KANSAS BOARD OF REGENTS
SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS

VIRTUAL MEETING AGENDA
Wednesday, April 17, 2024
8:30 – 9:00 a.m.

The System Council of Chief Academic Officers (SCOCAO) will meet at Fort Hays State University. A Zoom option will be available.

I.	**Call to Order**	Mickey McCloud, Co-Chair	
	A. Roll Call and Introductions		
	B. Approve Minutes from March 20, 2024		p. 3
II.	**Systemwide Updates**		
	A. Transfer and Articulation Council (TAAC) Report	Jane Holwerda	
	B. Math Pathways	Rusty Monhollon	
	C. AY 2024 Performance Report Rubric	Sam Christy-Dangermond	p. 4
III.	**Other Matters**		
	Off-Campus Delivery of Academic Courses and Programs	Mickey McCloud	p. 14
IV.	**Next SCOCAO Meeting – May 15th Virtual Meeting**		
V.	**Adjournment**		

Date Reminders:
- July 1: Performance Reports (including link to Degree Maps) due

SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS

The System Council of Chief Academic Officers (SCOCAO), established in 2002, is composed of the six chief academic officers of the state universities, four chief academic officers selected by the nineteen community colleges, one chief academic officer selected by the six technical colleges, and the chief academic officer of Washburn University. The Board's Vice-President for Academic Affairs serves as an ex officio member. The Committee meets in person on the morning of the first day of the monthly Board meeting. Membership includes:

Mickey McCloud, Co-Chair	JCCC
Debbie Mercer, Interim, Co-Chair	K-State
Barbara Bichelmeyer	KU
Brent Thomas	ESU
Howard Smith	PSU
Jane Holwerda	Dodge City CC
Jill Arensdorf	FHSU
John Fritch	Washburn
Luke Dowell	Seward CCC
Shirley Lefever	WSU
Brandon Galm	Cloud County CC
Scott Lucas	WSU Tech
Rusty Monhollon	KBOR

System Council of Chief Academic Officers
AY 2024 Meeting Schedule

SCOCAO Academic Year 2023- 2024 Meeting Dates		
Meeting Dates	**Location (virtual or in-person)**	**Institutional Materials Due**
September 20, 2023	Virtual	August 30, 2023
November 15, 2023	Emporia State University	October 25, 2023
December 13, 2023	Virtual	November 22, 2023
January 17, 2024	Virtual	December 27, 2023
February 14, 2024	Virtual	January 24, 2024
March 20, 2024	Virtual	February 28, 2024
April 17, 2024	Fort Hays State University	March 27, 2024
May 15, 2024	Virtual	April 24, 2024
June 18, 2024	Virtual	May 29, 2024

SCOCAO meets at 8:30 a.m. unless otherwise noted.

System Council of Chief Academic Officers
MINUTES

Wednesday, March 20, 2024

The March 20, 2024, System Council of Chief Academic Officers (SCOCAO) meeting was called to order by Luke Dowell. The meeting was held virtually through Zoom with an in-person option at the KBOR offices.

In Attendance:

Members:
Barbara Bichelmeyer, KU	Jennifer Ball, Washburn	Brandon Galm, Cloud County CC
Brent Thomas, ESU	Howard Smith, PSU	Luke Dowell, Seward County CC
Shirley Lefever, WSU	Jill Arensdorf, FHSU	Scott Lucas, WSU Tech
Rusty Monhollon, KBOR		

Approval of Minutes

Jill Arensdorf moved to approve the February 14, 2024, meeting minutes. Brent Thomas seconded the motion, and the motion passed.

Systemwide Updates

- Karla Wiscombe provided the Transfer and Articulation Council (TAAC) Report. Karla shared that TAAC will delay researching courses for the 2024 KCOG due to the program-to-program articulation process. Several systemwide program articulations may require new Systemwide Transfer (SWT) courses.

- Sam Christy-Dangermond provided an update on Performance Agreements and the AY 2024 Performance Report. Jennifer Brown shared the Degree Maps for NCK Tech's Automotive Technology and Nursing programs. Elaine Simmons shared the process that Barton CC is using to manage Degree Maps requirements and Barton's Degree Map format. Trisha Paramore and Jess Fortner shared the Degree Maps for Hutchinson CC's History AA program.

- Sam Christy-Dangermond provided an update on the math pathways projects. The Math Course Placement Measures Committee will meet on Friday, March 22nd. The Business discipline group and the Math Pathways Task Force will meet next Tuesday, March 26th. The Health Sciences and Exercise Sciences discipline group and the Math Pathways Task Force will meet on Thursday, March 28th.

- Karla Wiscombe provided an update on General Education Exceptions and Extensions and demonstrated where exceptions can be found on the KBOR website.

