Establishing Programs Off-Campus

A program must be approved on-campus prior to asking for permission to pursue opening at an off-campus location. When a department considers opening a program off-campus, either military or contractual, the department must contact the Office of Military Programs about licensure requirements before beginning the investigation process. The Office of Military Programs will forward a brief memo to the Associate Provost for Academic Affairs outlining the requirements and certifying that the program has met these requirements.

The academic unit must obtain authorization from the Associate Provost for Academic Affairs prior to pursuing the opening of a certificate, baccalaureate or graduate program.

To begin this approval process, the dean of the academic unit must submit a memo (Attachment 1) to the Associate Provost for Academic Affairs requesting permission to investigate the possibility of establishing a program at a specific location (whether military installation or civilian site) with copies to the Office of Military Programs and Division of Continuing Education. The academic unit should provide a copy of a letter of invitation from the Education Service Officer (ESO), site director, or sponsor, inviting SIUC to offer a program at that site with a copy to the Office of Military Programs. If enrollment can be drawn from other sectors in the region, they should also be identified. The memo should identify any possible conflicts with other off-campus programs that SIUC may offer. The academic unit cannot pursue the new development until authorized by the Associate Provost for Academic Affairs.

The Associate Provost for Academic Affairs will provide the academic unit with a memo (Attachment 2) copying the deans, the Office of Military Programs and/or the Division of Continuing Education, giving permission (or denial) to explore the possibility of establishing an off-campus site for that location. Any steps beyond exploration of potential for the site need additional approval from the Associate Provost for Academic Affairs. If the Military Programs deans have no objection, and it is in the best interest of the collegiate unit and the university, the academic unit may pursue exploration.

The Military Programs deans group consists of the Associate Provost for Academic Affairs, the Deans of the Colleges of Education and Human Services, Engineering, Science, and Applied Sciences and Arts, and the Director of Military Programs. This group concerns itself primarily with policy and is chaired by the Associate Provost for Academic Affairs.

After receiving permission from the Associate Provost for Academic Affairs to pursue exploration of the program, the academic unit requesting the establishment of a new program must provide the Associate Provost for Academic Affairs with documentation showing feasibility of the proposed program and longevity of the program with a copy to the Office of Military Programs and/or Division of Continuing Education. Documentation should include, but not be limited to, potential total student population;
current programs offered on the military installation or, in the case of civilian sites, nearby programs; needs and assessments conducted by the ESO and/or business; and/or college; and possible conflicts with other SIU programs on the base or in the area. Documentation should also include the total anticipated credit hours generated by the academic unit (Attachment 3).

The Associate Provost for Academic Affairs will review the material provided by the academic unit and will provide such material to the other deans for their review and comments (Attachment 4). If the deans have objections or concerns they must contact the Associate Provost. If no concerns or objections are raised, the Associate Provost may approve the program. The Associate Provost submits a memo (Attachment 5) to the academic unit (with a copy to the deans) authorizing the college to pursue opening the program at the requested location.

After the Associate Provost grants approval to open the program, the Office of Military Programs contacts the appropriate state agency(s) to determine what procedures must be followed to open a program. SIUC may have to obtain approval from the state licensing board and from the state-approving agency.

The Office of Military Programs contacts the academic unit if the program falls under their domain to begin work on the Memorandum of Understanding (MOU) and will coordinate the MOU/Agreement between the university and the off-campus location. If the decision is to submit a proposal to offer the program, the Director prepares the proposal with input from the Program Director. The Director works with the ESO, the Program Director and General Counsel to prepare a Memorandum of Understanding. A meeting with the ESO, and his/her superiors is sometimes required. When the MOU is in final form, the Director signs the MOU for the University, as he has been delegated this authority.

The Division of Continuing Education will coordinate the MOU at non-military sites. If the program falls under the domain of the Division of Continuing Education, they will negotiate the MOU/Agreement. An agreement or MOU must be signed with the participating entity prior to obtaining approval with the state approving agency or state licensing board. Legal Counsel must approve the MOU prior to signature. The Director of Military Programs will sign the MOU for the university unless the department agrees with the site to pay fees for use of property, etc. If fees are involved, Purchasing must approve and sign the MOU. The Chancellor signs the MOU for non-military programs when fees are not involved. A facilities use agreement is prepared.

The Provost and Vice Chancellor, the Associate Provost for Academic Affairs and the Director of Military Programs have been delegated the authority to sign, on the Chancellor’s behalf, all agreements, memoranda of understanding, applications for certificate of authority, institutional reports and similar documents relating to the continuation of the Military Programs currently offered by the University.

May 21, 2007
The Office of Military Programs completes the application from the state licensing board (whether for military or civilian site) first. For state licensing approvals, the Office of Military Programs requests the information required from the department for completion of the application. The application can be complicated and must be completed with diligence. The academic unit should work with the Office of Military Programs to complete the necessary applications. If necessary, meetings can be scheduled to discuss completion of the application. Military Programs submits the required material to the appropriate agency. Time lines vary in obtaining approval from a state licensing board to open a program. It may take anywhere from six months to one year or longer in some states (after the required materials are submitted).

After SIUC receives approval from the state licensing board, or if approval from the state licensing board is not required, then SIUC must obtain approval from the state-approving agency (SAA) for veterans’ benefits. Again, OMP will contact the department for the required information. This application is usually very basic and could take only a few months to obtain approval, but there are exceptions. The program can begin prior to approval from the SAA if licensure has been obtained, but veterans benefits may not be paid to students until the state approving agency and VA paper work have been completed and the Director of Military Programs has trained the certifying official.

If the program has not been approved to operate off-campus by the North Central Association of Colleges and Schools (NCA) an application must be submitted to NCA after approval by the state licensing board before the program can be opened. Approval from NCA may take six months to a year. Prior approval from NCA is not required for existing degree programs at new sites within the state of Illinois. NCA may charge a fee for approval of the new location, which is paid by the department.

The program cannot begin until the approval(s) are received from the appropriate agency (state licensing board or North Central Association).

If material is not provided in a timely manner, approvals will be delayed and may not be obtained. It is imperative that the department maintains continuous communication with the Office of Military Programs and/or the Division of Continuing Education throughout this process. Delays in providing information to state licensing agencies may result in exponential delays in obtaining licensure.

