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# UA3/8/1 Coordinating Mechanism for Extended Campus Offerings

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DRAFT

Adopted January 19, 1977

Revised February 27, 1980

COORDINATING MECHANISM FOR  
EXTENDED-CAMPUS OFFERINGS

I. Extended-Campus Coordinating Districts

~~A. Designation~~

Based on institutional missions, program offerings, and locations, each university has been given the responsibility for an extended-campus coordinating district. These districts are shown on the enclosed map. (A county by county listing for each district is also provided.)

II. Designated Service Areas

For extended-campus purposes only, each university and each community college are assigned a Designated Service Area (DSA) and within its assigned area may offer extended-campus courses without prior permission of the Council or of any other institution subject to any limitations specified in A or B below.

A. Universities: The designated service area of each public university is the same as the coordinating district assigned in I., above, and universities may offer courses within their DSAs without prior approval by the Council or another institution

except that universities may not offer lower division courses within thirty (30) map-miles<sup>1</sup> of any community college without the permission of the affected community college. Further, the university may not offer courses at any level outside of its DSA, except as noted at IV.B.(4)(c) and (d), without the permission of the university responsible for coordinating the district where the course is proposed to be offered.

B. Community Colleges Within UKCCS: The designated service area of community colleges is defined as the area within a thirty (30) map-mile radius of the college, except for Jefferson Community College and Lexington Community College which are limited to the coordinating districts in which they are located. Community colleges may offer lower-division courses within their service areas without the permission of the Council or of the coordinating university. However, the community college must obtain permission from the appropriate coordinating university to offer courses beyond the 30-mile limit. With respect to Louisville, Lexington, and units within the UKCCS where institutional responsibilities overlap, the involved institutions are directed to work out mutually acceptable arrangements using the principles and guidelines in this policy.

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1. For the purpose of this policy, the mileage from one location to another must be taken from the Official Kentucky Mileage Map.

### III. Coordinating Responsibilities

BA. Responsibilities: To ensure that needs are adequately assessed and appropriate extended-campus instruction provided, it is imperative that the institutions of higher education and the Council on Higher Education cooperate fully to develop a coordinated plan for ~~such~~ extended-campus offerings in each coordinating district. Because of their location, mission, instructional capability, and familiarity with local needs, the institutions are in the best position to assess the location and scope of extended-campus instruction needed and their capability to provide such instruction.

By the assignment of a coordinating district, both the ~~responsible~~ university and those in the coordinating district will know of the ~~responsible~~ university's responsibility to coordinate extended-campus offerings, thereby resulting in a greater cohesiveness between the ~~responsible~~ university and the district. If the ~~responsible~~ coordinating university is unable or does not desire to provide instruction to meet ~~the~~ identified extended-campus needs, the coordinating university shall request that another institution ~~will~~ be requested to assist in providing this extended-campus instruction. It is the coordinating university's responsibility to develop a comprehensive plan for extended-campus instruction in its district and to involve, as appropriate, other institutions in the development of this plan.

Specifically, each university is responsible for the following activities within its coordinating district:

- (1) Assessing the need for extended-campus offerings and developing a comprehensive plan for extended-campus offerings in its district. The plan must cover all extended-campus offerings in the district and highlight locations where a substantial number of courses is being offered or planned by the coordinating institution, by other institutions, or by both the coordinating and other institutions.
  
- (2) Ensuring adequate offerings and facilitating the earning of degrees in accordance with identified needs. In identifying needs and planning extended-campus offerings, institutions should work with and seek the advice and assistance of appropriate community groups.
  
- (3) Making appropriate use of existing resources and expertise of other state-supported institutions in providing needed instruction when the instructional needs exceed the capability of the coordinating ~~institution~~ university or when lower-division instructional needs within the coordinating district fall within the DSA of a community college.

*(A) // Providing to the Council on Higher Education a report of proposed extended-campus activities*

The community colleges in the UKCCS agree to coordinate their out-of-county offerings with the appropriate university, and the universities agree to coordinate their out-of-district offerings with the appropriate coordinating university.

CB. Extended-Campus Coordinators: To perform ~~the~~ the coordinating function, each ~~university~~ university and each community college within the University of Kentucky Community College System will designate a representative to act as its extended-campus coordinator. The university extended-campus coordinator will be responsible for coordinating extended-campus offerings and acting as the liaison between the district and the institution, the institution and other institutions, and the institution and the staff of the Council on Higher Education.

