

Comparison of Florida Board of Governor’s Requirements for a New Educational Site and SACSCOC Requirements for a New Educational Site

The items listed in the left column are required components when proposing a Type I, II or III new educational site with the Florida State University System Board of Governors (BOG). The middle column are the required components for a substantive change prospectus for a new instructional site with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This chart shows how much of the information gathered for a BOG proposal may also be used in the SACSCOC prospectus.

On the last page are BOG requirements found in Florida Statute 8.0009, New Educational Sites.

Board of Governors	SACSCOC	Comments
Determination of Type I, II or III campus	<ul style="list-style-type: none"> • Determination of required notification for SACSCOC • Identify whether the site is a branch campus or an instructional site 	
Description of the project (e.g., innovations created by the new site, location-based education, community support, savings for students or university, profit for the university, effect on space needs of the university, placement of strategic programs at the new site)	<ul style="list-style-type: none"> • Description of the project, new location or new program that requires a prospectus and the expected date of implementation • Describe the primary target audience • Describe the educational programs, including levels and Gcerts, to be offered at the new site. • Describe instructional delivery methods • For a program offered in compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved. 	
Rationale to establish an educational site	Describe the rationale and need for the program to include how the institution determined the need	
Purpose of the site (research, instruction, administration, student services, etc.)	Location of the new instructional site including complete street address	
	Indicate the projected life of the program (single cohort or ongoing)	
	Describe strengths of the institution to undertake this change/addition	
	Provide evidence of legal authority for the new site, new program or other	

	change, if approval is required by the governing board or the state	
Narrative assessment of how the establishment of new site supports university mission, UCF strategic plan, and Florida Board of Governor’s SUS Strategic Plan	<ul style="list-style-type: none"> Describe how the change is consistent with the mission and goals of the institution 	
Detailed assessment of unmet local student demand for access to academic programs in the vicinity of the proposed educational site. (e.g., potential enrollment growth, growth in the area of the new site)		
Enrollment projections for unduplicated student headcount/FTE by degree program and level	Provide projected number of students	Table 1, Appendix A
Detailed data-driven assessment that describes unmet local and regional workforce need for programs and services to be offered at the proposed educational site. (e.g., need/demand from employers and students, US Bureau of Labor Statistics showing need, average wages of graduates, average salary of graduates)		
Provide a timeline of critical benchmarks that must be met for full implementation which can be used to monitor progress (planning, design, funding, construction, etc.). This time table should also include ensuring appropriate accreditation of the proposed educational site and any proposed programs requiring specialized accreditation, if required.		
	<ul style="list-style-type: none"> Describe how the student learning outcomes for the program will be assessed. Describe how the programs at the new site will be monitored and evaluated and how they will be incorporated into the institutional evaluation and assessment process. 	
Provide letters of support from the local community and business interests		

	<ul style="list-style-type: none"> • Provide documentation that faculty and appropriate other groups were involved in planning and approvals of the change • Provide a list of all faculty who will be teaching at the new site according to the format provided by SACSCOC • Provide narrative and supporting evidence that the number of fulltime faculty members will be adequate to support the initiative and describe the impact on faculty workload of the new site • Document scholarship and research capability of faculty members teaching in graduate programs and document faculty experience in directing student research 	
<p>Provide a list of degree programs, partial programs, or college credit certificates and courses to be offered at the proposed educational</p> <p>(must include discussion of faculty and community involvement)</p>	<ul style="list-style-type: none"> • In addition to the list of educational programs to be offered at the new site that were previously provided, please provide the degree requirements/curriculum for the program. This includes any Gcerts that may be offered. • Provide specific programmatic goals (objectives) and specific student learning outcomes for the program • Provide course descriptions for all courses in the proposed program • Provide a three-year projected schedule of course offerings that will be offered at the new location. 	
	<ul style="list-style-type: none"> • Demonstrate compliance with Federal Requirement 4.9 (Definition of a Credit Hour) of the <i>Principles of Accreditation</i> 	
<p>Identify degree programs by CIP codes, program title and degree level</p>		
<p>Explain how the proposed degree programs and courses will be affiliated with similar programs offered on the main campus and/or other educational sites of the university. Will they be independent or an extension of existing programs?</p>	<ul style="list-style-type: none"> • Describe any differences in admission, curriculum, or graduation requirements for students enrolled at the new site. • Describe any special arrangements for grading, transcripts, or transfer policies. 	