A full degree program initiative conducted off-campus by academic departments in the state of Illinois will require Illinois Board of Higher Education (IBHE) approval. Either a “Request for a New Unit of Instruction” or a “Notice of Intent” should be filed with IBHE (Attachment 6). The instructions and forms are available on the IBHE website (Attachment 7). The IBHE request is prepared by the academic department and forwarded to the Associate Provost for Academic Affairs. The Vice President for Academic Affairs in the SIU President’s office will seek IBHE approval. The Memorandum of Agreement, Notice of Intent and other documents will be reviewed by IBHE. The University will be notified by letter of this approval (Attachment 8).
After the MOU has been signed by all parties in the agreement for civilian programs through the Division of Continuing Education, a rate request is sent on behalf of the academic department to the Chancellor through the Associate Provost and Provost and Vice Chancellor asking approval to charge a stated rate (Attachment 9). For non-military programs, the Division of Continuing Education and the Academic Unit prepare a budget to determine a charge per credit hour needed for sustainability of the program. These course charges are broken down as Program Delivery Charge (PDC) and Tuition. The per semester credit hour rates defray course delivery costs while allowing for a contribution to the tuition fund. This letter is returned to the Division of Continuing Education with the Chancellor’s signature of approval.

Once the rate for the program has been approved, it is necessary to request subcodes to establish the program. A request for subcodes is sent to Accounting Services, Financial Aid, Bursar, and Records and Registration (Attachment 10). A copy of the memorandum and the rate approval letter from the Chancellor are attached to the request. These subcodes are necessary for the correct course charges, which are billed to the student. Courses cannot be scheduled nor can registrations be processed until the subcodes have been established in the Student Information System (SIS).

When the subcodes have been established, the academic department completes and forwards the “Continuing Education and Internal Consulting Activities” form (Attachment 11). This form is available on the SIUC website and is used to schedule off-campus and distance education courses. This form is also used to pay the faculty when extra compensation is requested.
## APPROVAL FORM FOR ESTABLISHING PROGRAMS OFF-CAMPUS (Not all steps may apply)

<table>
<thead>
<tr>
<th>APPROVAL OBTAINED</th>
<th>DATE OF APPROVAL</th>
<th>STEPS FOR APPROVAL</th>
<th>RESPONSIBLE OFFICIAL</th>
<th>SIGNATURE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td></td>
<td>1. Contact OMP for information.</td>
<td>Office of Military Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Memo to Provost requesting permission to investigate.</td>
<td>Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Associate Provost gives approval to department for investigating site.</td>
<td>Associate Provost for Academic Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Department must provide documentation to Associate Provost that supports opening of program.</td>
<td>Dean/Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPROVAL OBTAINED</td>
<td>DATE OF APPROVAL</td>
<td>STEPS FOR APPROVAL</td>
<td>RESPONSIBLE OFFICIAL</td>
<td>SIGNATURE</td>
<td>NOTES</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------</td>
<td>--------------------</td>
<td>----------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>YES</td>
<td></td>
<td>5. Associate Provost provides material to deans for review and comments.</td>
<td>Associate Provost for Academic Affairs/Deans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td>6. Associate Provost gives department permission to open program.</td>
<td>Associate Provost for Academic Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. OMP contacts appropriate state agency.</td>
<td>OMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. OMP contacts the department to negotiate the MOU.</td>
<td>OMP/Department/Legal Counsel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. OMP works with department to complete the license application (if necessary).</td>
<td>OMP/Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPROVAL OBTAINED</td>
<td>DATE OF APPROVAL</td>
<td>STEPS FOR APPROVAL</td>
<td>RESPONSIBLE OFFICIAL</td>
<td>SIGNATURE</td>
<td>NOTES</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>---------------------</td>
<td>----------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>YES</td>
<td></td>
<td>10. OMP works with department to complete SAA paper work.</td>
<td>OMP/Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td>11. OMP works with department to complete NCA application (if necessary).</td>
<td>OMP/Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Request for IBHE approval</td>
<td>Academic Dept./Assoc. Provost for Academic Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. IBHE approval</td>
<td>Associate Provost for Academic Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Rate request</td>
<td>Division of Continuing Education/Assoc. Provost</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Establish sub-codes</td>
<td>Division of Continuing Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPROVAL OBTAINED</td>
<td>DATE OF APPROVAL</td>
<td>STEPS FOR APPROVAL</td>
<td>RESPONSIBLE OFFICIAL</td>
<td>SIGNATURE</td>
<td>NOTES</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>--------------------</td>
<td>----------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>YES</td>
<td></td>
<td></td>
<td>Division of Continuing Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td>16. Continuing Education &amp; Internal Consulting Activities form</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List of Attachments

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 1</td>
<td>Request Permission to Investigate</td>
</tr>
<tr>
<td>Attachment 2</td>
<td>Permission to Investigate</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Documentation Provided by the Academic Unit</td>
</tr>
<tr>
<td>Attachment 4</td>
<td>Review of Material and Request for Comments</td>
</tr>
<tr>
<td>Attachment 5</td>
<td>Authorization to Open Program</td>
</tr>
<tr>
<td>Attachment 6</td>
<td>Request for a New Unit of Instruction</td>
</tr>
<tr>
<td>Attachment 7</td>
<td>Illinois Board of Higher Education Website</td>
</tr>
<tr>
<td>Attachment 8</td>
<td>Illinois Board of Higher Education Approval</td>
</tr>
<tr>
<td>Attachment 9</td>
<td>Rate Request</td>
</tr>
<tr>
<td>Attachment 10</td>
<td>Request for Subcodes</td>
</tr>
<tr>
<td>Attachment 11</td>
<td>Continuing Education and Internal Consulting Activities</td>
</tr>
</tbody>
</table>
Attachment 1

Request Permission to Investigate
Memorandum

Date: March 2, 2005

To: Robert Jensen
   Associate Provost

Through: Paul D. Sarvela
         Dean

From: Judith A. Rawls, Director
      Off-Campus Academic Programs

Subject: Request Permission to Investigate

Richard Lake, Dean of Parkland College, Champagne, Illinois has extended an invitation to the College of Applied Sciences and Arts to investigate the possibility of establishing the Bachelor of Science, Fire Service Management (FSM) degree program at Parkland College. Parkland College offers an AAS Degrees in Fire Service Technology. Graduates from this program would be well qualified to enter our FSM program. Additionally, Parkland College is centrally located in the state, which would give active fire fighters from the Champagne area and in the Central Illinois region an opportunity to attend classes and complete their degree.

Cc: Thomas Beebe
Memorandum

Date: September 11, 2003

To: Robert A. Jensen
    Associate Provost

Through: Paul D. Sarvela
    Interim Dean

From: Judith A. Rawls, Director
    Off-Campus Academic Programs

Subject: Request Permission to Investigate

Mr. Rich Heidal, Associate Director for Fire Service Training, Bates Technical College, Tacoma, Washington extended an invitation for us to investigate establishing the Bachelor of Science, Fire Science Management Degree program at Bates Technical College. Bates currently offers several Associates of Technology in Fire Service, and have several academic's and specialties under the Fire Service Technology Department. A few of these are:

- Recruit Academy – IFSAC accredited
- Volunteer Academy
- Officer Development Academy – IFSAC accreditation pending
- Wildland Firefighter
- Emergency Medical Technician
- Hazardous Materials Training
- Labor and Industry training for the private sector

Students from any of these programs would be well qualified to enter our FSM program.

