

Criteria and Standards for Approval of Residence Centers

Proposals for the establishment of residence centers shall address the following criteria and standards:

1. An assessment of the specific services, academic programs, or both of the residence center as they relate to the role and scope of the parent institution;
 - a. The proposal must demonstrate that the programs and services to be offered at a residence center are consonant with the role and scope of the main campus. Academic programs to be offered at a residence center shall be programs that are offered on the parent campus, though degree programs to be offered at a residence center must be separately approved. The proposal also must identify changes in program structure, instructional methods, and support services that will be necessary to accommodate the clientele of the residence center and demonstrate that these needs will be appropriately addressed.
 - b. Coordinating Board for Higher Education (CBHE) approval of a residence center is for specific purposes in consonance with the role and scope of the parent institution. Any subsequent change in plans for a residence center will require CBHE review and approval.
2. An assessment of the need for the center;
 - a. Need must be clearly established in terms of the total area to be served, including educational interests of citizens, manpower needs of local industry, business, government and other consumers, and compatibility with the statewide policy goals established by the CBHE. Clear and convincing evidence of need for the proposed center shall be demonstrated by providing information that will be generated by a survey, the form and method for administration to be determined by the CBHE. The cost of the administration of the survey shall be borne by the sponsors of the proposed center, that is, the requesting parent institution, community organization(s) requesting such a center, or both. So that respondents to the survey can make an informed judgment, information will be provided regarding any probable local cost, including, but not limited to, student fees and any local tax or other funding necessary to support a center.
 - b. Supplemental to the results of the survey, additional demographic information shall be provided to the CBHE to substantiate the need for a center. The format and method for providing this information will be determined by the CBHE.
 - c. Proposals also must include evidence that the proposed center has the support of the local businesses and industrial and governmental organizations that are expected to benefit from the center. This supporting evidence shall demonstrate an understanding of the plans and expectations for the center and may be provided in the form of letters of support that indicate knowledge of the plans for the center.
 - d. If the CBHE determines that a bona fide need exists after examining the proposal, the CBHE will examine whether other alternatives for delivering the services would provide quality educational services more efficiently and effectively. If the review establishes that the need can be met by such alternative agencies, approval for the establishment of a residence center will be denied.
3. An evaluation of the programs and courses to be offered at the center;
 - a. Proposals shall address the relationship between the planned programs and courses and the needs assessment, the potential for duplication of the offerings of other institutions in the area, and the planned staffing and academic administration of courses. The parent institution shall indicate the planned ratio of regular faculty and adjunct faculty by discipline and whether regular faculty will teach courses at the center as a part of their regular load or as an overload. In addition, the parent institution shall indicate whether programs offered at the proposed center will be under the direction and control of the same academic units that administer the programs on campus. Where there are significant differences between the staffing and administration of on-campus programs and those to be offered at the proposed center, the parent institution shall provide an explanation of the means by which consistency in the quality of outcomes will be ensured. Approval of this plan does not negate the need for CBHE review and approval of individual programs proposed for a center.
4. An evaluation of the five (5)-year expenditure and revenue plan for the center; and
 - a. The CBHE will specify a format for presenting the following financial information for the proposed center: anticipated revenues by source including student fees, local support, and allocation from the parent institution; planned operating expenditures by standard program classification categories; and planned expenditures for physical facilities acquisition, maintenance, and operation. Proposals shall specifically address the availability of facilities, adequacy of such facilities to support planned programming, and the location of facilities in relation to the population to be served.
 - b. There shall be clear evidence of sufficient local support to ensure financial access and quality of programming. Residence center proposals also shall include displays of financial information

indicating the extent of fixed costs and anticipated constant revenues and variable costs and revenues.

5. An assessment of the procedures to be used for periodic evaluation of the center;
 - a. A proposal for a new residence center shall include objectives to be used in evaluating the center after three (3) years of operation. These objectives shall be phrased in measurable terms and shall state the minimum and the most desirable levels of performance in terms of the following variables: student enrollment, student retention rates in degree programs, revenues by source, physical facilities, and support services offered.
 - b. The evaluation plan also shall designate positions within the parent institution having responsibility for carrying out the evaluation and the timeframe in which the evaluation will be completed.

The CBHE may request that the parent institution submit a general plan for phasing out the residence center in the event that performance objectives are not met.