- Karla Wiscombe provided an update on the Systemwide Elementary Education Transfer Associate Degree. Contemporary Math was selected as the appropriate general education math course for the General Education area, with the expectation that institutions would be flexible in allowing substitutions for students who had already completed College Algebra or Elementary Statistics.

- Karla Wiscombe provided an update on Program to Program Articulation. All four groups will have a rough draft by March 29th. The final due date is May 24th.

Other Matters

- Luke Dowell noted that work continues on the Off-Campus Delivery of Academic Courses and Programs policy and it will be on the April agenda.

Adjournment

Brent Thomas moved to adjourn the meeting; Scott Lucas seconded, and the motion passed.

Draft Rubric for AY 2024 Performance Report

	Meets	Partially Meets	Does not Meet
Detail Institution's Commitment to Implementing Math Pathways (20 pts possible)	Includes all components (both process and timing are covered, and list includes name, title, and email of more than one person who will lead the work.)	Includes some components (missing process or timing, or list has one name and/or is missing title(s) or email(s))	Did not provide process or timing; did not provide list
Process & timing required on campus to create & approve gateway math courses for math pathways into degree programs during AY 2025	10	5	0
List of group members who will lead work on campus	10	5	0
Detail Institution's Commitment to Implementing Corequisite Math Support Developmental Education (20 pts possible)	Includes all components (both process and timing are covered, and list includes name, title, and email of more than one person who will lead the work.)	Includes some components (missing process or timing, or list has one name and/or is missing title(s) or email(s))	Did not provide process or timing; did not provide list
Process & timing required on campus to create & approve corequisite math support developmental education during AY 2025	10	5	0
List of group members who will lead work on campus	10	5	0
Detail Institution's Commitment to Implementing Corequisite English Support Developmental Education (20 pts possible)	Includes all components (both process and timing are covered, and list includes name, title, and email of more than one person who will lead the work.)	Includes some components (missing process or timing, or list has one name and/or is missing title(s) or email(s))	Did not provide process or timing or did not provide list
Process & timing required on campus to create & approve corequisite English support developmental education during AY 2025	10	5	0
List of group members who will lead work on campus	10	5	0

Draft Rubric for AY 2024 Performance Report

	Meets	Partially Meets	Does not Meet
Detail Institution's Commitment to Faculty & Staff Participation in KBOR-Sponsored Professional Development (20 pts possible)	Includes all components for lists: at least one name/title/email for each of the categories of people listed in parenthesis. Includes all components for plans: covers all target populations and addresses how missed information will be shared	Includes some components for lists: (missing one or more categories of people and/or is missing title(s) or email(s) for list. Includes some components for plans: does not include all target populations or does not address how information will be shared	Did not provide list or plan
List of individuals who will participate in professional development for **a)** English & Math Corequisite support developmental education (math and English faculty, advisors, and institutional research staff); **b)** for Math Pathways (faculty & advisors); and **c)** for course placement measures for gateway & corequsite math and English courses (math and English faculty, advisors, institutional research staff, and testing center personnel)	10	5	0
Plan to ensure faculty & staff who are unable to attend professional development meeting(s) and/or webinar(s) for **a)** English & math corequisite support developmental education; **b)** Math Pathways; and **c)** course placement measures **will receive information missed**	10	5	0
Provide a link to all academic degree maps effective for students starting in Fall 2024 or Spring 2025, which should reflect new Systemwide General Education Framework for Universities and Community Colleges. (20 pts possible)	Includes all components: link and degree map for each program	Includes some components: may be missing single landing page or may not include degree map for all programs	Did not provide any degree maps
Create single landing page and include a link to a degree map for each undergraduate program (includes certificates)	20	10	0

Performance Report (Submit Plans for AY 2025) (AY 2025 Funding Cycle)

1. **Please detail your institution's commitment to implementing math pathways, including**	20 Points
a. the process and estimated timing that is required on campus to create and approve gateway math courses for math pathways into degree programs (during AY 2025); and	(a = 10 pts)
b. the list of the group members that will lead this work on campus.	(b = 10 pts)

a. Process & Estimated Timing

Insert text here

b. List of Group Members

Name	Title	Email Address

2. **Please detail your institution's commitment to implementing corequisite math support developmental education, including**		20 Points
a. the process and estimated timing that is required on campus to create and approve corequisite math support developmental education (during AY 2025); and		(a = 10 pts)
b. the list of the group members that will lead this work on campus.		(b = 10 pts)

a. Process & Estimated Timing

Insert text here

b. List of Group Members

Name	Title	Email Address

3. Please detail your institution's commitment to implementing corequisite English support developmental education, including (its understood that many are currently doing corequisite English)	20 Points
a. the process and estimated timing that is required on campus to create and approve corequisite English support developmental education (during AY 2025); and	(a = 10 pts)
b. the list of the group members that will lead this work on campus.	(b = 10 pts)