Both the President of Bates Technical College, Mr. Bill Roden, and the Executive Vice President of Instruction, Mrs. Sally Cofchin are excited about the possibility of hosting the FSM program at their institution. I believe that this is an opportunity well worth exploring. Please permit us to pursue this possibility.

Cc: Thomas Beebe
Attachment 2

Permission to Investigate
MEMORANDUM

TO: Paul D. Sarvela, Dean
   College of Applied Sciences and Arts

FROM: Thomas C. Calhoun
      Associate Provost for Academic Affairs

DATE: January 25, 2006

SUBJECT: Request to Investigate: AVM Program

This memo serves as permission to explore the possibility of moving the North Island Aviation Management off-campus program to Palomar College in San Marcos, California. Any steps beyond the exploration for these sites will, of course, need further approval.

Attachment

c: John M. Dunn
   David New Myer
   Thomas Beebe
Memo

To:    Paul D. Sarvela, Dean
       College of Applied Sciences and Arts

From: Robert A. Jensen
      Associate Provost for Academic Affairs

Date: March 28, 2005

Re:    Degree Program at Parkland College

This memo serves as permission to explore the possibility of establishing an off-campus site at Parkland College, Champaign, Illinois leading to the B.S. degree in Fire Science Management. Any steps beyond exploration of potential for this site will, of course, need further approval.

RAJ:gmt

c: R. Keith Hillkirk
Jack Parker
George Swisher
Thomas Beebe

Associate Provost for Academic Affairs
www.siuc.edu/~vcseep/
Anthony Hall 104 - Mail Code 4311
Southern Illinois University Carbondale
1285 Lincoln Drive
Carbondale, Illinois 62901
Memorandum

Date: March 2, 2005

To: Robert Jensen
   Associate Provost

Through: Paul D. Sarvela
         Dean

From: Judith A. Rawls, Director
      Off-Campus Academic Programs

Subject: Request Permission to Investigate

Richard Lake, Dean of Parkland College, Champagne, Illinois has extended an invitation to
the College of Applied Sciences and Arts to investigate the possibility of establishing the
Bachelor of Science, Fire Science Management (FSM) degree program at Parkland College.
Parkland College offers an AAS Degrees in Fire Service Technology. Graduates from this
program would be well qualified to enter our FSM program. Additionally, Parkland College
is centrally located in the state, which would give active fire fighters from the Champagne
area and in the Central Illinois region an opportunity to attend classes and complete their
degree.

Cc: Thomas Beebe
October 8, 2003

MEMORANDUM

TO: Paul D. Sarvela, Interim Dean
   College of Applied Sciences and Arts

FROM: Robert A. Jensen
       Interim Associate Provost

SUBJECT: B.S. degree in Fire Science Management at Bates Technical College,
         Tacoma, Washington

This memo grants permission to explore the possibility of establishing an off-
campus program site in cooperation with Bates Technical College in Tacoma,
Washington, leading to the Bachelor of Science degree in Fire Science
Management. Any steps to be taken beyond exploration of potential for this site
will, of course, need further approval.

RAJ:tjb

c: Thomas Beebe
   R. Keith Hillkirk
   Jack Parker
   Judy Rawls
   George M. Swisher

RECEIVED
OCT 10 2003
OFFICE OF
MILITARY PROGRAMS
September 13, 1999

MEMORANDUM

TO: George M. Swisher, Dean
   College of Engineering

FROM: Margaret E. Winters, Associate Vice Chancellor
       Academic Affairs (Personnel and Student Policy)

SUBJECT: Request to Negotiate a New Program at
          Hurlburt Field, Florida

This memo serves as permission to explore the possibility of establishing an off-campus program site at Hurlburt Field, Florida leading to the B.S. degree program in Industrial Technology. Any steps beyond the exploration of potential for this site will, of course, need further approval.

MEW:vjb

c: Dr. R. Keith Hillkirk
   Dr. Kyle Perkins
   Dr. Thomas Beebe
   Dr. Elaine M. Vitello

RECEIVED
SEP 14 1999
Office of the Vice Chancellor for Academic Affairs and Provost, Mailcode 4305, Carbondale, Illinois 62901-4305
Attachment 3

Documentation Provided by the Academic Unit
Memorandum

Date: December 12, 2005

To: Thomas C. Calhoun
   Associate Provost for Academic Affairs

Thru: Paul D. Sarvela, Dean

From: Judith A. Rawls, Director
       Off-Campus Academic Programs

Subject: Permission Investigate

Request permission to investigate moving the North Island Aviation Management (AVM) Program to Palomar College based on the following information:

1. One of the driving factors in moving the location from the Navy base and to a civilian location is the drop in enrollment and the continued resistance by the Navy to allow civilians on base to attend classes.

2. Feasibility of the proposed program: Palomar College is located in San Marcos, California, which is considered North County, San Diego. It is centrally located between Miramar Marine Corps Air Station and Camp Pendleton. It is about 20-25 miles from either of these locations to the college. Palomar College has an aviation management program, an airframe and propulsion program that would feed into our AVM program; Miramar College has an aviation program from which we would also draw students. (Miramar College is also located about 25 miles south of Palomar College.) Many of the military personnel currently attending classes at North Island live in the Palomar area because housing is less expensive, thus, it would be more convenient for them to attend classes. Palomar College has many military students enrolled in their course on campus and offer programs on Camp Pendleton as well, so they are a known entity. There is also a small airport near Palomar where many students do their flight training. The CBO of Pinnacle Aviation at the airport is a very strong supporter of our aviation management program and would encourage their flight students to attend. Palomar College is an excellent location for our program based on its proximity to several military air stations plus community colleges.
3. Potential longevity: The AVM program has been at North Island since 1976 and we have every reason to believe that it will continue to prosper well into the next decade.

4. Potential student population: 800 +???

5. This will be a civilian site, established on a California Community College. A Memorandum of Understanding will be completed with the Palomar Community College.

6. This program is not on a military installation therefore there is no Education Services Officer with whom we will be working.

7. Possible conflict with other SIU programs – None.

8. Anticipated student credit hours generated: 25 per semester minimum

A copy of the letter of invitation from Dr. Robert P. Deegan, Superintendent/President of Palomar College is attached.

Attachment

Cc: Thomas H. Beebe
    Dave NewMyer
December 6, 2005

Off Campus Academic Programs
College of Applied Sciences and Arts
Attn: Dr. Judy Rawls
Southern Illinois University
Carbondale, IL 62901-6613

Dear Dr. Rawls:

Palomar College would like to invite you to consider Palomar College as a location for your Southern Illinois University Carbondale’s Aviation Management Program. We have had a preliminary meeting with SIUC’s David NewMyer and Mary Brauer and are very excited about the benefits of such an agreement for all. This partnership is endorsed by Palomar College’s Earth Sciences Department, the Division of Mathematics and the Natural and Health Sciences, and Instructional Services. It has also been well-received by other appropriate college planning councils.

