

Types of Off-Campus Education Units and Their Designation

Name/Type	Definition	How to Establish	Other Considerations
<p>OFF-CAMPUS EDUCATIONAL UNIT</p>	<p>A subdivision under the management and control of an existing public university, university system, health-related institution or a combination of these units [hereinafter referred to as the parent institution(s)] in a geographic setting separate from the parent institution(s).</p>	<p>Procedures to establish are described below for different types of off-campus education units.</p>	<p>The names of off-campus education units should reflect the type of unit and have meaning for the public about the level of service available. Names should not convey the wrong impression about the status of a site. Names that are similar to those used for universities or health-related institutions (such as System-City as in the case of UT-Dallas or TAMU-Commerce) should not be used as they suggest the status of a stand-alone institution, not a subunit. Unit names must adhere to Coordinating Board (CB) naming conventions described in this policy. Any name not adhering to the convention must be specifically approved by the Legislature or the CB. Any change of a center or branch campus' official name should be cleared with the CB before it is announced.</p> <p>The general purpose of off-campus educational units of all sizes is to meet the education needs of the people of Texas with a level of service that is appropriate for the area and cost effective to offer. Their specific purpose is directly related to the teaching of courses for academic credit from the parent institution(s) and/or for health professions' medical training.</p>

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OFF-CAMPUS EDUCATIONAL UNIT (continued)			<p>Off-campus educational units are not intended to duplicate the full array and types of offerings available at regular general academic campuses. The intent is to:</p> <p>(1) Focus on teaching and on delivery of high demand courses and programs. Research conducted at off-campus educational units should be limited to that necessary for the courses and programs offered.</p> <p>(2) Develop articulation agreements with community colleges in the area for provision of lower-division courses. In general, off-campus educational units are not intended to offer lower-division courses. Lower-division courses can only be offered in accordance with Chapter 4, Section 4.101-4.108(e), relating to Approval of Distance Education and Off-Campus Instruction for Public Colleges and Universities, and related Board procedures.</p> <p>(3) Make extensive use of technology to limit the number of faculty required for the location and take full advantage of technological advances that promise to improve quality of learning, access to programs, and efficient use of existing resources. An off-campus</p>

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OFF-CAMPUS EDUCATIONAL UNIT (continued)			<p>educational unit shall meet the Board's technology standards.</p> <p>(4) Libraries shall be models of the effective use of technology in libraries and depend heavily on the TexShare electronic resource sharing efforts.</p> <p>The Board must be notified of programs offered at off-campus educational units. A program is considered to be offered at a distance when the substantial majority of the program is available through off-campus and/or electronic delivery.</p> <p>The following faculty-related provisions apply to all off-campus educational units:</p> <p>(1) The majority of faculty members at an off-campus educational unit must, by some means, have significant involvement with the parent institution.</p> <p>(2) Faculty must comply with the provision of Sections 4.101 – 4.108 and related Board policies.</p> <p>(3) Faculty must be hired and evaluated by the same processes and with the same criteria as faculty performing similar duties at the parent institution.</p>

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OFF-CAMPUS EDUCATIONAL UNIT (continued)			<p>(4) The parent institution should not make a permanent commitment to faculty exclusively working at a teaching site or center, unless the faculty will be transferred to the parent institution should their program be eliminated or consolidated.</p> <p>(5) Programs offered by an off-campus educational unit's own faculty should have enrollments sufficient to support efficient operations.</p>
HIGHER EDUCATION TEACHING SITE	<p>An "off-campus teaching location that promotes access in an area not served by other public universities. Teaching sites offer a very limited array of courses and/or programs and do not entail a permanent commitment for continued service. Teaching sites may not own facilities, nor are they eligible for state support to acquire or build facilities. Teaching sites do not require Board approval or recognition." (Section 5.73(7))¹</p>	<p>Institutions may establish teaching sites as appropriate to serve students. <i>No special notification of the Coordinating Board is required to start up a teaching site</i>, except for course and program notifications as discussed in the "Other Considerations" column.</p>	<p>Notification of course and program offerings must adhere to the requirements set out in Chapter 4, Subchapter D on Distance Education and Off-Campus Programs. Notification of face-to-face offerings must be sent to peer institutions (potentially affected public and independent institutions, and higher education centers) at least two months before the course or program is to begin. Institutions may not guarantee that a course or program will be offered until the notification and response process has been completed. If the Coordinating Board has not received prior peer notification for off-campus programs, the institution will be required to send</p>