a. Process & Estimated Timing

Insert text here

b. List of Group Members

Name	Title	Email Address

4. **Please detail your institution's commitment to faculty and staff participation in KBOR sponsored-professional development, including:** a. lists of individuals broken down by who will participate in professional development for o **English and math corequisite support developmental education** (including math and English faculty, advisors, and institutional research staff); o **Math Pathways** (including faculty and advisors); o **Course Placement Measures for gateway and corequisite math and English courses** (including math and English faculty, advisors, institutional research staff, and testing center personnel); and b. a plan to ensure that faculty and staff who are unable to attend professional development meeting(s) and/or webinar(s) for o English & math corequisite support developmental education; o Math Pathways; and o Course Placement Measures will receive the information missed (e.g. provide video recordings and professional development documentation, etc.).	20 Points (a = 10 pts) (b = 10 pts)

a.

List of Individuals for Professional Development (English & math corequisite support developmental education - include math and English faculty, advisors, and institutional research staff)

Name	Title	Email Address

List of Individuals for Professional Development (Math Pathways – include faculty and advisors)		
Name	**Title**	**Email Address**

List of Individuals for Professional Development (course placement measures for gateway and corequisite math and English courses – include math and English faculty, advisors, institutional research staff, and testing center personnel**)**

Name	Title	Email Address

b. **Institutional Plan to Ensure Those Unable to Attend Will Receive Information Missed (English & math corequisite support developmental education, math pathways, and course placement measures for gateway and corequisite math and English courses)**

Insert text here

5. Please provide a link to all [academic degree maps](#) effective for students starting in Fall 2024 or Spring 2025 (AY 2025). Degree maps effective for AY 2025 are not required to reflect the linked guidance, nor are they required to reflect Math Pathways courses, as those will be going through campus approval processes during AY 2025 for most institutions. Degree maps should reflect new Systemwide General Education Framework for Universities and Community Colleges.	20 Points

Insert text here

OFF-CAMPUS DELIVERY OF ACADEMIC COURSES AND PROGRAMS

The term "off-campus academic courses and programs," for the purposes of this section, refers to courses and programs offered through off-campus face-to-face instruction, and distance education. However, for purposes of the provisions of this policy dealing with delivery of off-campus academic courses or programs for credit outside an institution's assigned service area, the term shall not include 1) distance education courses or programs, as defined herein, or 2) clinical, practicum, internship and similar requirements if the program to which the requirement is tied is delivered within the institution's service area.

Changing demographics and changing workplace demands are among the environmental shifts that are challenging traditional requirements for productive employment and enlightened citizenship. Kansas public postsecondary institutions accept the on-going responsibility to 1) identify the configurations of knowledge and skills needed by students to compete and thrive and 2) provide programs that assist individuals and groups in acquiring the postsecondary education they need.

This policy is accordingly designed to emphasize students' needs. This philosophy recognizes that students seeking off-campus academic courses and programs are a diverse population with differences in educational requirements, motivation, constraints, goals, access and opportunities. To accommodate these differences, such academic programs are designed to reach established as well as underserved constituencies.

Using available learning resources, including electronic delivery, off-campus academic courses and programs at the Kansas public postsecondary institutions collectively work toward increasing opportunities for the entry and reentry of individuals and groups into higher education by assisting them to overcome or minimize participatory barriers such as location, employment, finance, and family social civic responsibilities. These efforts, which may involve a variety of course and delivery formats, are sustained by a commitment to developing and maintaining convenient, quality and affordable services and instruction.

a. General Provisions

College or university delivery of off-campus academic courses or programs is the administrative vehicle for extending the institution's instructional and research resources through service to the people of the State. Off-campus academic courses and programs may be offered for academic credit or they may be noncredit, and they can be delivered via distance education or through off-campus face-to-face instruction.

Delivery of off-campus academic courses and programs is an integral part of higher education and when offered for credit should be publicly and institutionally supported commensurate with the needs of society and at a level that provides for high--quality programs in Kansas.

The Board of Regents expects the public colleges and universities to respond to local educational needs within their approved service areas, including workforce training, and noncredit courses and programs.

The Board of Regents also supports the exploration and use of electronic and other media to deliver quality distance education courses and programs.

The Board encourages and expects coordinated and cooperative efforts in the planning and delivery of off campus face-to-face academic courses and programs. The Board's goal for the Kansas public higher education system is to expand education opportunities for students while avoiding unnecessary duplication.