Community college coordinators are responsible for informing the appropriate universities of their DSA offerings, for seeking approval of out-of-district offerings, and for assisting in the development of the lower-division portion of the coordinating district's extended-campus plan.

DC. Operating Principle: The designation of a coordinating district does not imply that the coordinating ~~university~~ university must offer all instruction within its district, nor does it imply that the coordinating district

is for any purpose other than extended-campus offerings. The objective of a coordinated system of extended-campus offerings is to ensure that needs are met and to make maximum use of resources and expertise presently available within the system. With this principle in mind, each coordinating ~~institution~~ university will offer instruction within its instructional capabilities in accordance with other provisions of this policy. Extended-campus instructional capability is determined by institutional mission, on-campus instruction in a subject area, and sufficient resources to cover extended-campus instructional requests. Needs and/or requests which cannot be accommodated by the coordinating institution will be referred to another institution ~~after consultation with Council staff~~.

#### III. Guidelines for Extended-Campus Coordination

- A. Council on Higher Education: In discharging its responsibility for coordinating extended-campus offerings, the Council delegates certain responsibilities to the institutions by establishing guidelines for the interinstitutional phase of the coordinating process and to recognized consortia by using these mechanisms in lieu of direct coordination. Council staff will continue to assist institutions when requested, will resolve problems, and will review instructional plans in a statewide context. Statewide coordination will be enhanced through increased interinstitutional cooperation.

B. Guidelines for Interinstitutional Coordination

- (1) As extensions of the campus, extended-campus offerings are conditioned by institutional missions, program ~~specifications~~ offerings, the proximity of institutions, ~~and~~ other Council policies, and regional and/or specialized accreditation policies.
  
- (2) Extended-campus instruction should be provided within each district after it has been determined that on-campus programs are not able to meet student needs for courses or programs.
  
- (3) In responding to instructional requests and demonstrated needs, institutions will offer extended-campus instruction on the basis of their particular academic competencies as determined by their missions, approved programs, and on-campus instructional activities.
  - (a) Within its coordinating district, each university may offer instruction within its instructional capability. However, universities may not offer lower-division instruction within a thirty (30) map-mile radius of a community college (excluding Jefferson Community College and Lexington Community College) without the approval of the appropriate community college.



all fields" should be viewed in the context of program offerings of other institutions within the system.

(a) Associate Degree Offerings: To comply with Recommendation 13 of the Community College Study (conducted in 1977) of Lower-Division Offerings: Community colleges within the University of Kentucky Community College System are restricted to their home counties a thirty (30) map-mile radius of the college in offering extended-campus instruction, and four-year public universities may not offer lower division instruction within thirty (30) map- miles of a community college with the exception of the Louisville, Lexington, and other situations Jefferson Community College and Lexington Community College. Any proposed exceptions to Recommendation 13 to this principle regarding lower-division extended-campus offerings by individual community colleges or universities must be approved by the appropriate coordinating mechanism before publicizing such offerings. All exceptions must be justified annually until a comprehensive plan is developed. By virtue of KRS 164.295 the four-year universities are restricted from offering community college type programs outside their own community. For purposes of this

mechanism community is defined as the county in which the institution is located and community college-type programs are defined as associate degree programs. Any proposed exceptions to this restriction must be thoroughly justified, and submitted to the Council as part of the university's plan for its coordinating district. *coordinated with the community college* *if within thirty miles of a community college, and* *approved by CHE staff prior to publishing such offerings.* *All exceptions must be justified annually.*

(b) Baccalaureate                      Degree                      Upper-Division

Offerings: Universities are geographically dispersed throughout the state and generally offer a wide variety of baccalaureate programs. Due to the variety of programs offered, many programs are readily accessible at several on-campus sites, and institutions should exercise discretion in proposing such offerings at extended-campus locations. However, some programs are available at a limited number of institutions or at a single institution. Extended-campus instruction in these areas will be the responsibility of the institution(s) presently offering the program(s) on its campus, but this instruction must be coordinated by the appropriate coordinating mechanism. Campus-based instruction is

viewed as a prerequisite for all extended-campus offerings, and all offerings must be consistent with other provisions of this coordinating mechanism, e.g., the restriction on lower division offerings within thirty miles of a community college with the exception of the Louisville, Lexington, and similar situations.

