**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 expenditures  k. 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 |