution's ability to deliver the program without adversely affecting the institution's approved role and mission;
- Geographical proximity of the delivery site to the institution or evidence that the instruction is particularly related to the institution's role and mission; and
- That state funds will not be used for the administration or delivery of the instruction.

CCHE staff will review the proposal, and if it meets the above criteria it will be recommended to the CCHE Executive Director for approval.

SECTION IV

# Part F REGIONAL EDUCATION PROVIDER (REP)

## 1.00 Introduction

This policy applies to all elements of the regional education provider as intended in Colorado Statute that authorizes Adams State College, Fort Lewis College, Mesa State College and Western State College to function as regional educational providers. AS REGIONAL EDUCATION PROVIDERS, these schools will "*have as their primary goal the assessment of regional educational needs and, in consultation with the Colorado Commission on Higher Education, the allocation of resources for the purposes of meeting those needs"* (C. R. S. 23-1-127) Regional education providers will focus their attention on a geographical area defined in collaboration with the Colorado Commission on Higher Education. The designation of regional education provider does not change or alter existing statutory responsibilities assigned to the Commission, public colleges and universities, nor does it expand or diminish the degree and certificate program authority of existing public two-year colleges, vocational schools or four-year colleges.

## 2.00 Statutory Authority

Commission has broad statutory authority that is intended to maintain the quality of education and insure access for the citizens of Colorado

> *" The commission shall set policies, after consultation with the governing boards of the institutions, which define which courses and programs taught outside of the geographic boundaries of the campus may be eligible for general fund support. The commission may include funding for those courses and programs in its system- wide funding recommendations to the general assembly."*

Other applicable statutory language:

> *" The commission shall define, after consultation with the governing boards of institutions the geography and programmatic service areas for each state-supported institution of higher education. No such institution shall provide instruction off-campus in programs or in geographic areas or at sites not approved by the commission, unless otherwise provided by law*."

C.R.S. 23-52-101

> *(1) There is hereby established a college at Durango, to be known as Fort Lewis College, which shall be a public liberal arts college, with moderately selective admission standards with a historic and continuing commitment to Native American education. In addition, the college may*

*offer professional programs and a limited number of graduate programs to serve regional needs. The Center of Southwest Studies provides a valuable regional, national, and international resource.*

*(2) (a) Fort Lewis College shall be a regional education provider and shall have two-year authority which shall be utilized in collaboration with a community college and any area vocational school.*

(b) *The Colorado Commission on Higher Education shall, in consultation with the Board of Trustees of Fort Lewis College, establish the criteria for designation as a regional education provider.*

C. R. S. 23-1-127

*(a) The Colorado Commission on Higher Education can better serve the citizens of this state by providing oversight and direction for the provision of regional education at Adams State College, Mesa State College, and Western State College; and*

*(b) As regional education providers, Adams State College, Mesa State College, and Western State College of Colorado shall have as their primary goal the assessment of regional educational needs and, in consultation with the Colorado Commission on Higher Education, the allocation of resources for the purposes of meeting those needs.*

*(2) A regional education provider's initiatives to meets its regional needs may include, but need not be limited to, the following:*

*(a) extension of existing programs;*

*(b) creation of new undergraduate programs;*

*(c) development of partnerships with two-year institutions; and*

*(d) facilitation of the delivery of graduate education through existing graduate institutions.*

*(3) The Colorado Commission on Higher Education shall, in consultation with Adams State College, Mesa State College, and Western State College of Colorado, establish the criteria for designation as a regional education provider.*

## 3.00 Goals And Criteria

3.01 Policy Goals

The purpose of the policy is to assess the educational need of defined geographic regions, provide access to programs that address those needs, insure that the regional provider and its higher education partners in the region have the ability to import needed academic programs and provide reasonable and appropriate funding options to implement and support the programs. These goals will be accomplished within existing statute and Commission policy.

3.02 Scope

An academic program is defined to include:

- CCHE approved associate, baccalaureate, and graduate degree programs,
- CCCS approved certificate programs,
- Degree completion program, i.e., the courses required to complete the major of a specific CCHE approved degree,
- Certificate of completion that is a part of a CCHE approved degree program, and

In discharging their roles, regional educational providers may assess programs or initiatives that enhance educational opportunity, develop the cultural capital, or promote the economic development in the geographic region.

**4.00 Process And Procedures**

4.01 Advisory Council

Each regional education provider will establish an *advisory council* that represents significant stakeholders from the designated region. The size and composition of the council will be determined by the institution; but, minimally the council will include the President or his/her designee, and the institution's Extended Studies administrator and the Presidents of the public higher education institutions within its region. Meeting agenda and minutes will be included in the regional education provider's annual report to the CCHE.

4.02 Needs Assessment

Each regional education provider shall develop a plan to assess the undergraduate and graduate educational needs of its service area and involve the advisory council that represents the significant stakeholders of the designated region. This council assists the REP in ascertaining the educational needs of the region and, relying on relevant and available data to the extent possible, shall work collaboratively with the regional education provider to develop feasible proposals to meet those needs.

In addition, the advisory council, working in conjunction with the president or designee of the regional education provider, shall also hear requests from constituent groups for the development or delivery of specific programs. The provider and its council shall determine the feasibility of these proposals and, when possible, shall develop or deliver the requested programs. If the provider cannot develop or deliver a feasible program, the regional education provider shall negotiate with other institutions to develop or deliver the program.