¹ All quoted sections in this memo are from Coordinating Board Rules, Chapter 5, Subchapter D, Sections 5.71 to 5.78, unless otherwise noted. The specific Rule section will be shown in parentheses if not mentioned in the text of the table.

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HIGHER EDUCATION TEACHING SITE (continued)			<p>this notification and to stop any publication of the programs offered until peer institutions have had an opportunity to respond (two months).</p> <p>Teaching sites should be reporting on the CBM-004 using the ZIP code for the location. Teaching site names should contain the words “teaching site.”</p>
RECOGNIZED HIGHER EDUCATION TEACHING SITE	<p>A “higher education teaching site that is recognized by the Coordinating Board and is included in the Coordinating Board’s inventory of statewide teaching sites.” (Section 5.73(12)) If several programs are offered at a teaching site, the parent institution(s) may request that the location become a recognized teaching site. Recognized sites are shown on the Coordinating Board’s main website (http://www.thecb.state.tx.us/HEMaps/default.htm) and on CollegeforTexans.com.</p>	<p><i>To request recognition for a teaching site,</i> send a letter to Marshall A. Hill, Assistant Commissioner for Universities and Health-Related Institutions, Texas Higher Education Coordinating Board, P. O. Box 12788, Austin, TX 78711, stating:</p> <ul style="list-style-type: none"> • the programs that are offered at the site; • a website link for the site, if available; • the physical address for the site, including its ZIP Code; • the proposed name for the site; and • the names of any other institutions that will participate. 	<p>CB procedures on distance education require notification of the intent to deliver a program be given in advance to peer institutions (potentially affected public and independent institutions) and to the CB. When the CB receives a request for recognition of a site, we will verify that we have previously received notification of all programs that are listed as offered there. If the CB has received that peer notification and several programs are offered at the site, we will send a letter confirming that the site is recognized. The site will be added to the Higher Education Locator Maps (HELM) system. If the CB has not received prior peer notification, the institution will be required to send this notification and to stop any publication of the programs offered until peer institutions have had an opportunity to respond (two months).</p>

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RECOGNIZED HIGHER EDUCATION TEACHING SITE (continued)			<p>Recognition may be withdrawn from a site if it ceases to offer several programs. The site may be removed from HELM.</p> <p>Teaching sites should be reporting on the CBM-004 using the ZIP code for the location.</p> <p>Teaching site names should contain the words “teaching site.”</p>
HIGHER EDUCATION CENTERS	<p>A Multi-Institutional Teaching Center, University System Center, or single institution center established by the Legislature or approved by the Coordinating Board for the specific purpose of offering academic credit courses and programs from the parent institution(s). Higher education centers are of a larger size and offer a broader array of courses and programs than higher education teaching sites. They have minimal administration and (usually) locally provided facilities. (Section 5.73(6))</p>	<p>Centers must be established by the Legislature or approved by the Coordinating Board for the specific purpose of offering academic credit courses and programs from the parent institution(s).</p> <p>Recognition of a higher education center may be withdrawn by the Board.</p>	<p>There are three types of higher education centers: Multi-Institution Teaching Centers (MITC), University System Centers (USC), and single institution centers (UC).</p> <ul style="list-style-type: none"> • Multi-Institution Teaching Center (MITC) □ A higher education center administered under a formal agreement between two or more public higher education institutions. It may also involve one or more independent institutions. It has minimal administration and locally provided facilities. (Section 5.73(8)) • University System Center □ A higher education center administered by a university system or individual institution in a system. It has minimal administration and locally provided facilities. (Section 5.73(17))

