Off-Campus Locations Review-Team Report Appendix

Institution:

Type of Visit:

Name of reviewer/s:

Date/s of review:

A completed copy of this form should be appended to the team report for all visits in which off-campus sites were reviewed[[1]](#footnote-1). One form should be used for each site visited. Teams are not required to include a narrative about this matter in the team report but may include recommendations, as appropriate, in the Findings and Recommendations section of the team report.

1. Site Name and Address
2. Background Information (number of programs offered at this site; degree levels; FTE of faculty and enrollment; brief history at this site; designation as a branch campus standalone location, or satellite location by WSCUC)
3. Nature of the Review (material examined and persons/committees interviewed)

|  |  |  |
| --- | --- | --- |
| Lines of Inquiry | Observations and Findings | Follow-up Required(identify the issues) |
| *For a recently approved site.* Has the institution followed up on the recommendations from the substantive change committee that approved this new site? |  |  |
| *Fit with Mission.* How does the institution conceive of this and other off-campus sites relative to its mission, operations, and administrative structure? How is the site planned and operationalized? (CFRs 1.2, 3.1, 3.5, 4.1) |  |  |
| *Connection to the Institution.* How visible and deep is the presence of the institution at the off-campus site? In what ways does the institution integrate off-campus students into the life and culture of the institution? (CFRs 1.2, 2.10) |  |  |
| *Quality of the Learning Site.* How does the physical environment foster learning and faculty-student contact? What kind of oversight ensures that the off-campus site is well managed? (CFRs 1.8, 2.1, 2.5, 3.1, 3.5) |  |  |
| *Student Support Services*. What is the site's capacity for providing advising, counseling, library, computing services and other appropriate student services? Or how are these otherwise provided? What do data show about the effectiveness of these services? (CFRs 2.11-2.13, 3.6, 3.7) |  |  |
| *Faculty.* Who teaches the courses, e.g., full-time, part-time, adjunct? In what ways does the institution ensure that off-campus faculty is involved in the academic oversight of the programs at this site? How do these faculty members participate in curriculum development and assessment of student learning? (CFRs 2.4, 3.1-3.4, 4.6) |  |  |
| *Curriculum and Delivery.* Who designs the programs and courses at this site? How are they approved and evaluated? Are the programs and courses comparable in content, outcomes and quality to those on the main campus? (CFR 2.1-2.3, 4.6) |  |  |
| *Retention and Graduation.* What data on retention and graduation are collected on students enrolled at this off-campus site? What do these data show? What disparities are evident? Are rates comparable to programs at the main campus? If any concerns exist, how are these being addressed? (CFRs 2.6, 2.10) |  |  |
| *Student Learning.* How does the institution assess student learning at off-campus sites? Is this process comparable to that used on the main campus? What are the results of student learning assessment? How do these compare with learning results from the main campus? (CFRs 2.6, 4.6, 4.7) |  |  |
| *Quality Assurance Processes:* How are the institution’s quality assurance processes designed or modified to cover off-campus sites? What evidence is provided that off-campus programs and courses are educationally effective? (CFRs 4.4-4.8) |  |  |

1. See Protocol for Review of Off-Campus Sites to determine whether and how many sites will be visited. [↑](#footnote-ref-1)