# Off-Campus Locations Review Guide

Under federal regulations, WSCUC is required to demonstrate that it is monitoring all locations geographically apart from the main campus where 50% or more of a degree program is offered, regardless of the distance of the location from the main campus.

## Overview of Institutions' Responsibility to WSCUC

Institutions are required to report all locations at which 50% or more of a program is being offered off-campus within 30 days of opening the location. Institutions should make sure this information is up-to-date in their annual reporting to WSCUC and any updates to the list subsequent to the Annual Report should be included in the institutional report for the next review. To open a new site 25 miles or more from the main campus where 50% or more of a degree program is offered, institutions are required to seek prior approval as specified in the Commission's Policy on Substantive Change as elaborated in the Substantive Change Manual. The first three non-international off-campus locations at an institution must be visited within six months of initiation of instructional activity and otherwise as specified by the Commission. All international sites offering at least 50% of a degree program must be submitted for substantive change review. The first site within each country must be visited within one year of program implementation. Additional sites in a country may be visited at the discretion of the Substantive Change Committee. The required visits to new locations are typically made by members of the Substantive Change Committee. There are circumstances under which a visit to comply with the above requirement may be made as part of the Comprehensive Review process. The WSCUC staff liaison will inform the team chair should this occur.

## Incorporation into the Review or Visit Process

A sample of off-campus locations will be reviewed during the institution's review for reaffirmation or seeking accreditation visit. To monitor the level of academic and student support, students enrolled at off-campus sites will be invited to submit comments about the quality of facilities, support services and academic programs to the team via a confidential email account accessible only to the team. The team may also request that students at such locations be invited to meet with them during their visit.

The WSCUC Standards apply to the review of all programs being offered off-campus. Considerable attention should be given to Standards 2, 3, and 4 when evaluating such programs.

### Prior to the Review or Visit

- Identify the number of off-campus sites and programs offered at each site. This information will be provided by the WSCUC staff liaison (and can also be found on the WSCUC website) prior to the review or visit.

- In consultation with the WSCUC staff liaison, determine the number of locations that should be visited. WSCUC policy requires that at least one location be visited by a member of the team. For institutions operating more than three off-campus locations, a minimum of 25% of these locations must be visited. If there are concerns about the operations of the institution's off-campus locations, more than the minimum should be visited. When determining how many locations to visit and which ones, the staff liaison and team chair will consider the following factors:

- o   Type of location – branch campus, standalone location, or satellite locations

- o   Location of site – within 25 miles, within or outside the region, international

- o   Programs offered – degrees offered, FTEs, degree levels, other factors as chosen

- Review previous substantive change letters and previous team reports regarding off-campus programs to determine if issues have been identified for team review.

- Review the institutional report for information provided on off-campus programs. If additional information is needed, identify that information at the time of the team conference call.

- Develop a strategy for reviewing off-campus locations, including a schedule for interviews with staff, faculty and students, review of files and archives, and samples of outcomes data as appropriate. Logistics on when the site visits will occur should also be discussed. Off-campus locations can be visited in the interval between the Offsite Review and the Accreditation Visit for institutions seeking reaffirmation and before the campus visit for institutions seeking initial accreditation.

- Ensure that the notification sent by the institution about the confidential email account includes reference to students enrolled in off-campus locations and specifically requests feedback on the quality of these programs and the level of institutional support.

- Monitor comments submitted via the confidential email account and determine if students at off-campus locations should be invited to meet with the team.

## During the Review and/or Visit

Topics to explore may include:

- -   Faculty: Who is teaching in the program? How are the faculty connected to the main campus? Do they have the same support and development opportunities as faculty on the main campus? (CFRs 3.2, 3.3, 3.5)
- -   Student support services: Are student needs identified and responded to? (CFRs 2.11, 2.13, 3.5)
- -   Library support: Are resources sufficient and is information literacy and library usage an integral part of the curriculum? (CFRs 2.2, 3.5)
- -   Assessment of educational effectiveness: Are learning outcomes identified and results analyzed and used to improve teaching and learning? (CFRs 2.3, 2.4)
- -   Program review:  Is regular assessment of the program conducted? How do the results compare with those of programs offered on the main campus? (CFR 4.3, 4.4).
- -   Quality of facilities: Do the classrooms and other facilities foster learning and dialogue between faculty and students? (CFRs 2.1, 2.5)
- -   Interactions between students and faculty: Are interactions in and outside the classroom encouraged? (CFR 2.5)

## Following the Visit

Complete an Off-Campus Location Review – Team Report Appendix Form for each location that was visited. Follow the template in providing the team member's findings. Turn in the form(s) as an appendix to the team report so that information verifying the visit can be considered by the Commission and entered into the WSCUC database.

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