



Pima County Community College District Administrative Procedure

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<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure (“AP”) is to clarify the procedures and expectations for conducting additional location site visits to ensure consistent program quality and learning outcomes at Pima Community College (“College”), including the opening and closing of new locations, as well as the continuous communication responsibilities and expectations of teaching support from faculty, staff, and administrators involved in overseeing additional location 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. This 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: Existing Approved Additional Locations

1.1 Additional Location Visit Expectations

- A. Regular site visits by College employees will be conducted 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 location sites at least once per academic year if the program has a certificate or degree program being taught at the site 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 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 courses being taught there.
- B. Site 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 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.

1.2 Additional Location Faculty Expectations

- A. All faculty must meet the standard 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.

1.3 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. 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. Requests should include a clear justification, budgetary information, and proposed utilization.
- D. Equipment from the main 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.

1.4 Additional Location Support Services

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

SECTION 2: Closing an Additional Location

- 2.1 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.
- 2.2 Notification from the Dual Enrollment Dean or Workforce Dean to 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. 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.
- 2.3 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.
- 2.4 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.
- 2.5 The Dual Enrollment Dean or Workforce Dean will inform faculty, staff, and affected stakeholders about the closure well in advance, and support will be provided for a smooth transition.
- 2.6 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.
- 2.7 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.
- 2.8 The Dual Enrollment Dean or Workforce Dean over the additional location site will send a formal written communication to the community partner (if applicable) informing them of the site’s closure.

- 2.9 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 3: New Additional Location Application Procedure

- 3.1 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.
- 3.2 If the College is nearing the 50% threshold of course applicability to a certificate or degree program at an offsite location, a formal application and approval will be required prior to offering additional courses at the location.
- A. The Dean of Dual Enrollment shall regularly monitor this for high school locations and the Dean of Workforce for community partnerships or locations outside of a main/branch campus. If the College is nearing the 50% threshold at a non-approved location, a notification will be sent by the Dean of Dual Enrollment or the Dean of Workforce to the Director of Additional Location Compliance.
- B. The Academic Deans and the Curriculum Quality Improvement Department will conduct a secondary review annually.
- 3.3 The Provost must approve any new additional location requests.
- 3.4 Once approved by the Provost, the new additional location request will be submitted to the Governing Board for approval.
- 3.5 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.
- 3.6 Once approval is received from the College's accreditor, approval must be requested from the U.S. Department of Education.

- 3.7 Once approval is granted from the Federal Department of Education, the location can start to offer 50% or more of a certificate or program at the new additional location site.
- 3.8 The Dual Enrollment Dean or Workforce Dean over the additional location site will send a formal communication in writing to the community partner (if applicable) informing them of the site's approval as a new location site.