

ADMINISTRATIVE MEMORANDUM

SUBJECT Review of Extension and Public
 Service Programs

NUMBER 121

DATE August 1, 1979

Long-Range Planning, 1978-1983, adopted by the Board of Governors on December 8, 1978, directed that a review of policies and procedures of The University's extension and public service activities be undertaken during 1979-81 to assure that The University is as responsive as possible in this important area (pp. 282-283). The directive emphasized the need to develop more effective program planning and program initiation procedures for degree credit extension programs as well as a format and a process whereby each constituent institution would develop a plan for degree credit extension activities for inclusion in its requests for long-range plan revisions in 1980.

This memorandum initiates the review process directed by the Board of Governors. The review will be directed by Dr. Donald J. Stedman, Acting Vice President for Research and Public Service Programs.

A. CURRENT POLICIES AND PROCEDURES

Until the review has been completed, policies, procedures, and requirements stated in Long-Range Planning, 1977-1982, pp. 288-301 and Long-Range Planning, 1978-1983, pp. 271-283 will remain in effect. Particular attention is drawn to current procedures for planning and initiating off-campus degree credit extension programs and courses included in Long-Range Planning, 1978-1983, stated as follows:

(1) Prior to taking steps to initiate any field-based degree program, an institution shall submit a program proposal to the President for approval. Authorization for such programs as are approved shall be maintained in a separate degree program inventory.

(2) Prior to offering individual courses off-campus, an institution shall ascertain whether comparable program offerings are being made available in that region by any other constituent institution of The University.

(3) A complete report on all courses offered for degree credit off-campus shall be provided to the President by each institution at least annually and more often as the President may require.

These special procedures shall not be applicable to programs offered to military personnel at educational centers on military installations. Institutions authorized to operate such centers may offer through the centers any course approved for on-campus instruction.

No off-campus extension degree credit instruction shall be offered outside of North Carolina by any constituent institution except by express prior authorization of the President.

These procedures will insure a more efficient use of resources in off-campus instruction by preventing an unnecessary duplication of effort. They will also insure that the necessary data are maintained about these activities to assist the Board of Governors in defining educational objectives and priorities and in seeking higher levels of funding to meet defined educational needs.

[pp. 281-282]

Please take necessary steps to assure that appropriate members of your staff are acquainted with these policies. Note that a program proposal must be approved prior to the initiation of a field-based degree program. Such proposals should follow the guidelines offered for requesting authorization to initiate an off-campus degree program included as Appendix A. Any additional information you deem necessary to provide adequate review of the proposed activity should also be included. Further, note that prior to submitting such proposals it should first be ascertained whether a comparable program is being offered by another constituent institution in the region where it is proposed that the program be offered. Such ascertainment must be accomplished by informing, in writing, the Chancellor of the other constituent institution or his designee. In cases where there is another constituent institution in the same county where the proposed program would be offered, I ask that you inform the Chancellor of that institution, even though that constituent institution may not be authorized to offer the same program as is being proposed. Whenever feasible, you should also make arrangements to use the facilities and resources of other constituent institutions in the conduct of degree credit extension instruction activities.

I request that you inform your colleagues to follow these procedures until such time as the current review of policies and procedures for all degree credit extension instruction is complete and any new or modified policies and procedures are established.

B. INVENTORY OF OFF-CAMPUS DEGREE CREDIT EXTENSION INSTRUCTION ACTIVITIES

Using the attached inventory format, Appendix B, please submit to my office, by *September 21, 1979*, a complete list of the following activities:

1. All off-campus degree credit extension instruction activities conducted between July 1, 1978, and June 30, 1979, in North Carolina.
 - a. Field-based degree programs.
 - b. Off-campus individual degree credit extension courses.
2. All off-campus degree credit extension instruction activities previously authorized and scheduled for the period July 1, 1979 - June 30, 1980, in North Carolina.
 - a. Field-based degree programs.
 - b. Off-campus individual degree credit extension courses.
3. All degree credit extension instruction activities conducted outside North Carolina during the period July 1, 1978, and June 30, 1979.
 - a. Field-based degree programs.
 - b. Off-campus individual degree credit extension courses.
4. All degree credit extension instruction activities previously authorized and scheduled outside North Carolina for the period July 1, 1979 - June 30, 1980.

- a. Field-based degree programs.
- b. Off-campus individual degree credit extension courses.

This inventory does not include correspondence courses or independent study by extension.

Field-based degree programs are those programs which (1) are conducted away from the campus of the sponsoring institution, (2) are projected to continue for one or more semesters, and (3) enroll only students seeking a degree or certificate. Field-based programs are offered under various arrangements, including:

- a. Educational centers, such as those at Camp LeJeune, Cherry Point Marine Corps Air Station, and Fort Bragg;
- b. Clusters, which are groups of students pursuing a particular degree or certificate in an organized program over a sustained period of two or more semesters to reach predetermined objectives; and
- c. Contractual arrangements, such as those in which a constituent institution of The University contracts with an external agency to provide instruction for the latter. An example of such an arrangement is that in which a constituent institution of The University provides general education components creditable toward baccalaureate degrees in planned sequences on the campuses of technical institutes.

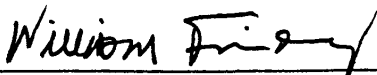
Off-campus individual degree credit extension courses are single course off-campus offerings for which students enrolled may earn credit toward a degree. These courses are frequently offered by constituent institutions of The University in cooperation with other educational institutions, public agencies, or private organizations at locations where there are educational needs and student demand sufficient to defray expenses.