<p>Provide an assessment, supported with data, that justifies any duplication of degree programs and services that might already be provided by an existing state university or Florida College System campus in the vicinity of the proposed educational site (this will include GEP courses).</p>	<ul style="list-style-type: none"> • Provide a brief description of institutional assessment processes • Describe how the institution will incorporate the new site or new program or other change into the institution-wide review of assessment processes 	
<p>Describe any discussions that have taken place with affected colleges and universities and provide letters of support or letters of concern in the appendices.</p>		
<p>Describe the administrative structure of the proposed educational site and how it will relate to the central administration of the university.</p>	<ul style="list-style-type: none"> • Describe the administrative structure for overseeing the site or branch campus • Describe administrative oversight to ensure the quality of the program. 	
<p>Describe how the proposed site will provide student services, either onsite or online from the central university campus (on-site v. online, student life, safety and security, housing, parking, transportation)</p>	<ul style="list-style-type: none"> • Describe specific programs, services, and activities which will support student enrolled at the new site. Do not list student support services which are not relevant to the specific site in the prospectus. • Describe how services and operations at the new site will be evaluated 	
<p>Provide a plan to provide library services and other instructional resources that will support the proposed programs. (Library online or on-site or a combination of both, use of mobile technology)</p>	<ul style="list-style-type: none"> • List and describe discipline-specific learning resources to support the new site (do not list all resources located in the library). • Document discipline-specific referred journals and primary source materials • If reliant on agreements with other libraries, provide a signed copy of each formal agreement and describe how the collections support the programs • Describe specifically how students enrolled at the new site access the discipline-specific learning resources. • Describe how students and faculty members will access information electronically. 	

	<ul style="list-style-type: none"> Describe how faculty and students are instructed in the use of online resources as well as on site library resources Describe resources to support students in access to and use of learning resources. 	
Include any necessary funding for library resources in the financial plan.	Included in budget information	Attach Table 2, Appendix A
Provide a projected operational budget that includes revenues and expenses out to year five, or the final year of implementation if different. Provide a narrative that explains cost assumptions reflected in the budget. Include operational costs on the proposed cover page.	<ul style="list-style-type: none"> Provide a business plan that includes all of the following: <ul style="list-style-type: none"> --a description of financial resources available to support the proposed change including a budget for the first year of the proposed change (we suggest three years) --projected revenues and expenditures and cash flow for the proposed change --the amount of resources going to institutions or organizations for contractual or support services --the operational, management, and physical resources available for the change Provide a contingency plan in the event that required resources do not materialize. 	Attach Table 2, Appendix A
Use Table 3 in Appendix A to identify each facility or facilities required to establish the proposed educational site, and any additional facilities that will be required once the site has reached it expected size and enrollments. Include capital facility costs on the proposal cover page.	<ul style="list-style-type: none"> Describe the adequacy of physical facilities which will support the change Describe the equipment which will be available at the new site Describe the impact that the proposed site will have on physical facilities and equipment for existing programs and services. 	
Describe ownership of the new location and provide documentation of ownership or lease agreements, to include any special clauses, easements, or deed restrictions. Provide the type of ownership if the site is leased (duration of lease and the entity that owns the lease) or owned. If the site is joint-use, provide name of the other entity in the joint agreement as well as the total number		

of students this site will serve from year 1 through year 5.		
For international sites, include a copy of any MOU or other agreements related to the site as an appendix.		
Florida Statute 8.009 Educational Sites (Requirements for International Sites and Special Purpose Centers)		
Plan that illustrates monitoring of implementation for the new educational site		
The relationship of the international program to the institution's mission and strategic plan		
Any known legal requirements of the host country that must be met to establish and operate a campus or special purpose center in that country and the legal jurisdiction that will be applicable to the university's operations.		
A risk assessment of the university's responsibility for the safety of students, faculty, and staff		
How the university will exercise control over the academic program, faculty, and staff, if the programs are not operated exclusively by the university.		