

SECTION IV

PART D OFF-CAMPUS STATE-FUNDED PROGRAMS

1.00 Introduction

The purpose of this program is to increase access to complete degree and certification programs for Colorado residents.

Through this program, complete degree programs (or complete programs leading to teacher licensure or endorsement) may be included in institutions' resident instruction reports for state reimbursement.

2.00 Objectives

By statute, the Colorado Commission on Higher Education has the responsibility to define and recommend those off-campus programs that will receive state funding. The statute reads:

"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 may recommend programs for funding that fall into one of the following categories:

- Programs that address shortages in certain types of employment or workforce needs in Colorado.
- Programs developed in concert with K-12 education to address the professional development needs of K-12 educators.
- Programs that can be appropriately offered at the Lowry Higher Education Center.
- Programs in rural areas (in counties not defined as "urban"). The following counties are defined as urban and programs proposed in these counties will only be considered when they fall into one of the three categories above: Larimer, Weld, Boulder, Denver, Jefferson, Arapahoe, Adams, El Paso, Pueblo, and Douglas counties.

3.00 Process

The process below applies to all proposals developed to request state funding for off-campus programs.

3.01 State Priorities and Maximum FTE

The Commission staff will annually review both the priorities and the maximum FTE for rural and urban programs for the next year's Off-Campus State-Funded Program. Recommendations will be developed by the staff in consultation with the governing boards, approved by the Executive Director, and the Commission informed at its next regular meeting. (See [Appendix G](#) for FTE limits.)

3.02 Proposal Submission Dates

Proposals for new programs will be accepted twice a year at dates that allow an early response to requests for new programs. The Commission staff will allow a period of time for review and comment on the proposals by all governing boards and normally will take action on all proposals received by the deadlines within four weeks after the deadlines.

Proposals for programs to begin in the Fall semester will be due at the Commission by June 1 of that year. Proposals for programs to begin Spring semester will be due at the Commission October 15 preceding program initiation in January of the succeeding year. The Commission will approve programs beginning in the fall that utilize up to two-thirds of the FTE available for a given year, retaining one-third of the funding for programs beginning in the Spring semester.

Proposals for all continuing programs shall be submitted by the June 1 deadline.

3.03 Staff Review and Commission Approval

Staff will review and prioritize the proposals based on the approved priorities. Only complete certificate or degree programs are eligible for consideration for funding.

3.04 Program Length

Off-campus programs will continue until all courses and all other activities required for the degree have been offered. They will generate funding in proportion to the amount of FTE generated from the program, up to the approved maximum amount. To continue the program beyond the length of the proposal will require Commission approval.

3.05 Funding and Funding Rates

The FTE funding rates for urban and rural programs shall be determined by the Commission with consultation by the governing boards. Funds will not be received by institutions until the fiscal year following the year in which instruction is delivered.

3.06 Annual Report

Each institution must submit an annual report to the Commission through its governing board by September 1. The annual report shall include financial and programmatic data and the findings of the institution's evaluation of each program at each delivery site. (See [Appendix I.](#))

3.07 Additional Reporting

Institutions must also report consistent with SURDS and FTE policies.

4.00 Academic Standards

4.01 Program Faculty

All faculty employed or assigned to teach at an off-campus site must meet the established criteria for faculty at the institution. This includes regular on-campus faculty and any affiliate or adjunct faculty.

4.02 Students

The admissions standards for all off-campus programs must be the same as the on-campus standards.

4.03 Program Requirements

Only complete degree, certificate, or endorsement area programs approved by the Commission for offering on-campus by the institution sponsoring the proposal are eligible for approval as Off-Campus State-Funded Programs.

On-campus and off-campus requirements are to be the same, except that residency requirements may be satisfied through attendance at an Off-Campus State-Funded Program site. Requirements for practicum/internship experiences, number of required and elective hours, core and emphasis area requirements, comprehensive examinations, assessment efforts and thesis standards shall be the same for off-campus programs as for on-campus programs.

4.04 Curriculum Standards

Off-campus courses taught at an off-campus site shall meet the same curriculum standards as on-campus courses. The same academic standards shall apply regardless of the method of instruction.

4.05 Support Systems

Each institution offering off-campus programs must demonstrate the availability of educational support systems necessary to accomplish the objectives of the program.

4.06 Alternative Delivered Instruction

Off-Campus State-Funded Programs may include instruction delivered through "alternative" methods, as defined in the Commission's FTE Reporting Policies. An entire program, if appropriate, may be delivered through technological delivery methods. Delivery methods should be identified and described in the proposal.