C. REVIEW OF EXISTING ORGANIZATIONS, PROGRAMS, POLICIES, AND PROCEDURES FOR DEGREE CREDIT EXTENSION INSTRUCTION

During 1979-80 each constituent institution will be invited to prepare and present a report on current and projected degree credit extension instruction activities and plans (on-campus and off-campus). The purpose of the report is to develop a current and comprehensive view of all degree credit extension instruction activities in The University, not to evaluate the programs. General guidelines for the report will be provided to the Administrative Council and to the University Council on Continuing Education by October, 1979.

D. LONG-RANGE PLANNING, 1980-85

Guidelines and instructions for preparing plans and requesting revisions in the Long-Range Plan of The University related to Extension and Public Service activities, generally, will be issued with the general guidelines for requesting revisions of the Long Range Plan by January, 1980.


 William C. Friday, President

APPENDIX A

REQUEST FOR AUTHORIZATION TO INITIATE A FIELD-BASED DEGREE PROGRAM

THE UNIVERSITY OF NORTH CAROLINA

Date: _____

Constituent Institution: _____

HEGIS Title: _____

HEGIS Code Number: _____ Level: B____ M____ I____ P____ D____

Proposed Date of Initiation: _____, 19____ Location: In-state____
(month) Out-of-state____

Duration: _____

1. Program Description:
2. Faculty - include curriculum vitae:
 - . Projected Enrollment - by numbers and race:
4. Proposed Location - city and county:
5. Planning Procedures:
 - a. Person responsible for planning.
 - b. List all other constituent institutions authorized to offer comparable programs. Indicate those offering programs in the region where this proposed program would be initiated.
 - c. Indicate constituent institutions contacted during planning and report results of contacts.
6. Source(s) of financial support for proposed program:
7. Plan for evaluating the proposed program:

Please submit 6 copies to President William Friday, signed by the Chancellor (or his designee), the Chief Academic Officer, the Director of Extension Programs, and the Dean/Chairperson of the unit offering the proposed program.]

APPENDIX B

INVENTORY OF OFF-CAMPUS DEGREE CREDIT EXTENSION INSTRUCTION ACTIVITIES THE UNIVERSITY OF NORTH CAROLINA

Using the attached format, please report all off-campus degree credit extension instruction activities, undergraduate and graduate, for the periods indicated. Indicate the titles of programs and courses, identifying numbers, the level of education (baccalaureate, master's, sixth-year, first professional, doctoral), the title of the School or Department offering the program or course, the location(s) of the instructional activity, the inclusive dates of instructional activity (duration), and enrollment (past or projected).

Please complete the inventory by September 21, 1979, and return to:

Dr. Donald J. Stedman
Acting Vice President for Research
and Public Service Programs
UNC General Administration
P.O. Box 2688 (State Courier #311)
Chapel Hill, NC 27514

INVENTORY OF OFF-CAMPUS DEGREE CREDIT EXTENSION INSTRUCTION ACTIVITIES

Constituent Institution: _____ Date: _____

1. Off-campus Degree Credit Extension Instruction - July 1, 1978 - June 30, 1979 - In-state

A. Field-based Degree Programs:

HEGIS TITLE	HEGIS CODE #	DEGREE LEVEL	SCHOOL/DEPARTMENT	LOCATION	DURATION	ENROLLMENT
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Undergraduate

Graduate

B. Off-campus Individual Degree Credit Extension Courses:

COURSE TITLE	COURSE NUMBER	DEGREE LEVEL	SCHOOL/DEPARTMENT	LOCATION	DURATION	ENROLLMENT
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Undergraduate

Graduate

INVENTORY OF OFF-CAMPUS DEGREE CREDIT EXTENSION INSTRUCTION ACTIVITIES

Constituent Institution: _____

2. Off-campus Degree Credit Extension Instruction - July 1, 1979 - June 30, 1980 - In-state

A. Field-based Degree Programs:

HEGIS TITLE	HEGIS CODE #	DEGREE LEVEL	SCHOOL/ DEPARTMENT	LOCATION	DURATION	PROJECTED ENROLLMENT
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Undergraduate

Graduate

B. Off-campus Individual Degree Credit Extension Courses:

COURSE TITLE	COURSE NUMBER	DEGREE LEVEL	SCHOOL/ DEPARTMENT	LOCATION	DURATION	PROJECTED ENROLLMENT
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Undergraduate

Graduate

INVENTORY OF OFF-CAMPUS DEGREE CREDIT . EXTENSION INSTRUCTION ACTIVITIES

Constituent Institution: _____

3. Off-campus Degree Credit Extension Instruction - July 1, 1978 - June 30, 1979 - Out-of-state

A. Field-based Degree Programs:

HEGIS TITLE	HEGIS CODE #	DEGREE LEVEL	SCHOOL/DEPARTMENT	LOCATION	DURATION	ENROLLMENT
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Undergraduate

Graduate

B. Off-campus Individual Degree Credit Extension Courses:

COURSE TITLE	COURSE NUMBER	DEGREE LEVEL	SCHOOL/DEPARTMENT	LOCATION	DURATION	ENROLLMENT
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Undergraduate

Graduate

INVENTORY OF OFF-CAMPUS DEGREE CREDIT EXTENSION INSTRUCTION ACTIVITIES

Constituent Institution: _____

4. Off-campus Degree Credit Extension Instruction - July 1, 1979 - June 30, 1980 - Out-of-state

A. Field-based Degree Programs:

HEGIS TITLE	HEGIS CODE #	DEGREE LEVEL	SCHOOL/DEPARTMENT	LOCATION	DURATION	PROJECTED ENROLLMENT
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Undergraduate

Graduate

B. Off-campus Individual Degree Credit Extension Courses:

COURSE TITLE	COURSE NUMBER	DEGREE LEVEL	SCHOOL/DEPARTMENT	LOCATION	DURATION	PROJECTED ENROLLMENT
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Undergraduate

Graduate