(c) *Master's Degree Graduate Offerings:*

Historically, extended-campus offerings at the master's level have focused on teacher education, with limited offerings in business. The offering of instruction at the master's level should be thoroughly reviewed by the institution, and this review should emphasize the potential size of the program, faculty and support service requirements, its impact on campus-based programs, and the assurance of meeting qualitative standards.

(d) *Doctoral Degree Offerings:*

As the principal graduate degree granting institution and as the principal institution for statewide instruction, the University of Kentucky has statewide responsibility for assessing the need and providing doctoral-level offerings, except in Jefferson County, for those academic areas where the University of

Louisville offers doctoral programs. Interinstitutional cooperation is encouraged and will be administered by the University of Kentucky.

(d) Professional Degree Offerings: The University of Kentucky and the University of Louisville share statewide missions in medicine, dentistry, ~~law~~ and urban affairs\*, and extended-campus offerings in these areas will be coordinated by the two institutions. Institutions with law schools will coordinate extended-campus offerings in law.

(e) Continuing education (nondegree credit) activities should be coordinated but are specifically excluded from this coordinating mechanism.

(5) Coordinating institutions are expected to use recognized consortium arrangements to achieve desired coordination.

(6) In counties where private institutions are located, Coordination of extended-campus offerings with those private institutions is encouraged ~~and, in counties where private located,~~ ~~public institutions are discouraged from courses/programs offered by private institutions.~~

(B7) Instruction intended for advanced high school students, including dual credit, must be scheduled after normal school hours so as not to interfere with the secondary programs and must be consistent with this extended-campus mechanism as well as the policy on dual credit offerings.

*If the University of Louisville develops a doctorate in urban affairs, it would share a statewide mission with the University of Kentucky in this area as well as in the professional areas of medicine, dentistry, and law.*

- C. Reports: Extended-campus offerings and enrollments will be taken from institutional enrollment reports, and a composite report will be compiled and distributed to each institution. The definitions and procedures in the Reporting Guidelines for State Supported Institutions must be followed in reporting and coding courses.

#### V. Transition Measures

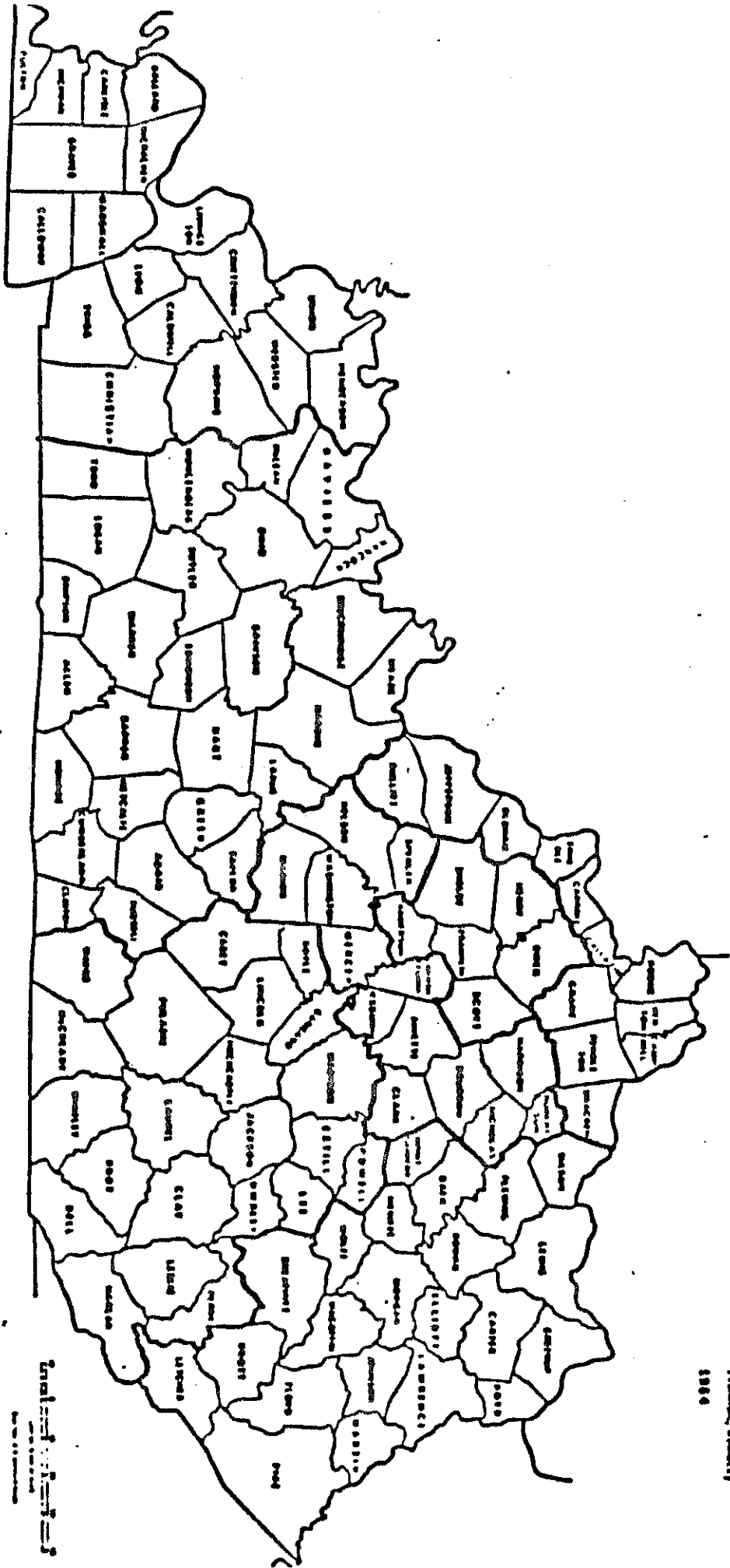
- A. It is the intent of the Council to incorporate as many principles as possible from Policy D - "Substantive Change Involving Credit Courses and Certificate or Degree Programs Offered at Extended Locations" (SACS) in its policy on extended-campus offerings. This coincidence of use should

