

OFF-CAMPUS PROGRAMS

AR 3140

The Office of Instruction shall recommend course offerings to the divisions and shall provide administrative coordination and supervision. This program shall be administered in accordance with the following regulations:

I. Off-Campus Facilities:

- A. When reviewing possible off-campus facilities, primary consideration shall be cost and program needs.
- B. Available schools and other publicly owned buildings will be considered first as locations for off-campus classes.
- C. Churches and other facilities owned by non-profit organizations and normally used as public gathering places will be considered if publicly owned buildings are not available.
- D. When considering leasing, facilities that are privately owned or owned by profit-making organizations and/or not normally used as public gathering places, Board approval will be obtained.
- E. Liability will be reviewed by the Vice President, Business Services.

II. Program Development

- A. All courses shall be consistent with established curriculum development policies.
- B. Students and faculty will be surveyed regularly to provide information for planning.
- C. Information from student surveys and other community contacts will be provided to divisions in order to assist in determining offerings.

III. Personnel

- A. Faculty assignments will be arranged through the appropriate division.
- B. The Evening Program Administrator may assist in identifying qualified faculty.

Revised: January 9, 1995