

II:01:13 OFF-CAMPUS TEACHING SITE CLASSIFICATION CRITERIA

Purpose

The purpose of these classification criteria is to provide guidance in the overall delivery of programs, courses, and services to the various off-campus teaching sites approved by THEC, TBR, and SACS.

Site Classifications

Off-Campus Center

Off-Campus Site: Limited Service, Dual Enrollment, and Restricted Enrollment

Off-Campus Center

The College operates two off-campus centers, the McGavock Center and the Livingston Center, with approval from the TBR, THEC, and SACS. The purpose of each center is clearly defined in the purpose statement, goals, and outcomes of the Office of Off-Campus Sites.

The Centers offer associate degree programs to their constituents, have a full-time administrative presence, an annual operating budget, and offer a full range of support services to students – academic advising, counseling and testing, textbook sales, placement information, student activity information, etc. Both Centers are equipped with computer laboratories, audio-visual equipment, and access to library holdings (both in hard copy and technologically).

General education core courses, related area subjects, major core courses, and developmental courses are offered consistent with the degrees available at the Center. Classes are offered all terms (fall, spring, and summer). The schedule of classes is developed to ensure degree completion within a reasonable period of time (dependent upon the student's enrollment pattern – part-time or full time, day or evening). Courses are delivered using the traditional delivery mode (classroom lecture/demonstration) as well as alternative delivery systems (College at Home, hybrid, and Interactive Television [Livingston]).

Qualified adjunct and full-time faculty are assigned by the academic divisions to teach at the Centers. The Livingston Center has a cadre of full-time faculty as well as adjunct. The McGavock Center draws full-time faculty from the main campus because of its close proximity and also utilizes the services of adjunct faculty.

Off-Campus Site: Limited Service

Limited service sites are open enrollment sites (open to the general public regardless of their registration status), approved by the TBR, THEC, and SACS (as appropriate), and

provide higher education opportunities to the citizens of the surrounding areas. For official registration periods, the admissions and fiscal functions of the College are provided online. Testing, if required, is conducted on campus. Local site coordinators are assigned during official and late registration to provide students and faculty with information, materials, textbooks, classroom designations, etc. In some cases, the local site coordinator is assigned for the duration of the term. This decision is made based upon the recommendation of the administrator of the facility being utilized as well as input from the College's administration.

Audio-visual equipment and computer laboratories may be available at limited service sites. The placement of this equipment at a site is based on enrollment levels, budget availability, and the type of offerings planned by the institution. Where audio-visual equipment is not available, requests must be submitted to the Audio/Visual Services Department. Faculty are responsible for the pick-up and return of equipment or prior arrangements must be made with campus personnel.

The College offers a variety of general education, career, and developmental studies courses at limited service sites primarily during the fall and spring semesters. At locations where facilities are readily available during the summer term, classes may be offered. Degree or certificate completion is not guaranteed at limited service sites.

Qualified adjunct and full-time faculty are assigned by the academic divisions to teach at the limited service sites.

Off-Campus Site: Dual Enrollment

Dual enrollment sites are restricted enrollment sites located at the secondary schools of the service area and approved by TBR, THEC, and SACS (as appropriate). Courses are delivered by the College and provide the opportunity for qualified high school students to receive both college and high school credit (see the College catalog for all relevant requirements). Admission, registration, financial aid and other assistance is provided by the appropriate units of the College working in collaboration with designated high school personnel.

Qualified adjunct and full-time faculty are assigned by the academic divisions to teach at the dual enrollment sites.

Off-Campus Site: Restricted Enrollment

Upon the request of an industry, community group, or institution, the College offers courses designed for a specific target group at an off-campus location. Site codes are requested. The courses are restricted to that group's "membership" or to a cadre of students pursuing a specific area of study. The meeting location is at the agency's facility or within close proximity. Registration is not generally advertised by the College and is handled by the College unit responsible for delivering the instruction as is the reservation of audio-visual equipment.

Qualified adjunct or full-time faculty are assigned by the academic divisions to teach at restricted enrollment sites.

Responsibilities

The Assistant Vice President of Academic Affairs is responsible for identifying off-campus centers and off-campus sites (limited service and dual enrollment), for the recommended schedule of classes, and for the coordination and delivery of services. The academic divisions assign faculty to teach at off-campus locations. Any academic unit may identify restricted enrollment off-campus sites based on industry, other institution, or community requests. These units develop the schedule of classes, coordinate the delivery of services to those locations, and assign faculty to teach classes.

TBR Source: TBR Presidents Meetings, February 10, 1978; July 1, 1984.

VSCC Source: April 8, 1988, President; July 2, 1997, President; September 29, 2008, President's Cabinet