

Off-Campus Instruction

(Adopted by the Oregon State Board of Higher Education, Meeting #480, October 23, 1981, pp. 580-585; amended Meeting #482, January 22, 1982, pp. 11-15.)

1. There shall be maintained in the System a centrally coordinated, institutionally based off-campus instructional program, with funding of off-campus enrollments in the same manner as on-campus enrollments.

Should the legislature not authorize funding for off-campus enrollments in the same way as on-campus enrollments, the institutions may offer such instruction as self-support courses.

2. Campus enrollments are state-funded enrollments for credit in: (1) courses conducted within the campus boundaries; and (2) courses that must be offered outside the boundaries because resources or facilities necessary to conduct the courses are available only in off-campus locations (e.g., student teaching, clinical experience, marine science instruction at Newport and Charleston), (institutions may also schedule courses within the campus boundaries that are taught under contract or agreement where the sponsoring agency pays the full cost of instruction or which are self-supporting from fee income.)
3. Off-campus enrollments are enrollments for credit in courses taught at a location outside the campus boundaries in order to make the courses and programs of the institution more accessible geographically. Such enrollments are limited to:
 - a. Upper division or graduate courses.
 - b. Lower division courses outside a community college or area education district.
 - c. Lower division courses inside a community college or area education district offered with the approval of the district.
4. Off-campus instructional programs will be limited to courses and activities scheduled for the convenience of part-time students.
5. Responsibility for off-campus noncredit courses and activities is shared among the institutions, according to institutional interest, resources, and the interests of the publics to be served. Generally, with the exception of programs of the Oregon State University Extension Service and the Labor Education Resources Center at the University of Oregon, noncredit courses and activities do not receive state-fund support and none is proposed.

Institution Responsibilities

6. The System's coordinated off-campus instructional program shall be based on the strengths of the institutions as regional instructional centers and statewide providers of educational programs. Each institution will have primary responsibility for service to the geographic area in which it is located and will assist other institutions that may, in

accordance with centrally approved plans, wish to schedule programs and courses in the region.

7. In addition to its regional responsibilities, each institution will have a statewide responsibility to identify, organize, and administer off-campus programs in curricular areas and specialties unique to the institution.
8. Institutions will have a shared responsibility for serving regions of the state outside their respective geographic service areas. All such programs will be conducted in accordance with centrally approved plans. When a choice must be made among two or more System institutions seeking to serve a specific clientele in a specific location, the Board's office will give consideration to the appropriateness of the proposed program to the need to be served, geographic proximity, ability and willingness to make available resources necessary to offer a program of good quality, and the expressed preference, if any, of the clientele to be served.
9. The institutions are encouraged to examine ways in which their regular degree programs can be made more accessible to the nontraditional student through appropriate modifications in such areas as admissions, registration, counseling, scheduling of courses, format of courses, system of delivery, location of courses, interpretation of residence credit required.
10. Efforts will be made to assure that there shall be no distinction in quality between an institution's on- and off-campus and programs:
 - a. Admissions and prerequisites requirements for credit courses and programs offered off-campus shall be the same as for on-campus courses and programs of the same kind.
 - b. Curricular allocations and course authorizations as approved by the Board shall apply to all credit course offerings, on and off campus.
 - c. Adjunct faculty employed to teach off-campus credit courses shall be subject to the same appointment criteria and review procedures as regular faculty and shall be fully qualified to be informed as to the standards and grading practices of the department approving the instructional assignment.
 - d. Degree requirements for programs offered in off-campus locations shall be the same as for on-campus programs, except as specifically indicated in respect to residency requirements. Residency requirements for off-campus programs shall specify a minimum number of hours that must be completed in course work taught by members of the regular campus-based instructional staff.
 - e. Before authorization is granted for the scheduling of credit courses or programs in an off-campus location, arrangements must be completed for student access to library resources, counseling, and support services adequate to the instruction proposed.

11. Arrangements to offer a degree program in a specific off-campus setting under the off-campus instructional policies of the Board is not and shall not be considered or described as establishment of a branch campus. Institutions will develop and implement procedures to assure that all persons and agencies associated with off-campus instructional programs of the System are cognizant of the limited nature of the programs.
12. The Board's office will work with the institutions in assuring the orderly development of extended degree programs and appropriate coordination of these efforts with Oregon's community colleges and independent colleges and universities.
13. Subject to applicable statutory requirements, the institutions may procure off-campus office and classroom space through rental, lease, or cooperative arrangements with non-System organizations and agencies in order to provide a consistent location for registration, information, and instructional services offered in the off-campus programs. Acquisition of such a facility does not constitute establishment of a branch campus, and the costs of the facility will be charged to the programs served.
14. Off-campus instructional programs shall be scheduled within the geographic boundaries of the state, with the following exceptions:
 - a. Courses that are a part of the regular curricula of the sponsoring institutions, but that must be offered in out-of-state locations because the facilities necessary to conduct the courses are only available in those locations (e.g., foreign study).
 - b. Courses offered through independent study (correspondence and multimedia courses).
 - c. Credit courses that are supported entirely by student fees and other non-state income offered in regions contiguous to Oregon which are a part of the sponsoring institution's natural geographic service area, and are not a part of the natural service area of an out-of-state institution offering similar instruction.
 - d. Courses and activities, credit and noncredit, offered in the Northwest region and elsewhere, which make available specialized expertise of regular campus-based faculty, when this can be done without penalty to the campus programs and when the entire cost of the offering is covered by fees, grants, gifts, and/or contract funds.

Coordination

15. Central coordination of off-campus instruction, credit and noncredit, including independent study (correspondence and multimedia courses), in the System will be provided through the Board's office of Academic Affairs, working in cooperation with an Inter-institutional council on off-campus education. Specifically, the Board's office will work with the institutions in coordinating policies and procedures for off-campus instructional programs, avoiding unnecessary program duplication, insuring maximum use of resources, providing special reports to interested groups, serving a clearinghouse function, adjudicating issues that may arise concerning off-campus instruction, and

promoting off-campus educational opportunities for citizens residing in areas remote from campuses of the System.

16. It is expected that the System institutions will adhere to the Joint Statement adopted by the State Board of Higher Education and the State Board of Education concerning coordination of off-campus credit and noncredit education and articulation among and between two- and four-year colleges and universities and secondary schools, and to any subsequent changes in that Statement as may be agreed to by the two Boards.

In accordance with this Statement, inter-segmental regional coordination of credit and noncredit off-campus programs in Oregon will be maintained through regional coordinating meetings of the institutional presidents (System, community college, independent college and university) or their designees; necessary inter-segmental coordination on the state level will be accomplished through consultation between the Board's office and the State Department of Education and independent institution representatives, or through the System/Community College Coordinating Committee, as appropriate, with a participation of such other individuals and agencies as may be necessary. Any inter-segmental issues related to coordination that cannot be resolved agreeably by the segments concerned may be referred to the Educational Coordinating Commission for review and recommendation.