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<p>HIGHER EDUCATION CENTERS (continued)</p>			<ul style="list-style-type: none"> • Single Institution Center <input type="checkbox"/> A higher education center administered by an individual institution. <p>Higher education centers will be assigned identification numbers (called pseudo-FICE Codes) by the CB's Information Services Division. These numbers should be used in reporting on the CBM-004 as the Other Higher Education Site code for inter-institutional courses.</p> <p>CB rules require that "A higher education center's name must be approved by the Board, and may not be changed without prior Board approval." (CB rules, Section 5.76(l)). A higher education center's official name should contain the word "center."</p>

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<p>Legislatively- Authorized Center</p>	<p>A legislatively-authorized center is one created in state statute or in appropriation rider.</p>	<p>If a Center has received <i>authorization by the Texas Legislature</i>, the parent institution(s) should provide the Coordinating Board with the information listed below within three months of the enabling legislation's effective date. A parent institution is defined in CB rules as: The general academic institution or health-related institution that offers its courses, programs or training at an off-campus educational unit. Credit hours are reported by the parent institution and degrees are awarded in the name of the parent institution. The information that should be sent to the CB includes:</p> <ul style="list-style-type: none"> • the reference of the authorizing legislation; • the legislated or proposed name for the Center; • a list of participating institutions that will offer instruction at the site; • facility arrangements; • an analysis of local need for programs and a list of the programs that each participating institution would offer; • a description of special arrangements that have been made to aid community college student transfer and articulation (if applicable); • if desired, a statement requesting that the center be reviewed by the CB for possible placement on the Supply/Demand Pathway (explained later in this document); • a description of student services delivery; • provisions made for access to library resources; • a website link for the site, if available; and • the physical address for the site, including its ZIP Code. 	

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Coordinating Board-Approved Center	<p>A center that is not authorized by the Legislature. The Coordinating Board must approve its existence at a quarterly meeting, following the submission of an acceptable proposal.</p>	<p><i>To receive Coordinating Board approval to establish a Center</i> (i.e., where there is no legislative authorization), an institution, system or group of institutions must submit a proposal. The proposal, which would be acted on at a quarterly Board meeting, should contain:</p> <ul style="list-style-type: none"> • the proposed name for the Center; • for Centers with more than one participating institution, an outline of the administrative structure; • a list of participating institutions that will offer instruction at the site; • anticipated headcount and full-time student equivalent enrollment for the first five years of operation; • an analysis of local need for programs and a list of the programs that each participating institution would offer; • a description of special arrangements that have been made to aid community college student transfer and articulation; • a description of financial arrangements that would support the Center; • facility arrangements; • a description of student services delivery; • if desired, a statement requesting that the center be reviewed by the CB for possible placement on the Supply/Demand Pathway; • provisions made for access to library resources; • a website link for the site, if available; and • the physical address for the site, including its ZIP code. 	<p>Criteria that will be used to review a CB-approved Center include:</p> <ul style="list-style-type: none"> • need for the facility based on projected student enrollments; • duplication of the offerings of existing institutions and higher education facilities within one hour's driving time of the proposed center; • access for students who might otherwise not enroll in upper-division and graduate courses; • faculty resources; • prospects for provision of high-quality teaching and learning; • adequacy of student support services; and • need for the proposed programs.

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BRANCH CAMPUS	A “major, secondary location of a public senior colleges, universities and health-related institutions offering multiple programs, usually with its own administrative structure and usually headed by a Dean. A Branch Campus must be established by the Legislature or approved by the Coordinating Board.” (Section 5.73(2))	Same as for Centers depending on whether campus is legislatively-authorized or proposed for CB approval	
SPECIAL PURPOSE CAMPUS	A “major, secondary location of an institution offering programs related to specific and limited field(s) of study, usually with its own administrative structure and usually headed by a Dean. Regional Academic Health Centers are considered special-purpose campuses. Special Purpose Campuses must be established by the Legislature or approved by the Coordinating Board.” (Section 5.73(14))		
Regional Academic Health Center (RAHC)	A “special purpose campus of a parent health-related institution(s) that may be used to provide undergraduate clinical education, graduate education, including residency training programs, or other levels of medical education in specifically identified counties.” (Section 5.73(13))		