

Criteria and Procedures for establishing off-campus locations and ensuring that physical resources at those locations are appropriate and sufficient

The purpose of this document is to:

- Define what an off-campus location is and differentiate between the different types
- Clarify the process for initiating off-campus locations
- Identify the method of determining the physical resource requirements of off-campus locations
- Establish a means to regularly evaluate the adequacy of the physical resources at off-campus locations

1) Definitions

- a) On-campus Locations: These locations are in “the triangle,” the area bordered by High Street, Griffin Blvd, and Main Street. They are owned by Longwood University.
- b) Extended Campus Locations: These locations are within Prince Edward County and are owned by Longwood University or a Longwood affiliated entity.
- c) Off-campus locations: These locations are outside of Prince Edward County, or if inside the County are not owned by Longwood University or a Longwood affiliated entity, where Longwood occupies space either temporarily or for the foreseeable future. These locations may serve the institution’s educational programs, support services, and other mission-related activities.
 - i) Off-campus instructional sites: Educational programs must administer 25% or more of the program’s credit hours at an off-campus location in order to be considered an off-campus instructional site, in accordance with the SACSCOC *Substantive Change for Accredited Institutions of the Commission on Colleges* policy statement.
 - ii) Off-campus administrative sites: Support services and mission-related programs located at an off-campus location must be considered the primary point of face-to-face contact for the program to be considered an off-campus location.
 - iii) Types of Off-campus Locations:
 1. Cohort off-campus instructional locations: These are off-campus instructional sites that Longwood uses on a temporary basis to facilitate a program or series of classes for a predetermined and finite period of time. These locations typically allow the university access to shared spaces (such as classrooms) for only the specified dates and times of the program.

(For example, Powhatan County Schools may allow Longwood to use their high school auditorium the fourth Saturday of every month for three months from 10am-5pm.)

The instrument used to assist in identifying the physical resources available at these facilities is a *Cohort Site Checklist*.

2. Open-use agreement instructional locations: These are off-campus instructional sites that provide non-designated or shared spaces (such as classrooms) for Longwood to use for a longer period of time to support on-going programs.

(For example, NCI may allow Longwood access to classroom space for instructional purposes for a timeframe of five years. However, the exact classrooms as well as the dates and time of use will change each semester. These classrooms may also be shared and used by other programs when not in use by Longwood.)

The instruments used to facilitate these locations are Memorandum of Understandings (MOUs), Facility Use Agreements, or other form of legal instrument that defines the relationship between Longwood and the property owner.

3. Leased off-campus locations: These locations are off-campus and provide clearly designated and solely dedicated space for Longwood to use for a longer period of time. These may be instructional or administrative sites.

The instrument used to facilitate these locations is a lease or other form of legal instrument such as a Memorandum of Understandings (MOUs) or Facility Use Agreements that defines the relationship between Longwood and the property owner.

4. Owned off-campus locations: These locations are off-campus and are owned by Longwood University or an affiliated entity. These may be instructional or administrative sites.

- d) Off-campus location program liaison (OCPL): Each off-campus location shall have a Longwood faculty or staff member that serves as the liaison between the site and Longwood University.

2) Initiating an Off-campus Location

- a) When an off-campus location is being considered and is in the development stages, a department or program shall request initial approval from the university's Space Planning and Management Committee (SPMC) in order to begin the process of establishing the physical resources at a new off-campus location. SPMC approval is not required for cohort off-campus instructional locations.
- b) Off-campus instructional sites must also comply with the requirements outlined in APPM [Policy 2114, Substantive Change Reporting Policy](#), and follow procedures for academic initiatives such as completion of the *Academic Initiatives Planning Checklist*.
- c) The SPMC's initial approval will allow the Space Planning and Real Property Manager (SPRPM) to begin working with the program to formally identify criteria and a location.

3) Identifying Criteria

To initiate an appropriate off-campus location, the program's requirements must be identified. The adequacy of an off-campus location's physical resources is dependent on the activities and requirements of the program occupying the location. Different programs may have unique needs not applicable to other programs.

a) In order to understand the needs of off-campus programs, the following requirements must be defined:

- I. Location / Geographical
- II. Security
- III. Accessibility
- IV. Square footage
- V. Parking
- VI. Equipment & Systems
- VII. Technology
- VIII. Signage
- IX. Budget
- X. Accreditation requirements related to physical resources

b) The SPRM will work with OCPL to define the aforementioned variables in the form of an *Off-Campus Location Questionnaire*. The OCPL at cohort off-campus locations shall use a *Cohort Site Checklist* and submit a copy to the SPRPM.

c) The SPRPM will use the information collected in the *Off-Campus Location Questionnaire* to identify viable options to locate the off-campus location.

d) If a location is not available that meets all of the program's needs, a justification may be provided that identifies why the space is still adequate.

(For example: The geographic requirements of a program may outweigh the square footage requirements if there is no available location in the specified geographical location that meets the space needs.)

e) Facility inspection: If a facility has an effective age of less than ten years old, the condition of the facility is deemed adequate. If a facility is over ten years old, a facility inspection is required. A facility inspection may be conducted by the owner, Longwood staff, or a third party. Any critical findings uncovered during the inspection should be reported to the landlord or the entity responsible for repairs. Critical findings are defined as major system deficiencies that could malfunction at anytime and impact LU's use of the space. Cohort offsite locations do not require a facility inspection.

4) Final Approval to Initiate an Off-campus Location

- a) Once an off-campus location has been identified that appropriately meets the program's requirements, the SPRPM shall submit the recommendation to the SPMC for final approval.
- b) Off-campus instructional sites must also comply with the requirements outlined in APPM Policy [2114, Substantive Change Reporting Policy](#), and receive the appropriate approvals.

5) Regular Reassessment

It is important to regularly reassess the program's needs of open-use agreement instructional locations, leased off-campus locations, and owned off-campus locations as they relate to the physical resources.

- a) The SPRPM shall reassess the current physical resource needs of the program every three years to determine if the space still meets the program's requirements. This will require that the *Off-Campus Location Questionnaire* be reevaluated, as well as verify that a facility inspection of less than five years old is on file with the SPRPM. Included as part of the assessment is an occupant satisfaction survey that inquires about the overall satisfaction of the space. This survey shall be administered by the SPRPM to faculty/ staff and students.
 - i) Faculty and Staff Survey: The faculty and staff survey shall be initiated by the SPRM and administered by the OCPL to the faculty and staff that teach or work at the location.
 - ii) Student survey: The student survey shall be administered as part of the course evaluation.
- b) The SPRM shall conduct an assessment of the future space requirements of the program every three years, or at the request of the OCPL.
- c) If a space is determined inadequate based on the findings of an assessment, the challenge will be presented to the SPMC to identify a solution.

Related Policies

APPM Policy [2114, Substantive Change Reporting Policy](#)

APPM Policy [7210, Space Allocation and Assignment Policy](#)

APPM Policy [7211, Space Configuration Management Policy](#)