

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, June 12, 2015

**DECISION ITEM C-1:** Jefferson State Community College, New Off-Campus Site: Boaz High School

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

**Staff Recommendation:** That the Commission approve the following new off-campus site for Jefferson State Community College.

**Proposal:** Jefferson State Community College (JSC) plans to offer courses at the following new off-campus site beginning in fall 2015:

Boaz High School, Boaz, Alabama

**Discussion:** An official with the institution has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent. The institutional certification was reviewed and transmitted by the Alabama Department of Postsecondary Education.

The proposal was posted on the Commission website from April 9 until April 29, 2015 (twenty days) for public review and comment. No comments were received.

Commission approval is required because Marshall County is outside of JSC's service area. An agreement (attachment 2) between Jefferson State Community College and Snead State Community College has been signed by the Presidents of both institutions for JSC to offer courses at the proposed site.

**Supporting Documentation:**

1. Proposal for New Off-Campus site at Boaz High School, Boaz, attached.
2. "Review of Off-Campus Instruction offered by Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.

Attachment 1

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

**Institution:** Jefferson State Community College  
**Administrator Responsible for Site**  
**Name & Title:** Gary Minnick  
**Telephone:** 256-593-2401  
**Fax:** 256-593-2403  
**E-Mail:** gminnick@boazk12.org  
**Contact Person at Site if Other Than Administrator Above**  
**Name & Title:** Allison Haygood  
**Telephone:** 256-593-2401  
**Fax:** 256-593-2403  
**E-Mail:** ahaygood@boazk12.org  
**Location of Proposed Site**  
**Facility:** Boaz High School  
**Street Address:** 907 Brown St.  
**City:** Boaz **County:** Marshall

**When will you begin offering instruction at this site?**  
 Fall 2016

Type of Site	Check One:
Non-Exempt	X
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: 

Date: 3/18/2015



Attachment 2

DPI-26

AGREEMENT TO OFFER OFF-CAMPUS INSTRUCTION  
ALABAMA COMMUNITY COLLEGE SYSTEM

College Jefferson State Community College

Proposed Site Boaz High School

College where proposed site is located Snead State Community College

Dates From Fall 2015 To \_\_\_\_\_

In the space below, describe the rationale for offering this off-campus instruction.

Workforce Development Region 2 has identified "Tourism and Recreation" as an emerging target industry. In Marshall County, restaurant owners report a shortage of properly-trained kitchen and management staff. There is an existing, yet unmet, high level of student interest in Culinary Arts: Hospitality Management in the Snead State service area that will make a program viable. However, Snead State is not currently in a position to enable it to offer the program. This arrangement between Jefferson State Community College, Snead State Community College, and Boaz City Schools will fill an identified Region 2 priority industry while also helping meet student demand. Attach to this document a description of how student demand for the proposed site was determined. If a survey of potential students was conducted, provide a copy of the survey instrument, the number of surveys distributed, the number of responses received, and a summary of those responses.

On behalf of Snead State Community College, I respectfully request endorsement of the off-campus initiative documented in this proposal.

[Signature] 2 March 2015  
Signature of the Requesting President Date

I hereby endorse the proposed off-campus instruction outlined in this agreement.

[Signature] 3-6-2015  
Signature of the Host President Date

DECISION ITEM C-1: The University of North Alabama, New Off-Campus Program (MBA in Business Administration) at Athens State University

Staff Presenter: Ms. Ellen Haulman  
Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the proposed new off-campus program.

Proposal: The University of North Alabama (UNA) plans to offer the full curriculum sequence that will lead to the MBA in Business Administration at Athens State University (ATSU) in Athens, Limestone County, Alabama.

Background: An official with UNA has signed the institutional certification for the proposed program, pledging that a) the new offering is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up report will be sent.

**Location of the Program:** UNA will deliver the proposed program at Athens State University.

**Relationship to the Commission's Academic Program Inventory:** UNA currently has MBA in Business Administration at CIP 52.0201 in the Commission's Academic Program Inventory.

**Description of the Program:** The program will be for the purpose of providing graduate business education to students who have completed undergraduate degrees at ATSU or who live in the vicinity of Athens. The program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

The MBA program is offered in both traditional and executive formats. The most important difference between the two formats is that the traditional requires an acceptable GMAT score, while the executive requires at least six years of business experience.

With the proposed off-campus program, eight courses (24 semester hours) from the core requirements will be offered in hybrid classes, with approximately 50 to 67 percent of each core course being face-to-face and approximately 33 percent being online. The other ten hours of credit will be delivered online through UNA's existing MBA online program.

**Strength of the Existing Program:** The program is delivered on campus in Florence, online, and in Asia. Headcount enrollment on the main campus averaged 246 students over the period academic years 2007-08 through 2010-11. The online program had 227 active students in the spring 2012 semester. According to the proposal, completions for the program averaged 276

over the period 2006-07 through 2010-11. These completions include on campus, online, and Asia.

**Adequate Student Demand:** UNA and ATSU conducted a joint survey of undergraduate business majors at ATSU during the fall 2011 semester. A total of 391 students completed the survey. Approximately 67 percent (263) indicated that they would be interested in the program. Based on the survey results, an average of 37 students are expected to enroll, beginning 2013, over the next five years, and an average of 31 are projected to graduate in the period 2014 through 2017.

**Need for Program:** The program will serve non-traditional students, working adults who need access to online and hybrid courses that are convenient for them in order to continue their education. An MBA program in such a format is currently not available to them in the north Alabama region, according to the proposal. In the student demand survey, 83 percent of the respondents indicate a preference for hybrid courses as opposed to face-to-face instruction.