Palomar College offers an Aircraft Commercial Pilot Associate’s Degree and an Aeronautical Operations and Management Associate’s Degree. The students in these programs would clearly benefit from having such an accessible bachelor’s of science program in aviation management. We look forward to discussing this partnership further. Please contact Dean Sara Thompson at (760) 744-1150, ext.2253, at your convenience.

Sincerely,

Robert P. Deegan
Superintendent/President
Attachment 4

Review of Material and Request for Comments
MEMORANDUM

TO: Deans
FROM: Thomas C. Calhoun
    Associate Provost for Academic Affairs
DATE: October 4, 2005
SUBJECT: Fire Science Management Degree Program, Parkland College

The College of Applied Sciences and Arts is preparing to offer a Fire Science Management Degree program with Parkland College, Champaign, Illinois. Dr. Richard Lake, Dean of Parkland College, extended the invitation to the College of Applied Sciences and Arts.

Attached for your information is a memorandum from Judith A. Rawls, Director of Off-Campus Academic Programs, which outlines the feasibility, potential longevity, and other details about the program. If you have any objections or concerns, or require additional information, please contact me on or before Monday, October 10. Absent any expressions of concern, I will approve establishment of this program.

c: John M. Dunn
    Thomas Beebe
    Judy Rawls

DISTRIBUTION
Gary L. Minish
Paul D. Sarvela
Gregory P. White
Patricia B. Elmore
William P. Osborne
John A. Koropchak
Peter C. Alexander
Shirley C. Scott
David H. Carlson
Manjunath Pendakur
Jack Parker
MEMORANDUM

Date: July 1, 2005

To: Robert Jensen
   Associate Provost for Academic Affairs

Through: Paul D. Sarvela, Dean
         College of Applied Sciences and Arts

From: Judith A. Rawls, Director
      Off-Campus Academic Programs

Subject: Request Permission to Open Program

Request permission to pursue opening the Fire Science Management (FSM) Program at Parkland College, Champagne, Illinois based on the feedback received from Fire Chiefs and firefighters in the local area and 8 cities in close proximity to Champagne. Surveys are being received daily which indicate the need and desire for this program in the mid-state area.

In addition to the Champagne Fire Department, Gary Kistner or I have spoken with the Fire Chiefs and firefighters in Springfield, Danville, Bloomington, Normal, Urbana, East Peoria, Pekin, Decatur, Bellville, and East St. Louis, Illinois and each of them has assured us that we will have an abundant number of applicants for the program. Since the State of Illinois requires firefighters have a bachelors degree in order to promote to Fire Officer III this is a degree that is sought after by firefighters and to date has only been available in the Chicago Area of Illinois. Opening this program mid-state will allow firefighters from the southern Illinois region and the East St. Louis/Bellville areas to attend classes as well.

Please give this request favorable consideration.

Cc Thomas Beebe
    Gary Kistner
December 16, 2002

MEMORANDUM

TO:       Paul D. Sarvela, Interim Dean
           College of Applied Sciences and Arts

           George M. Swisher, Dean
           College of Engineering

           Jack M. Parker, Dean
           College of Science

FROM:     James R. Staub
           Associate Provost
           (Personnel and Student Policy)

SUBJECT:  B.S. degree in WED at Pensacola NAS

Pensacola NAS has invited us to offer the Bachelor of Science degree in Workforce Education and Development (College of Education). The attached provides information about the proposal. I would be grateful for your comments and reactions by January 13, 2003.

JRS:tjb

Attachments

c: Thomas Beebe
   R. Keith Hillkirk
      Fred Reneau

RECEIVED

DEC 18 2002

OFFICE OF
MILITARY PROGRAMS
Thomas H. Beebe, Ph.D.
Director of Military Programs
Northwest Annex, Wing B Room 204
Mailcode 6828
Carbondale, IL 62901-6282

Dear Dr. Beebe:

SUBJECT: REQUEST FOR PROPOSAL OF EDUCATION SERVICES

I cordially invite Southern Illinois University to submit a proposal for the B.S. degree in Work Force Education and Development Program at Naval Air Station Pensacola. The Pensacola Navy College Office has a tradition of providing outstanding student service, and the Work Force Education and Development Degree Program would compliment the large number of staff members who possess the Instructor Navy Enlisted Classification (NEC) 9502 and Master Training Specialist designator.

We look forward to your input and hope Southern Illinois University can offer courses beginning in January 2003.

Sincerely,

J. M. PRUITT
Captain, U.S. Navy
Commanding Officer

Copy to:
Dr. Thaddeus Frattalone, SB Regional Director

RECEIVED
JUL 16 2002
OFFICE OF
MILITARY PROGRAMS
MEMORANDUM

TO: Keith Hillkirk, Dean
    College of Education
Elaine Vitello, Dean
    College of Applied Sciences and Arts

FROM: Margaret E. Winters, Associate Vice Chancellor
    Academic Affairs (Budget and Personnel)

SUBJECT: Attached Proposal

Hurlburt Field, Florida AFB has invited us to explore the possibility of offering the Bachelor of Science degree program in Industrial Technology (College of Engineering). The attached provides information about the proposal; I would be grateful for your comments and reactions by August 13.

Thank you for your attention to this matter.

MEW:vjb

Attachments

c: Thomas Beebe
   Sedat Sami
   James Orr
   Robert Putnam
   Terry Bowman
MEMORANDUM

TO: Margaret E. Winters, Associate Vice Chancellor
    Academic Affairs (Budget and Personnel)

FROM: Sedat Sami, Acting Dean
      College of Engineering

DATE: July 26, 1999

RE: Hurlburt Field, Florida

Reference attached letter. We are interested in pursuing the request to explore the possibilities of offering the Industrial Technology program at Hurlburt Field, Florida.

Request your approval to move forward.

JPO:nlf

Attachment

C: Jimi Orr
Mr. Larry D. Tashlik  
16 MSS/DPE  
221 Lukasik Ave., Suite 1  
Hurlburt Field, FL 32544-5416  

Dr. James P. Orr  
Director, Outreach Programs  
College of Engineering  
Southern Illinois University  
Carbondale, Illinois 62901-6603  

Dear Dr. Orr,

Thanks to the efforts of Ray Nolan and Paula Harris, we have a few students attending SIU on the Pensacola NAS campus. The Industrial Technology Program has much promise and I think, will attract many more students as our OPS tempo declines.

Because of this potential, I am asking that the College of Engineering Explore Program development for the B.S. Degree in Industrial Technology at Hurlburt Field, Florida.