simplify the administration and coordination of extended-campus activities and builds on requirements and procedures that are already in existence. Annual institutional profiles, notifications, and other correspondence with SACS concerning extended-campus offerings must be copied to the Council.

B. Semester reports on all anticipated extended-campus offerings must be submitted to the Council prior to the beginning of each semester until a district plan is developed. Once developed, the plan will replace these reports.

C. During the 1988-89 academic year, it is agreed that joint university-community college cooperative programs at selected sites shall be encouraged. Any other potential extended-campus centers, branches, or focused sites will not be established by the institutions or recognized by the Council during this period.

EXTENDED-CAMPUS COORDINATING DISTRICTS



HERBERT Ross Map Series 85  
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Graphic Arts  
 1000 Commonwealth  
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Eastern Kentucky University

Bell	Harlan	Lincoln	Pulaski
Boyle	Jackson	Madison	Rockcastle
Casey	Knox	McCreary	Wayne
Clay	Laurel	Owsley	Whitley
Estill	Lee	Perry	
Garrard	Leslie	Powell	

Kentucky State University

Anderson	Henry	Scott	
Franklin	Owen	Shelby	

Morehead State University

Bath	Floyd	Lewis	Morgan
Boyd	Greenup	Magoffin	Pike
Breathitt	Johnson	Martin	Rowan
Carter	Knott	Mason	Wolfe
Elliott	Lawrence	Menifee	
Fleming	Letcher	Montgomery	

Murray State University

Ballard	Crittenden	Hopkins	Trigg
Caldwell	Fulton	Livingston	Union
Calloway	Graves	Lyon	Webster
Carlisle	Henderson	Marshall	
Christian	Hickman	McCracken	



Northern Kentucky University

Boone	Campbell	Gallatin	Kenton
Bracken	Carroll	Grant	Pendleton

University of Kentucky

Bourbon	Jessamine	Nicholas	Woodford
Clark	Marion	Robertson	
Fayette	Mercer	Spencer	
Harrison	Nelson	Washington	

University of Louisville

Bullitt	Oldham
Jefferson	Trimble

Western Kentucky University

Adair	Davless	Larue	Ohio
Allen	Edmonson	Logan	Russell
Barren	Grayson	McLean	Simpson
Breckinridge	Green	Meade	Taylor
Butler	Hancock	Metcalf	Todd
Clinton	Hardin	Monroe	Warren
Cumberland	Hart	Muhlenberg	