



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Additional Locations</b>
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<i>Policy Title(s) &amp; No(s).</i>	Educational Offerings, BP 3.25
<i>Legal Reference:</i>	A.R.S. § 15.1821.01
<i>Cross Reference:</i>	<a href="#">Qualifying Instructional Personnel to Teach, AP 3.01.01; Contracts, AP 4.01.03</a>

## PURPOSE

The ~~purpose of this~~ Administrative Procedure (“AP”) ~~is to clarify~~ establishes the procedures and expectations for conducting additional location site visits to ensure consistent program quality and learning outcomes at Pima Community College (“College”). This includes, including the opening and closing of new locations, as well as the continuous communication of responsibilities and expectations of teaching support from faculty, staff, and administrators involved in overseeing additional locations ~~sites~~ where the College has courses operating outside of a main or branch campus location.

The College’s accreditor defines establishing an additional location as being geographically apart from the main campus at which the institution offers at least fifty percent (50%) of an educational certificate or degree program. A location where less than 50% of an educational certificate or degree program is offered is considered a teaching site, but not an additional location. This ~~AP policy~~ ensures that ~~all~~ additional locations are managed effectively, in compliance with relevant laws and regulations, and in alignment with the organization’s mission and goals.

## SECTION 1: Contractual Expectations

All Additional Locations are required to operate with an active contractual agreement in place. The agreement minimum requirements and signature authority can be found in AP 4.01.03.

## **SECTION 42: Existing Approved Additional Locations**

### 42.1 Additional Location Visit Expectations

- A. ~~Regular location site visits by~~ College employees will ~~be~~ conducted regular location visits at all additional locations to assess academics and operations, provide student services, ensure compliance, and support faculty and staff.
  - Academic or Associate Academic Deans are expected to visit additional locations ~~sites~~ at least once per academic year if ~~they have program has 50% or more of~~ a certificate or degree program ~~is~~ being taught at the site location to ensure equitable student learning outcomes.
  - The General Education Academic Deans will be on a scheduled rotation to visit each additional location so that at least one Dean will visit per academic year if the general education program is being taught at the site location to ensure program and course student learning outcomes are being met through effective oversight of instruction.
  - Staff and Faculty Leadership who directly oversee an additional location ~~site~~ are to visit at least once per academic year if ~~they have 50% or more of a certificate or degree program courses is~~ being taught there or if an additional location requests is looking to add new courses.
  - Campus Vice Presidents are expected to visit the additional locations at least once per academic year for the additional locations assigned to their branch campus at least once per academic year. Exceptions to this in-person visit expectation are permitted when location specific safety protocols dictate.
- B. ~~Site Additional location~~ visit reports will be documented and maintained for review using the Additional Location Visit Reporting

Form for any additional location visit outside the College employee's primary duty station. They report should include attachments of meeting agendas, observations, recommendations or areas of improvement, and any follow-up communications.

- C. College Employees will communicate any concerns or issues related to the location's operations through the appropriate channels.

#### 12.2 Additional Location Faculty Expectations

- A. All faculty must meet the standard or alternative requirements to teach in the respective area as set by the College Faculty Qualifications and Hiring Office and have an approved teaching contract prior to the course start at an additional location.
- B. Adjunct Faculty are required to follow all requirements listed within the adjunct teaching contract and the Adjunct Faculty Guide.
- C. ~~Faculty are required to use the College syllabus, College course learning outcomes, and clarify to students they are taking a PCC course at additional location sites.~~
- D. ~~Faculty are required to complete course learning outcome assessments for each course at an additional location and to meet the required College deadlines.~~
- C. All faculty are required to:
  - I. complete the required training provided by the College.
  - II. clearly and frequently articulate to students that they are in a Pima Community College (PCC) course.
  - III. create and provide a PCC course syllabus in the learning management system by the first scheduled day of the course.
  - IV. cover the material designed to engage students in learning all of the course learning outcomes (CLOs).
  - V. enter final grades on or before the grade submission deadline.
  - VI. submit CLOs assessment data on or before the entry deadline.

#### 12.3 Additional Location Equipment Requests

- A. Equipment and technology at an additional location site will meet the academic program and curriculum requirements to satisfactorily support ~~course learning outcomes~~ [CLOs](#). Contractual agreements with partnering entities will clearly outline responsibilities for all parties in regard to supplying and maintaining equipment.
- B. Equipment requests will be reviewed, approved, and allocated based on the organization's budgetary constraints, existing agreements, strategic priorities, and academic needs.
- C. Academic Deans may submit equipment requests for additional locations following the designated [Annual Capital Budget Expenditure Request process](#) [and/or the Strategic Initiative Budget Request process](#). Requests should include a clear justification, budgetary information, and proposed utilization.
- D. Equipment from the ~~main branch~~ campuses can be transferred to additional locations using the processes outlined in the Equipment Transfer and Custodian Manager Standard Operating Procedure posted on the Intranet under Property Control.