LARRY D. TASHLIK, GM-13  
Chief, Education Services  

DECEIVED  
Jul. 26 1999

Any Time ... Any Place
Attachment 5

Authorization to Open Program
March 25, 1999

MEMORANDUM

TO: R. Keith Hillkirk, Dean
    College of Education

Sedat Sami, Acting Dean
College of Engineering

Elaine M. Vitello, Dean
College of Applied Sciences and Arts

FROM: Margaret E. Winters, Associate Vice Chancellor
      Academic Affairs (Budget and Personnel)

SUBJECT: Move of the Fire Science Management Program

I have reviewed all factors regarding the move of the Fire Science Management Program from the R. J. Quinn Fire Academy in Chicago, Illinois to Triton College in River Grove, Illinois. I have decided it is in the best interest of Military Programs to permit the College of Applied Sciences and Arts to pursue the move.

MEW:vjb

c: Kyle Perkins
    Thomas Beebe
MEMORANDUM

TO:          Paul D. Sarvela, Dean, College of Applied Sciences and Arts
FROM:        Thomas C. Calhoun
             Associate Provost for Academic Affairs
DATE:        October 18, 2005
SUBJECT:     Request to Establish Program

After reviewing all factors regarding the establishment of a new Fire Science Management Degree program with Parkland College, Champaign, Illinois, and in accordance with the "Policy on Establishment of New Military Programs" (Tab E, Policies and Procedures for Military Programs), I am enthusiastic about this program and am authorizing the College of Applied Sciences and Arts to pursue the development of the Fire Science Management Degree Program at Parkland College, providing licensure can be obtained. Please copy this office on future correspondence regarding the establishment of this program.

TCC:bd

Enclosure

c:   John M. Dunn, Provost
     Judy Rawls
     Thomas Beebe
     Martha Norman
Attachment 6

Request for a New Unit of Instruction
REQUEST FOR A NEW UNIT OF INSTRUCTION

BACKGROUND

1. Name of Institution: __________________________________________________________

2. Title of Proposed Program: ________________________________________________

3. Contact Person ___________________________________________________________
   3.1. Telephone ______________________________________________________________
   3.2. E-mail ________________________________________________________________
   3.3. Fax ____________________________

4. Level of Proposed Unit
   __________________________________________
   Undergraduate Certificate (1-2 years)
   Undergraduate Certificate (2-4 years)
   Associate
   Baccalaureate
   Masters
   First Professional
   Doctorate

   Post-Baccalaureate Certificate
   Post-Master’s Certificate
   First Professional Certificate

5. Requested CIP Code (6-digits) ________

6. Proposed Date for Enrollment of First Class: _________________________________

7. Location Offered: On-Campus __ Off-Campus __:
   Region Number(s) ______ or Statewide ______

MISSION, OBJECTIVES AND PRIORITIES

8. Mission

   8.1. Describe specific objectives and measurable contributions the program will make to the
   university’s mission, paying particular attention to the program’s consistency with the
   university’s focus statement and priorities. Such objectives and contributions may
   include:

1 To assist staff in specialized areas of instruction, IBHE will retain two outside consultants to review
all new doctoral program proposals.

2 Institutions may request approval to offer a program, simultaneously, on- and off-campus, including
statewide. However, assessments of program objectives and outcomes should be developed that address all
of the locations and modes of delivery for which the institution is seeking approval. Note that “on-campus”
approval extends to the entire region in which the main campus is located. New off-campus programs to be
offered outside the institution’s region require approval.
• serving a distinct student population;
• occupational and student demand for the program;
• collaborating with and/or supporting other programs at the institution;
• meeting the needs of business, employers, and/or society; and
• increasing the number of graduates in a high demand or emerging field of study.

8.2. Explain how the program will meet regional and state needs and priorities, making specific reference to The Illinois Commitment.

8.3. Identify similar programs and sponsoring institutions in the state. Compare these programs with the proposed program. Discuss the possible impact of the proposed program on these programs.

8.4. Discuss estimated future employment opportunities for graduates of this program. Compare the estimated need for graduates with the estimated number of graduates from this program and existing programs identified in 8.3 above. Where appropriate, provide documentation by citing data from such sources as employer surveys, current labor market analyses, and future workforce projections. Describe any special need for this program expressed by state agencies, industry, research centers, or other educational institutions.

9. Program Description

9.1. Provide a brief narrative description of the program, including a list of its central academic objectives. Explain how the curriculum is structured to meet the program’s stated objectives. Provide a complete catalog description for the proposed program, including:

• program admission and graduation requirements; and
• curriculum design, including course descriptions.

9.2. Explain what students are expected to know and/or be able to do upon completing the program.

9.3. Describe the strategies to be incorporated into the proposed program to promote student learning.

RESOURCES

10. Complete Table I to show student enrollment projections for the program.

11. Complete Table II (even if no new state funding is requested in the budget year). Show all sources of funds, both state and non-state, and reallocations. Provide a narrative budget that includes the following:

• Projected increments in total resource requirements (line 1) in terms of projected staff requirements, equipment and instructional materials, library requirements, and contractual services for internships, practica, or clinical placements.
• Explanation of required new state resources (line 6) in the budget year in terms of assumptions and factors used to construct line items 7 through 11. If resource requirements in the budget year include non-recurring costs (e.g., one-time equipment purchases), describe how these resources will be reallocated in subsequent years.

12. Describe the institutional resources available to develop and maintain a quality program. Include the following elements in your discussion:

- Faculty qualifications, evaluation, and reward structure;
- Adequacy of library and related resources;
- Adequacy of student support services, support staff, equipment, and other resources; and,
- Demonstration of teaching/scholarship effectiveness and course evaluation;

QUALITY ASSURANCE

13. Program/Student Learning Outcomes Assessment

13.1. Describe the program's assessment plan, which should include the following elements:

- Statement of program objectives and intended learning outcomes;
- End- or near-end-of-program assessment of student learning, in addition to course-by-course assessment such as: (1) evaluation of capstone experiences (senior projects, recitals, exhibits, portfolios, etc.); (2) pre- and post-testing (value-added assessment);
- Multiple performance measures, if necessary, that reflect the uniqueness of the academic program and discipline such as: (1) standardized or other comprehensive examinations; (2) certification examinations;
- Feedback from key stakeholders (current students, alumni, employers, graduate schools, etc.); and
- Evidence of a formal feedback/improvement mechanism, i.e., that the program/unit has a regular review process in place and that the results of this process are used to improve curriculum, instruction, and learning.

13.2. Identify measures to be used to assess and improve student learning, curriculum, and instruction. Evidence of success should include, but not be limited to, such specific outcomes as the following:

- Percent pass rate of graduates on end-of-program certification examinations;
- Enrollment of graduates in graduate and/or professional programs or other subsequent education;
- Percent of graduates employed in the field;
- Career advancement achieved by program graduates;
- Graduate/employer satisfaction with the program;
- Retention and graduation rates and time-to-degree completion;
- Percent of students involved in faculty research or other projects; and
- Percent of graduate students presenting or publishing papers.

