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**OFF-CAMPUS COURSES OFFERED  
AS A PART OF THE REGULAR COLLEGE PROGRAM  
FAM 440**

AA 77-16, Office of the Chancellor, California State University and Colleges authorizes academic departments/schools or colleges to request approval to offer portions of their regular degree and/or credential programs at off-campus locations. The policy contained herein establishes for California State College, San Bernardino (1) the conditions under which requests for campus approval may be made; (2) the criteria which must be met before campus approval can be considered or given; and (3) the procedures which must be followed in seeking campus approval.

**I.** The following conditions must be met for each instance in which programs or courses are proposed for off-campus instruction:

- A. Substantial evidence of an educational need.
- B. Substantial evidence that the educational need can best be met by using the off-campus instruction.
- C. Substantial evidence that the off-campus instruction is in the best interests of the students to be served, of the College, the departments, colleges, and programs concerned and the faculty involved.

**II.** The following criteria must be met before campus approval of off-campus instruction can be granted.

- A.** Approval by appropriate academic constituency.

Off-campus instruction must be approved by the faculty making up the most appropriate constituency as follows:

1. Departmental/School Degree or Certificate Programs and/or courses.

Department/School approval to offer off-campus instruction must include the approval of those faculty normally teaching in the degree program, certificate program, and/or the courses involved and approval of other departments/schools which provide required support or ancillary courses.

2. Interdisciplinary Degree or Certificate Programs and Courses.

Approval to offer interdisciplinary degree programs, certificate programs and/or courses must include the approval of the faculty normally teaching in such programs and/or teaching such courses.

**B. Faculty Staffing of Off-Campus Instruction.**

Each proposal to offer off-campus instruction must make prior assurance that faculty staffing requirements can be met for the duration of the specified period such off-campus instruction will be offered.

**C. Faculty Participation.**

1. In degree or certificate programs and/or courses contained within a single department/school, faculty shall be assigned to teach off-campus on the basis of the following principles listed in order of priority:

- a. Voluntary participation.
- b. If no volunteers are available, every effort shall be made to hire fully qualified part-time faculty.
- c. If neither of the above conditions can be achieved, faculty shall be required to teach off-campus under the following stipulations:

- 1) Assignments will be made on a rotating basis among faculty normally teaching the course(s) to be offered;

- 2) No faculty member will be required to teach more than one course off-campus in a single academic year;
- 3) Only faculty teaching in the TSA involved may be required to teach off-campus

#### D. Other Criteria

1. Courses to be scheduled off-campus as part of or offered in support of an approved on-campus degree or certificate program must be included in the current catalog and be applicable for degree credit.
2. There must be a level of support comparable to equivalent on-campus activity. This support must include appropriate arrangements for student access to faculty for advising and consultation and provision for student services, e.g., career counseling, as needed. There must be provision for an adequate level of library and audio-visual material support. These materials shall be provided in such a way and to the extent that existing on-campus programs continue to be adequately supported. The College Library staff shall monitor the library resources involved in off-campus programs to ensure that the intent of this statement is implemented in consultation with appropriate faculty. The facilities in which the programs are offered shall be satisfactory for the mode of instruction employed.
3. Courses taught off-campus as part of a regular program may be subject to student evaluation as required by Board of Trustee and College policy. Such off-campus courses shall be subject to student evaluations only according to the guidelines established by the Faculty Senate as contained in the Faculty Information Handbook, Sec. 2.10, III, D and Section 2.20. The Associate Vice President for Academic Affairs/Provost will arrange for the administration of SETE's in courses selected in accordance with the above policy at the appropriate time.

**III.** Proposals requesting approval to offer off-campus instruction must adhere to established College policy regarding curricular proposals.

**IV.** Adjustments in the teaching, committee and office hour schedules for faculty teaching at off-campus locations will be made when required. Travel expenses, where appropriate, shall be provided by the College.

**V.** Approved proposals shall be forwarded to the Office of the Chancellor, CSUC, for approval as required.