**Part II: For Non-Exempt Off-Campus Instructional Sites**

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| 1. Type of Council Action Sought at This Time(check one)**:** PRELIMINARY-APPROVAL [ ]  CONDITIONAL-APPROVAL [ ]  If “partially-exempt,” please provide If “conditional,” please provide the the information requested in Section A information requested in Section B Then, complete Section C. Then, complete Section C.2.At minimum, proposal documents must include text to address statements below.  Appropriate section headings should be included. Add additional headings if needed.1. Preliminary Approval

 (i) A request for a Preliminary Approval **must** address, clearly and completely,  **ISSUES OF “NEED,”** such as:* How will the site fit with the institution’s mission, strategic plan, six-year plan, and state priorities?
* How might other public institutions be impacted?
* Why does this institution need this type of site at this time?
* Why does the state, region, and/or local need this type of site at this time?
* What will the site do?
* What type(s) of academic offerings/programs—generally or specifically—will be available at the site?
* How many students will be served? How will these students be served?
* How innovative will the site and its offerings be, in terms of technology, scheduling, and space utilization?

 (ii) A request for a Preliminary Approval **must** address, in at least a general way,  **ISSUES OF “COST,”** such as:* What is the anticipated scope of the project (one building; more? What size, scale, design infrastructure—basic vs. innovative?)?
* Based on all of the above information, what is the institution’s general estimate of site development/purchase/construction costs: annual operating costs?
* How were these determinations made? On what are they based?

 (iii) In a request for a Preliminary Approval, **“SITE SPECIFIC” ISSUES** are optional. At this discretion, a public institution may elect to discuss:* What specific building(s) for purchases? What specific locations (parcels/tracts, towns, cities, counties)? What specific contractors, terms, agreements?
* Status of preliminary site plans and/or site analyses.
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| **B. Conditional Approval** (i) Nature of the proposed  site.Lease Property or Space [ ] If the property or space is to be used for a specified time period, please attach detailed descriptions of:a. the location;b. the lease or use agreement;c. the length of the lease or use  period;d. an estimate of FTE students  to be served during the use period;e. any support services to be supplied at the site. | Donated Property or Space [ ] Purchased Property or Space [ ] If the attached property or space is to be donated or purchased, please attach detailed descriptions of:a. the location;b. the donation or purchase  agreement;c. an estimate of FTE students to be served;d. support services to be supplied on-site;e. projected student enrollment for  five years, including enrollment sources(s);f. estimated operation costs,  including staffing and separate listings of ongoing and  incremental resource requirements when fully operational;g. impact of site on other  campuses’/institutions’ enrollment(s). |  New campus [ ]  New Construction [ ]  If the site is to involve construction of a building, complex or campus, please attach detailed descriptions of:a. the site analysis  (including maps);b. the site plan, including topography, roads, building  location(s),traffic and  pedestrian circulation/flow, expansion potential, and adjacent land development; c. student support services to be supplied onsite;d. an academic plan (for new  campus only);e. projected enrollments for five  years, including enrollment  source(s);f. preliminary estimates of costs  for site development and construction;g. preliminary space requirements by function and  room type;h. estimated operating costs,  including staffing and  separate listing of ongoing  and incremental resource requirements when fully operational;i. impact on other  campuses’/institutions’ enrollment(s);j. projected calendar for  development of site and  capital projects, implementation, and  operating expendituresk. summary of planning  process and BOV actions. |

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|  (ii) Nature of the use of the proposed site. (check all that apply). [ ] Undergraduate Education [ ]  Graduate Education  [ ] Traditional-Aged Students [ ]  Adult Students  [ ] Day Classes [ ]  Evening/Week-end Classes  [ ]  Synchronous Instruction [ ]  Asynchronous Instruction  [ ]  Non-Credit Instruction [ ]  Credit Instruction  |
| **C. Contact Information** (i) Name(s), title(s), and contact information for institutional personnel who may be contacted to answered questions and/or supply additional information regarding this proposal.       |
|  (ii) Printed name(s) and dated signature(s) of person(s) who completed this proposal and form.       Printed Name Signature Date       Printed Name Signature Date |
|  (iii) Printed name and dated signature of institutional president.       Printed Name Signature Date |