#### 12.4 Additional Location Support Services

- A. Academic support services (e.g., registration, advising, career [services](#) counseling, ~~placement~~, and library access) shall be provided to students at the additional location ~~site~~ or from a main/branch campus.

### **SECTION 32: Closing an Additional Location**

- 32.1 The decision to close a location will be made based on any of the following: financial viability, additional location assessment data, strategic goals, loss of critical partnerships, inability to maintain student services, declining student enrollment and academic trends, and changes in community needs. The closure process will be carried out in accordance with legal requirements and contractual obligations.
- 32.2 ~~Notification from The Dual Enrollment Dean or Vice Provost for Academic Operation or Assistant Vice Chancellor of Workforce Development, or their respective designees, Workforce Dean to are required to notify~~ the Curriculum and Quality Improvement Office and the Office of Financial Aid and Scholarships is required if the College ceases to run courses at an

additional location ~~site~~ for one academic term or less than 50% of a program at an existing additional location for one academic term. The Director of Additional Location Compliance will “inactivate” the location with the College’s accreditor at this time if no students are enrolled at the location per the accreditor’s requirements. Inactivation is temporary and does not formally close the additional location with the accreditor.

- 32.3 A formal teach-out of the additional location site will be required if any students still need to complete the certificate or degree program as per the College’s accreditor closeout process if 100% of a program was being taught at the additional location.
- 32.4 Upon the second academic year of no student enrollment at an additional location site, the location will need to be formally closed with the College’s accreditor and the U.S. Department of Education if federal Title IV aid was offered for any programs at the additional location.
- 32.5 The ~~Dual Enrollment Dean~~ Vice Provost for Academic Operations or Assistant Vice Chancellor of Workforce Development, or their respective designees, Workforce Dean will inform faculty, staff, and affected stakeholders about the closure well in advance, and support will be provided for a smooth transition.
- 32.6 The Curriculum and Quality Improvement Office will close the additional location with the College’s accreditor once the teach-out has been completed or confirmation of no students is provided.
- 32.7 Once the College accreditor processes closure, the location must be submitted to the U.S. Department of Education for closure by the Office of Financial Aid and Scholarships if federal Title IV aid was offered for any programs at the additional location.
- 32.8 The ~~Dual Enrollment Dean~~ Vice Provost for Academic Operations or Assistant Vice Chancellor of Workforce Development, or their respective designees, Workforce Dean over the additional location ~~site~~ will send a formal written communication to the community partner (if applicable) informing them of the ~~site~~ location’s closure.
- 32.9 The Director of Additional Location Compliance will send written communication of the additional location closure to the Chancellor, Provost, and other key internal stakeholders.

## SECTION 43: New Additional Location Application Procedure

43.1 Before applying for a new additional location, a comprehensive site visit with the community partner (if applicable) and key internal stakeholders will be conducted to evaluate the feasibility and clarify the accreditation responsibilities of a new potential additional location, financial impact, legal compliance, and potential for success.

43.2 If the College is nearing the 50% threshold of course applicability to a certificate or degree program at a teaching site ~~an offsite location~~, a formal application and approval will be required prior to offering additional courses at the site location.

A. The ~~Dean of Dual Enrollment~~ Vice Provost for Academic Operations shall ~~regularly~~ monitor this for high school teaching site ~~locations~~ and the Assistant Vice Chancellor of Workforce Development ~~Dean of Workforce~~ for community partnerships or teaching site ~~locations~~ outside of a main/branch campus, or their respective designees. If the College is nearing the 50% threshold at a non-approved teaching site ~~locations~~, ~~a notification will be sent by~~ The Dean of Dual Enrollment Vice Provost for Academic Operations or the Assistant Vice Chancellor of Workforce Development, ~~or their respective designees, Dean of Workforce~~ will provide notice to the Director of Additional Location Compliance.

B. The Academic Deans ~~and the Curriculum Quality Improvement Department~~ will conduct a secondary review annually.

43.3 The Provost must approve any new additional location requests.

43.4 Once approved by the Provost, the new additional location request will be submitted to the Governing Board for approval.

43.5 Once approved by the Governing Board, a formal Additional Location Application Request Form must be submitted to the College's accreditor by the requesting unit sponsor in collaboration with the academic division to the Curriculum Quality Improvement Department for processing.

43.6 Once approval is received from the College's accreditor, approval must be requested from the U.S. Department of Education if federal Title IV aid was offered for any programs at the additional location.

43.7 Once approval is granted by ~~from~~ the Federal U.S. Department of Education, the College location can ~~start to offer federal Title IV for courses at the 50% or more of a certificate or program at the~~ new additional location site assuming all other student eligibility requirements are met.

43.8 The Dual Enrollment Dean Vice Provost for Academic Operations or Assistant Vice Chancellor of Workforce Development, or their respective designees, Workforce Dean over the additional location site will send a formal communication in writing to the community partner (if applicable) informing them of the location's site's approval as a new additional location site.