5.00 Content of the Proposals

Each new proposal shall include the following:

5.01 Program Description

Each proposal for delivering a program will describe the program to be offered. (A program is defined as a sequence of related courses that lead to a CCHE approved degree or a sequence of related courses that leads to the attainment of professional licensure, certification or a new endorsement.)

The proposal should identify the category in which the program falls from among the categories that will be considered by the Commission:

- Programs that address shortages in certain types of employment or workforce needs in Colorado.
- Programs developed in concert with K-12 education to address the professional development needs of K-12 educators.
- Programs that can be appropriately offered at the Lowry Higher Education Center.
- Programs in rural areas (in counties not defined as "urban"). The following counties are defined as urban and programs proposed in these counties will only be considered when they fall into one of the three categories above: Larimer, Weld, Boulder, Denver, Jefferson, Arapahoe, Adams, El Paso, Pueblo, and Douglas counties.

5.02 Description of the Field of Study

5.03 Description of Faculty and Support Resources Available to Offer the Program

- Does the off-campus site have the resources (facilities, equipment, library holdings, administrative capabilities, etc.) to support this program at a level of quality comparable to the on-campus program?
- Does the offering institution have the resources (faculty, academic and financial aid advising capabilities, etc.) to offer the program at a level of quality comparable to the on-campus program?
- If this program is to be offered in whole or in part through telecommunications, do the sending and receiving sites have the necessary technology and experienced technical staff?

5.04 Description of the Intended Off-Campus Site

- Describe the agreement between institutions if the program is offered on another institution's campus.

- Justify offering the program at a site that is not another higher education institution's campus.

5.05 Need

- Describe the needs assessment mechanism that leads the institution to believe that there is an unmet need. The proposal should also justify that there will be no unnecessary duplication if this program is approved.
- Describe the data that indicate the program is needed by Colorado residents.
- What similar existing programs, within the geographic area, could serve persons for which the program is designed? How would this program differ from those programs?

5.06 Justification for State Funding

The proposal must justify the need for state funding and include an analysis of why this program cannot be offered through cash-funding. An Off-Campus State-Funded Program shall not replace an existing Extended Studies Program.

- What is the justification for requesting state funding?
- Is this program currently delivered through the cash-funded Extended Studies Program?
- Is there sufficient enrollment to support this program through cash funding?

5.07 Budget

The proposal should include a budget for every year the program is to be offered. Funding will be provided for approved programs up to the approved level of FTE. Under no circumstances will the total amount of state funds allocated be in excess of the amount generated by FTE or above the approved level of FTE.

The institution shall budget for the reimbursement of the cash-funded Extended Studies unit for its costs when it administers an Off-Campus State-Funded program on behalf of the institution's resident instruction program.

5.08 Governing Board Priority for Rural and Urban Proposals

Each proposal for a new program must be prioritized by the governing board by indicating the priority on the required cover sheet. Urban and rural programs shall be prioritized separately. Programs offered in front range counties (Larimer, Weld, Boulder, Denver, Jefferson, Arapahoe, Adams, El Paso, Pueblo, Douglas) will be considered urban programs. Programs offered in other counties will be considered rural programs. Certain areas of front range counties, however, are, in reality, rural with little access to large urban centers. An institution may request an exception if the program to be offered is in a front range county, but in a rural area of that county. The exception must be justified with an explanation of why this program should be considered rural. The governing board

should state how the proposed program fits into the short-range and long-range plans of the governing board.

5.09 Institutional, Commission, and State Goals

How does this program meet institutional, Commission, and state goals?

- . How are program goals related to the mission and master plan of the institution?
- . How does this program propose to meet the institution's affirmative action requirements of supporting the diversity of both faculty and students?

5.10 Estimate of the Time Needed to Complete One Cycle of the Program

5.11 Identification of the Administrative and Coordinating Structure Necessary to Deliver These Programs

5.12 Impact on Air Quality and Transportation Needs

Estimate the impact of offering these programs on air quality and transportation needs.

5.13 Auraria Space

In their proposals, Metropolitan State College of Denver and the University of Colorado at Denver should estimate the amount of space that will become available at the Auraria Higher Education Center if this program is delivered off-campus.

5.14 Required Cover Sheet

The standard cover sheet must be attached to all proposals submitted by governing boards. Proposals for new programs must respond to all relevant items in this section (5.00). A completed cover sheet alone may be submitted for continuing programs approved in a prior year. (See [Appendix H](#).)