Quality assurance processes are those ongoing reviews that maintain program and instructional standards.
OFF-CAMPUS PROGRAMS ONLY

14. In addition to responding to the above questions, if all or part of the proposed program is to be delivered off-campus and/or via the Internet, provide the following:

14.1. Describe the program’s mode(s) of delivery.

14.2. Describe the process for assuring the quality of the off-campus program in the following areas: (a) faculty qualifications and evaluation; (b) student access to necessary library resources; (c) where appropriate, student and faculty access to technical support, including computing.

14.3. Has this program been approved for on-campus delivery? Y
Table I

STUDENT ENROLLMENT PROJECTIONS FOR THE NEW PROGRAM

<table>
<thead>
<tr>
<th></th>
<th>Budget Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Program Majors (Fall headcount)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Full-Time-Equivalent Majors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Credit Hours in EXISTING Courses¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Credit Hours in NEW Courses¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Number of degrees Awarded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹Include credit hours generated by both majors and non-majors in courses offered by the academic unit directly responsible for the proposed program.
Table II

TOTAL RESOURCE REQUIREMENTS FOR THE NEW UNIT

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Budget Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Resource Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Resources Available from Federal Sources¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Resources Available from Other Non-State Sources¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Existing State Resources²</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Resources Available through Internal Reallocation³</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>New State Resources Required⁴</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Breakdown: New State Resources Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FTE Staff⁵</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Equipment and Instructional Needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other Support Services⁶</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹These lines reflect funds available (not incremental funds) from non-state sources in any given year.
²Existing state resources in each successive year are equal to the sum of the previous year’s existing state resources (line 4); plus resources made available through internal reallocation (line 5); plus new state resources (line 6). If state resources allocated to a program in any given year (line 4) exceed state resource requirements needed to support the program in the following year, state resource requirements should be reduced with a negative dollar adjustment on line 5. The sum of lines 2 through 6 will always equal line 1.
³Numbers can be either positive (allocated to the program) or negative (allocated away from the program).
⁴Reflects the level of state funding requested in the referenced year. Dollars reported are incremental.
⁵Reflects the number of FTE staff to be supported with requested funds. Not a dollar entry.
⁶Other dollars directly assigned to the program. Do not include allocated support services.
Notice of Intent
Southern Illinois University Carbondale
Masters of Science in Behavior Analysis and Therapy

The Southern Illinois University Carbondale Rehabilitation Institute wishes to inform the Illinois Board of Higher Education of its intent to offer the Master of Science in Behavior Analysis and Therapy in Region (?).

Southern Illinois University Carbondale’s Behavior Analysis and Therapy Master’s Degree Program is designed for the working professional seeking to gain additional graduate education and eventual certification by the Behavior Analysis Certification Board. The Behavior Analysis and Therapy Program emphasizes empirically based development and application of learning principles to a wide range of situations. Program graduates will be prepared to conduct research, teach and apply the principles of behavior to assist individuals or organizations. The graduate of the Masters program may seek applied work immediately following graduation or pursue doctoral training at SIU or elsewhere. The Behavior Analysis & Therapy Program prepares the student for either career path through a wide variety of quality coursework, research, and hands on training opportunities.

The Behavior Analysis and Therapy Program requires a minimum of 45 credit hours including the required courses listed below (or their equivalent), at least two elective courses listed below, a practicum, an internship, and a research paper or thesis. The student must complete satisfactory 9 credits of internship under the supervision of a BAT faculty member. The internship usually involves working in a human service facility full time for one semester or half time for two semesters. Those students interested in pursuing doctoral programs may participate in a more research-oriented internship. The Master of Science (MS) degree requires the completion of either a research paper or thesis. The research paper entails projects such as conducting an empirical study, reviewing the professional literature, or constructing a treatment manual. It requires supervision and approval by a chairperson. The thesis requires an experimental project supervised by a chairperson, with an oral defense before a three-member thesis committee. This blend of educational experiences will lead the graduates to be scientists/practitioners who can easily find employment or additional education upon degree completion.

Applicants must possess a bachelor’s degree and have the required G.P.A. for admission to the Behavior Analysis and Therapy Program and the SIUC Graduate School. The students are likely to reside in the area of Carbondale in the State of Illinois. It is anticipated that these classes will be delivered by SIUC faculty who will travel to an off-campus location at the Goldie Floberg Center in Carbondale, IL, through distance learning delivery or a combination of both. The University estimates that the student body will consist of approximately 18-20 students who will form a three-year cohort.

Requests for additional information about the proposed program should be addressed to Dr. John S. Haller, Vice President for Academic Affairs, Southern Illinois University, 1400 Douglas Drive, Carbondale, IL 62901. E-mail: jhaller@notes.siu.edu
Attachment 7

Illinois Board of Higher Education Website
Academics > Program Review & Approval

Reviews of Existing Degree Programs at Public Institutions

Public colleges and universities are required to review all degree programs within a cycle of eight years and to submit a summary of each review to Academic Affairs staff. The reviews can lead to continuation of strong programs, corrective measures to address problem areas, and suspension or elimination of programs.

Approval of New Institutions and New Degree Programs

The staff reviews applications to establish new colleges and universities in the state and applications for new degree programs from public universities, community colleges, and private colleges and universities, including out-of-state institutions. Private colleges and universities that were established in some cases prior to 1945 or 1961 are exempt from submitting their proposals to the staff unless their new programs are to be offered in different Higher Education Regions. The staff also reviews proposals to establish new research and public service centers from public universities.

- Applications
  - Public Institutions
  - Independent Institutions

- Notices of Intent

- Recently Approved Programs
Attachment 8

Illinois Board of Higher Education Approval
September 6, 2006

Dr. John Haller  
Vice President for Academic Services  
Southern Illinois University Carbondale  
Stone Center, MC 6801  
Carbondale, IL 62901

Dear John:

After reviewing the Memorandum of Agreement between the Goldie B. Floberg Center and Southern Illinois University Carbondale dated May 17, 2006, staff finds that SIUC is authorized to offer the Behavior Analysis and Therapy graduate program in Rockton, Illinois. As outlined in the statutes, enrollment in this program at the Rockton location is limited to the employees of the Goldie B. Floberg Center.

Should SIUC to offer the program beyond this employee group, off-campus approval to do so will have to be sought from the Illinois Board of Higher Education. Please feel free to contact me if you have further questions.