**Effect on the Existing Program:** UNA plans to offer three courses in the fall, three in the spring, and two in the summer. Program officials anticipate that there will be no negative impact to the existing program. Faculty resources will be realigned to cover the small increase in the total number of courses offered each semester.

**Resources:** According to UNA officials, students completing the MBA in a blended format will have access to all services offered by the University from campus. The following resources are made available at a distance:

- 1) The University of North Alabama virtual library.

The University sponsors an MBA program that is entirely online and virtual library resources have proven more than sufficient. Students participating from the Athens site will have access to the virtual library in the same manner as do online MBA students. In addition, these students will be able to use the Athens State University Library as needed.

- 2) Advising.

UNA currently advises online MBA students from the main campus via the internet and phone. Students at the Athens site will have the same access. In addition, the MBA includes a required one credit course (EMB 601 - MBA Orientation, Skills and Outcomes) required during the first two months of enrollment, that includes significant program advising. Additional advising needs in the tightly

structured, 34 credit graduate program, targeted to working professionals, has proven to be minimal.

3) Career Counseling.

The MBA - Executive Option includes a required one credit course (EMB - 680 - Career Counseling and Professional Development), developed by professional staff in the University's Office of Career Services and Professional Development. In addition, distance students have access to career services from the main campus. The program, targeted primarily to fully employed, mid-career professionals has found that career services are typically not utilized heavily by this cohort of students.

Students completing the program at the Athens site have all the rights, privileges and access to services as do students on the main campus. The only services that are typically not used by distance students (and no fees collected) are the student activity fee for on campus recreational programs, and the student health service fee.

**Admission and Program Completion Requirements:**

Admission and program completion requirements will be the same as those for the program offered on the UNA campus.

**Budgetary Impact: None.**

Faculty and resources are considered adequate for the off-campus program.

**Letter of Support:** The proposal included the required letter of support from the president of Athens State University. The letter is required because the site is not within UNA's off-campus service area.

**Public Review:** The proposal was posted on the Commission website from April 9 until April 29 (twenty days) for public review and comment. No comments were received.

Supporting Documentation:

1. Proposal for a new off-campus programs at Athens State University. Available upon request.
2. Letter from Robert K. Glenn, president, Athens State University, dated April 2, 2012. Available upon request.
3. "Review of Off-Campus Instruction offered by Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.

Alabama Commission on Higher Education

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** University of North Alabama  
**Administrator Responsible for Site**  
**Name & Title:** Dr. John Thornell, VPAA and Provost (UNA)  
**Telephone:** (256) 765-4258  
**Fax:** 256-765-4632  
**E-Mail:** jthornell@una.edu  
**Contact Person at Site If Other Than Administrator Above**  
**Name & Title:** Dr. Linda Shonesy, Dean, College of Business (Athens State Univ)  
**Telephone:** (256) 233-8174  
**Fax:** (256) 233-8151  
**E-Mail:** linda.shonesy@athens.edu  
**Location of Proposed Site** Athens, AL  
**Facility:** Athens State University, College of Business  
**Street Address:** 300 North Beaty Street  
**City:** Athens, AL 35611  
**When will you begin offering instruction at this site?** County: Limestone  
 January 2013

Type of Site	Check One:
Non-Exempt	X
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within Commission recognized off-campus service area.	

Note: Follow-up report is not required for individual study courses.

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: *William G. Cole, Jr.*

Date: April 5, 2012





- DECISION ITEM I-2: The University of Alabama at Birmingham, New Off-Campus Site: Montgomery Regional Medical Campus (Morrow Medical Tower)
- Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst
- Staff Recommendation: That the Commission approve the following new off-campus site for the University of Alabama at Birmingham.
- Proposal: The University of Alabama at Birmingham (UAB) plans to offer courses at the following new off-campus site beginning in spring 2014:
- Montgomery Regional Medical Campus (Morrow Medical Tower) Montgomery, Alabama
- Discussion: An official with the institution has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.
- The proposal was posted on the Commission website from July 15 until August 4, 2013 (twenty days) for public review and comments. No comments were received.
- Commission approval is required because Montgomery County is outside of UAB's service area. Montgomery County is in the service area of Alabama State University (ASU), Auburn University at Montgomery (AUM), and Troy University (TROY). According to the Commission's off-campus instruction policy, consent from ASU, AUM, or Troy is not required, since they do not offer comparable courses.
- Supporting Documentation:
1. Proposal for a New Off-Campus Site at Montgomery Regional Medical Campus (Morrow Medical Tower), Montgomery, AL, attached.
  2. "Review of Off-Campus Instruction offered by Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

<b>SITE INFORMATION</b>
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**Institution:** University of Alabama at Birmingham

**Administrator Responsible for Site**

**Name & Title:** W.J. Many, Jr, MD Regional Dean

**Telephone:** (334) 551-2000

**Fax:** (334) 284-9020

**E-Mail:** wick@uab.edu

**Contact Person at Site If Other Than Administrator Above**

**Name & Title:** Valerie Johnson Business Officer

**Telephone:** (334) 284-5211 ext. 259

**Fax:** (334) 284-9020

**E-Mail:** vljohnson@uab.edu

**Location of Proposed Site**

**Facility:** Montgomery Regional Medical Campus (Morrow Medical Tower)

**Street Address:** 2055 East South Blvd

**City:** Montgomery 36116

**County:** Montgomery

**When will you begin offering instruction at this site?** Spring 2014

<u>Type of Site</u>	<u>Check One:</u>
<b>Non-Exempt</b>	✓
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within Commission recognized off-campus service area.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:

*Hmsands for*

Date:

*7/10/13*