The regional education provider, working in conjunction with the advisory council, shall to assess the effectiveness of the programs it delivers.

4.03 Funding Options

Regional education providers need to consider the full range of funding options, recognizing that the primary goal is to provide affordable educational opportunities while also recovering expenses associated with the delivery of the program and to be able to assure students that if they begin a program that the provider will be able to complete the program within a reasonable period of time.

The regional education provider may use three available options to support its proposed programs*:*

1. The regional education provider may report the FTE for enrollment funding in any of its approved programs, certificates of completion or discrete courses offered to matriculated students within their defined geographical region.
2. The regional education provider may offer programs on a cash-funded basis, establishing tuition levels that are market driven, using all options currently available through the cash-funded portion of the Statewide Extended Studies.
3. If a regional education provider invites another state institution to deliver an academic program within its region, the guest institution may report the FTE for funding.

4.04 Determining Regional Education Provider Geographical Boundaries

Regional education providers and the other appropriate public higher education institutions in collaboration with the Colorado Commission on Higher Education will define an appropriate geographical region to be served (Appendix N). It is understood that the geographical area defined for a regional provider will not supplant the service area for two-year colleges and postsecondary schools offering vocational programs. To avoid program duplication and to maximize access, regional providers will work collaboratively with the two-year institutions whose service areas overlap the geographical boundaries of the regional provider. Subject to CCHE approval, four-year institutions with a statewide mission shall not be precluded from offering FTE generating programs in any service area, so long as the provider institution works collaboratively with the appropriate REP. Similarly, the designation of regional education provider does not authorize an institution to restrict another public institution from offering an approved CCHE academic program on a cash-funded basis or a CCHE approved off-campus state-funded program, but the offering institutions shall notify the regional education provider in a timely manner as specified in 4.04.1 below.

4.04.01 Framework for Geographical Boundaries

The four public institutions designated to be Regional Educational Providers (Adams State College, Fort Lewis College, Mesa State College and Western State College) will meet with Commission staff to suggest the boundaries for their respective geographical regions. The Commission in conjunction with appropriate public higher education institutions will determine the

geographical regions by considering the regional origin of institutional enrollments; political and economic regions as defined by existing governmental entities; "common sense" boundaries that reflect tradition, geography, and distance; and the current capacity and past performance of institutions to serve off-campus constituents in a given area. The purpose of these boundaries is threefold: to assign primary responsibility to a particular REP to survey the educational needs of an area and, where feasible, to meet those needs through its own programs or with the programs of other appropriate public institutions; to eliminate unnecessary educational duplication; and to assist the interested public in identifying which REP it should approach to communicate its educational needs or concerns.

The Commission, working collaboratively with the REPs, may, where prudent, permit some flexibility and overlap in boundaries to enhance the likelihood that the educational needs of Colorado citizens are met.

In addition, the delineation of boundaries does not necessarily "close" the region to another public institution that wishes to offer a program on a cash-funded basis or a CCHE approved off-campus state-funded program. A public institution that exercises that cash-funded option will be required to notify the CCHE. The Commission shall resolve disputes over boundaries and conflicts resulting from cash-funded initiatives.

4.05 Brokering Programs

When the regional education provider does not offer the desired or needed four-year or advanced degree, the regional provider shall broker with another Colorado public or in-state accredited private institution to provide the program. The most effective delivery method (i.e. site based, web-based) may be used to accommodate student need.

When the regional provider determines that a two-year or less advanced program is needed or desired, the regional provider shall direct that request to a community college within its defined region, an area vocational school or to the Colorado Community College System. If it is not possible to meet the need, then the Regional Provider shall consult with Commission staff to determine how to meet the need.

4.06 Public Information

Each regional provider will develop a public information strategy that effectively communicates within the designated region the availability of increased access to college programs. Minimally, institutions should indicate REP programs in their class schedules and should include REP information, where appropriate, in its publications. All enrollments will be reported consistent with all existing CCHE policies.

4.07 Role and Mission

If an institution feels that its approved "role and mission" is being constrained by the academic programs developed by a Regional Education Provider, the institution may request a review by the CCHE.

**5.00 Annual Report**

Each regional education provider will annually submit by October 1 to the Commission through its governing board an annual report that includes the following information. Where feasible and appropriate, the CCHE shall align the reporting for regional education provider initiatives with existing institutional reporting requirements.

The report will minimally include the following information:

- An executive summary narrative that describes the work of the regional education provider during the just completed fiscal year.
- Identification of each program offered through the designation of regional provider.
  - Identification of the providing institution
  - Identification of the course(s) offered.
  - Enrollment in each course.
  - Number of students who completed the course.
  - Instructor identification ( full-time, adjunct).
  - Number of students who completed the program, i.e. earned a degree or certificate.
- A Financial report
  - Revenues generated,
    - Tuition
    - Fees
    - General Fund
  - Expenses
    - Cost of Instruction
    - Cost of Administration
    - Cost of Space
    - Cost of Technology
    - Travel
    - Other operating Expenses. (identify)
- Recommended changes or improvements for the regional education provider program.