Sincerely,

Lynn Murphy  
Senior Associate Director  
Academic Affairs
Attachment 9

Rate Request
MEMORANDUM

TO:    Walter V. Wendler, Chancellor
       Southern Illinois University Carbondale

THROUGH:    John M. Dunn
            Provost and Vice Chancellor

THROUGH:    Thomas C. Calhoun
            Associate Provost for Academic Affairs

THROUGH:    Stephen L. Yarbrough, Director
            Division of Continuing Education

FROM:    Susan Edgren, Assistant Director-Credit Programs
         Division of Continuing Education

DATE:    May 23, 2006

SUBJECT:  Rate Request for the Goldie B. Floberg Center

The Rehabilitation Institute and the Goldie B. Floberg Center have agreed to offer a Masters Degree in Behavior Analysis and Therapy at an off-campus site in Rockton, Illinois effective fall semester 2006. A copy of the Memorandum of Agreement is attached. The following schedule of charges is requested to establish new rates. This rate is for graduate level courses only. The per semester credit hour rates listed below will defray course delivery costs while allowing for the usual tuition contribution.

Program Delivery Charge: $235.62
Tuition: $94.38
TOTAL: $330.00 per credit hour

Thank you for your assistance.

Approved
Walter V. Wendler, Chancellor
On behalf of the Board of Trustees

C:  Patricia Elmore
    Susan Ferry
    John Benshoff
    Carol Henry

Cheryl Reinhardt
Jill Kirkpatrick
Judy Marshall

Division of Continuing Education
www.dce.siu.edu
Mail Code 6705
Southern Illinois University Carbondale
703 S. Washington Street
Carbondale, Illinois 62901
618 | 536.7751 Fax: 618 | 453.5680
www.siu.edu

RECEIVED
MAY 24 2006
2/5-30-06 A
Associate Provost for Academic Affairs
Attachment 10

Request for Subcodes
MEMORANDUM

TO: Judy Marshall  
    Mike Mueller  
    Billie Jo Hamilton  
    Matthew Herman

FROM: Stephen L. Yarbrough, Director  
       Division of Continuing Education

DATE: June 1, 2006

SUBJECT: New Rate Request for Goldie B. Floberg

Attached is a copy of the Chancellor's approval of new delivery charges and the Memorandum of Agreement for the delivery of an off-campus Masters Degree in Behavioral Analysis and Therapy in Rockton, Illinois. The charges will be effective fall Semester 2006. The per semester credit hour rate is for graduate level only.

We appreciate your usual assistance in establishing new codes to reflect the following schedule of charges:

<table>
<thead>
<tr>
<th>Program Delivery Charge</th>
<th>$235.62 per semester credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$94.38 per semester credit hour</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$330.00 per semester credit hour</td>
</tr>
</tbody>
</table>

As always, your assistance is appreciated.

SLY/se

Attachment

c: Thomas C. Calhoun  
   Tina Collins  
   Marty Will

Division of Continuing Education
www.dce.siu.edu
Mail Code 6705
Southern Illinois University Carbondale
703 S. Washington Street  
Carbondale, Illinois 62901
618 | 536.7751 Fax: 618 | 453.5680
www.siuc.edu
Attachment 11

Continuing Education and Internal Consulting Activities
CONTINUING EDUCATION AND INTERNAL CONSULTING ACTIVITIES
SOUTHERN ILLINOIS UNIVERSITY

D.C.E. and Vice Chancellor's office use only:
F-Y-T-D payments
Fiscal Year charged
Cumulative compensation

NAME:
Last
First
Middle
Employee ID
Employee's Mailcode
Preparer's Mailcode

Effective date(s): Beginning date of activity _____________ Ending date of activity _____________

Position ID of primary assignment

Rank, title or classification (Job)

Department (Organization)

Full-time equivalent monthly salary

SECTION 1. PAYMENT REQUEST (mark and complete appropriate lines):

☐ No additional compensation required
☐ Credit activity (_________ x ____________) + ________
  monthly salary x rate/mo.
  (_________ x ____________) = __________
  one-way miles x rate per mile
☐ Individualized learning payment (complete section 2 below)
☐ Credit-free activity (complete section 3 below)
☐ Consulting activity (complete section 4 below)
☐ Special payments, waivers, or conditions

GROSS AMOUNT TO BE PAID: __________

PAYMENT SCHEDULE*:
☐ Pay in lump sum on __________
☐ Pay in ______ equal installments of __________
  beginning on __________ (date of first check).
*The first installment is not to precede the beginning of services. The activity must be complete before the final installment or lump sum payment is made.

AIS Budget Description

AIS Fund

AIS Unit

AIS Budget Purpose

AIS Department Activity 1

AIS Department Activity 2

AIS Function

AIS Natural Account

SECTION 2. CREDIT COURSE ACTIVITY

Course number and title

Semester

Year

Semester hours

Location

Days/time

Total contact hours

Type of credit:

☐ Undergraduate

☐ Graduate* Regular off-campus

☐ Both* Other

*Tuition:

Beginning date

Ending date

Admissions & Records use only:

Call #

Section #

SECTION 3. CREDIT FREE ACTIVITY

Title

Number of contact hours

Continuing Education use only:

Code

SECTION 4. INTERNAL CONSULTING ACTIVITY

Description of consulting activity:

Total consulting days

Location: ☐ On campus ☐ Other Specify city and state

READ BEFORE SIGNING: I agree to accept this assignment and compensation subject to the above conditions and subject to the printed conditions set forth; further, I understand that if this course or activity is cancelled, I am not entitled to payment.

ADMINISTRATIVE APPROVALS (As required by campus)

Signature of staff member

Date

Chair/Fiscal Officer

Date

Dean/Director

Date

Dean of the Graduate School

Date

Director of Continuing Education

Date

Other administrative approval

Date

Vice Chancellor/Provost

Date

HR-0130CS

09/06

Page 1 of 1
Continuing Education and Internal Consulting Activities Form

All dollar amounts should be entered without the currency ($ and three-digit grouping (.)) symbols. These symbols will be inserted when you exit the field.

The complete compensation policy for continuing education and internal consulting activities follows for reference in completing this form.

COMPENSATION POLICY FOR CONTINUING EDUCATION AND INTERNAL CONSULTING ACTIVITIES

I. General Guidelines and Limitations
   A. Authorization and Approvals
      University personnel holding faculty, administrative/professional or civil service appointment who wish to engage in activities for which extra compensation is allowed, first must obtain the approval of their supervisor or chairperson, and the appropriate academic dean (or the unit Vice President if non-academic). This Policy applies only to those persons who are on appointment at SIUC during the period for which extra compensation is requested and services are performed.
   B. Annual Maximum
      The total amount of extra compensation which one can earn in a fiscal year from all activities (instructional and internal consulting) shall not exceed 20% of an employee's equated annual salary (monthly salary x 12). For purposes of the Policy, the fiscal year begins July 1.
   C. Waivers
      A University employee may waive all or part of available extra compensation.
   D. Payment Schedule
      The first installment or lump sum payment date is not to precede the beginning of services.

II. Compensation for Credit Activities
   A. On-Campus Credit Courses
      University employees teaching credit courses within the designated University attendance center at Carbondale, Illinois are not eligible to receive additional compensation for these activities. The boundaries of the designated University attendance center are defined as the city limits of Carbondale, the CTC campus near Carterville, the University Farms at Carbondale, Southern Illinois Airport, and the Touch of Nature facility south of Carbondale.
   B. Off-Campus Credit Courses
      An instructor who teaches a credit course beyond the designated University attendance area at Carbondale, Illinois, may receive an extra compensation allowance. Payment is based on the number of credit hours per course and is computed as a percentage of the monthly salary plus a one-way mileage factor.
      The following chart sets forth the multipliers used in computing extra compensation.

<table>
<thead>
<tr>
<th>Cr/Hr</th>
<th>Rate</th>
<th>Mo Salary</th>
<th>Rate</th>
<th>Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HR_0130C_301_1_Cont_Ed_Internal_Consulting_Activities.doc  Page 5  03/2001
Continuing Education and Internal Consulting Activities Form

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.0833</td>
<td>$0.666</td>
</tr>
<tr>
<td>2</td>
<td>.1666</td>
<td>$1.333</td>
</tr>
<tr>
<td>3</td>
<td>.25</td>
<td>$2.00</td>
</tr>
<tr>
<td>4</td>
<td>.3333</td>
<td>$2.666</td>
</tr>
<tr>
<td>5</td>
<td>.4166</td>
<td>$3.333</td>
</tr>
<tr>
<td>6</td>
<td>.5</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

Example: An instructor who teaches a three semester hour course 100 miles from the University attendance area and who earns $3,000 would receive a $950 compensation allowance. \((3,000 \times .25) + (100 \text{ mi.} \times \$2) = \$950\).

Faculty must have concurrent responsibilities at different locations to be eligible for continuing education compensation. For faculty whose regular teaching location is other than Carbondale, Illinois, that place of employment is used as the basis for computing extra compensation.

Minimum compensation for one, two, three and four-hour courses is $250, $500, $750, and $1000 respectively.

The maximum compensation allowance for any one course may not exceed the following percentage of that instructor’s monthly salary.

- 1 Sem Hour = 16 2/3% of monthly salary
- 2 Sem Hour = 33 1/3% of monthly salary
- 3 Sem Hour = 50% of monthly salary
- 4 Sem Hour = 66 2/3% of monthly salary
- 5 Sem Hour = 83 1/3% of monthly salary
- 6 Sem Hour = 100% of monthly salary

Faculty teaching more than one course at the same location per trip will receive (a) full allowance for the course carrying the greatest number of credit hours and (b) the monthly salary factor for additional courses. Mileage is not paid for the second or additional courses.

EXAMPLE: A faculty member with a monthly salary of $2,800 who teaches a three-hour course and a one-hour course back-to-back 100 miles from campus will be paid $900 for the three hour course and $233 for the one-hour course for a total of $1,133.

Faculty teaching courses at two or more off-campus locations per trip will receive (a) full allowance for the course farthest from the campus and (b) the monthly salary factor for additional courses. Mileage is not paid for the second or additional courses.

EXAMPLE: A faculty member with a monthly salary of $2,800 who teaches a three-hour course 75 miles from campus at 4:00 p.m. on Tuesdays and another three-hour course 50 miles from campus at 7:00 p.m. on Tuesdays (one trip) will be paid $850 and $700 for a total of $1,550.

C. Travel/Study Program

Faculty members who organize and conduct Travel/Study groups are eligible for University compensation. Travel/Study awards require the approval of the SIUC Travel/Study Committee in addition to all regular approvals. Faculty compensation under a Travel/Study award is treated as a summer appointment and will not reduce the faculty member’s eligibility for extra compensation in other Continuing Education activities. This compensation is based upon the duration of the program and a percentage of the instructor’s monthly salary as per the following schedule:
One Week = 25% of monthly salary
Two Weeks = 50% of monthly salary
Three Weeks = 75% of monthly salary
Four Weeks = 100% of monthly salary
Five Weeks or More = Negotiable

D. International Contractual Programs
Extra compensation for international programs may be negotiated based on funding agency requirements and applicable University policy.

III. Compensation for Credit-Free Activities
Extra compensation for SIUC faculty and staff participating in credit-free instructional activities is based upon instructional contact hours. The duties and responsibilities for which extra compensation is requested must be over and above those associated with the individual’s regular University assignment. Compensation is determined by the type of activity and is subject to the income from that activity and will normally be at the rate of 1.5% of one month’s salary for each instructional contact hour.

Compensation above the normal rate requires prior approval by the Director of Continuing Education and is subject to the income available from that activity. In no case may the rate of extra compensation for credit-free instructional activities exceed $150 per contact hour, nor $1,200 per day.

IV. Compensation for Individualized Learning Activities
The Division of Continuing Education’s "Instructional Agreement for Individualized Learning Course," approved on July 10, 1981, governs compensation for credit and credit-free instruction provided in a non-traditional format.

V. Compensation for Consulting Activities
Approval for consulting activities on the part of University faculty and staff are subject to the determination of the benefit to the individual and to the University. The principal criteria which must be met to qualify such activities for extra compensation are as follows:
1. The activity may not compromise the University or conflict with other activities being carried out by the University.
2. The activity must contribute to the professional development of the faculty member.
3. The work performed may not interfere with complete fulfillment of normal University duties and responsibilities of the faculty member.
4. The funding for on-campus consulting or consulting at an off-campus attendance center of the University is obtained through a budgeted line in an externally funded research or grant account or externally funded training account. Funds obtained through the Board of Higher Education allocation cannot be used.
5. The compensation rate for on-campus consulting or consulting at an off-campus attendance center of the University does not exceed the normal salary rate of the individual.

Example: A faculty/staff member with a 100% appointment and a monthly salary of $3,000 can earn $137.93 per day

\[
\frac{3,000}{21.75} = 137.93
\]

(Monthly Salary) = (Daily Rate)
6. The services cannot exceed an average of one day per week during the individual’s normal appointment period (includes non-credit activities).
   Example: A faculty/staff member with a 100% appointment and a monthly salary of $3,000 for consulting during a four week-month:
   \[3,000 + (4 \times 137.93) = 3,551.72 \text{ (Total Salary)}\]
7. The Principal Investigator/Project Manager cannot be compensated for consulting services associated with his or her own project.
8. Consulting activities by faculty members not specifically defined in this policy shall be covered by the provisions of Policy on Outside Employment, Chapter II, Faculty Handbook.

VI. Travel Expenses Reimbursement
Approved travel expenses are reimbursed in accordance with SIUC Travel Policies. These expenses are not included in the maximum allowable compensation for continuing education activities in any fiscal year.

Routing: Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.