Decisions to offer off-campus academic courses and programs shall be guided by the following:
i. The mission of the institution;
ii. student need for specialization of programs and diversity of formats, time frames or cost structures;
iii. any other educational and economic needs in a particular area, as identified by the Board;
iv. the availability of adequate instructional and fiscal resources; and
v. cooperation between institutions.
b. Definitions
i. "Campus" is defined as the buildings and grounds of each respective state university, Washburn University, community college, technical college or Washburn Institute of Technology that are located within the institution's service area.
ii. "Credit" refers to a unit of measure of educational experience within a planned curriculum leading to a certificate or degree.
iii. "Noncredit academic off-campus courses or programs" refer to educational activities, such as workshops, seminars, conferences and short courses offered for Continuing Education Units without academic credit for which a fee is charged. These activities receive no direct financial support from the state.
iv. A "distance education course" is one in which faculty and students are physically separated in place or time and in which at least seventy-five percent of the instruction and interaction are provided synchronously or asynchronously via some form of mediated delivery system (i.e., 11.25 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CD-ROM, the Internet or World Wide Web, etc.).
v. A "distance education program" is one in which fifty percent or more of the required courses for the program are delivered via distance education courses.
vi. "Home institution" means each institution that is assigned, in accordance with this policy, to a particular service area. There may be more than one home institution in a given service area.
vii. "Home university" means each university that is assigned, in accordance with this policy, to a particular service area.
viii. "Kansas City metropolitan area" is Johnson and Wyandotte Counties.

c. Administration of Requests for Off-Campus Face-to-Face Academic Courses or Programs to be Delivered Outside Assigned Service Areas
i. At the time a state university or Washburn University seeks approval from the Board to offer an off-campus face-to-face academic course or program outside of its assigned service area, the Vice President for Academic Affairs of the Board shall ascertain that the request has been made in accordance with Board policy.
ii. At the time a community college, technical college or Washburn Institute of Technology seeks approval from the Board to offer an off-campus face-to-face academic course outside its assigned service area:
(1) If the course is part of a technical program, the Vice President of Workforce Development shall ascertain that the request has been made in accordance with Board policy;

(2) If the course is not part of a technical program, the Vice President for Academic Affairs shall ascertain that request has been made in accordance with Board policy.

iii. The Vice President for Academic Affairs of the Board shall also:

(1) Coordinate systematic assessment of state need for off-campus academic services;

(2) be responsible for maintaining appropriate off-campus academic services records;

(3) be responsible for producing state level reports as assigned; and

(4) be responsible for monitoring the execution of Board policy system-wide.

d. Maintenance of Quality

i. It is the responsibility of the chief academic officer of each institution to ensure that institutional procedures, including new program approvals and existing program reviews, result in high standards of quality in off-campus academic courses and programs.

ii. The selection of qualified faculty for off-campus academic courses and programs shall follow established campus appointment and operating procedures.

iii. Instructional and student support services for off-campus academic courses and programs, including library and laboratory resources, shall be appropriate to the needs of the course and program.

e. ~~State Universities and Washburn University~~ Colleges, State Universities and Washburn University

i. Credit awarded by ~~a state university~~any public Kansas institution or Washburn University for off-campus academic courses shall be accepted for transfer by one another, pursuant to the standards set in place by Kansas Core Outcomes Group (KGOG) alignment in the case of Community Colleges. Application of transfer credit toward fulfilling degree requirements shall remain the prerogative of the faculty of the receiving institution.

ii. Service Areas

(1) In-State Responsibilities and Requirements

(a) The State shall be divided into three geographic areas to ensure that needs for off campus face-to-face courses and programs are met without unnecessary duplication. These areas shall be served dually by the University of Kansas and Pittsburg State University, Wichita State University and Emporia State University, and Kansas State University and Fort Hays State University. These geographic service areas shall be established by the Board. (See "Map of State University and Washburn University Service Areas" at the end of this policy.) In addition, the University of Kansas, Kansas State University, Emporia State University, and Washburn University will share responsibility for serving Shawnee County. Instances of apparent duplication in Shawnee County among the state universities and Washburn University shall be evaluated and resolved by the Board's Vice President for Academic Affairs.

(b) Assignment of particular service areas to specific state universities and Washburn University applies only to off-campus academic courses and programs that are offered for credit and delivered on a face-to-face basis. These service areas do not apply to distance education courses or programs or to credit courses offered as part of a conference.

(c) The universities that share a service area have primary responsibility, in coordination with one another, for meeting the needs of the area that are within the university's mission, and have priority in offering off-campus face-to-face academic courses and programs within the area over other state universities and Washburn University.

(d) The universities that share a service area have the responsibility, in coordination with one another, to request that other public institutions in Kansas serve identified or expressed needs in that area when the home institutions are unable to do so. State universities and Washburn shall seek approval for

offering the course or program outside of their home service area from the chief executive officer of the universities, community colleges, and/or technical colleges whose home service area they are seeking to deliver courses or programs to prior to any public announcement of the course or program and no later than 30 days prior to the course(s) starting. Each institution from which approval is required shall have the option to offer the course or program itself, approve the request of the out-of-service-area institution, or reject the request of the out-of-service-area institution. If each home institution is unable or chooses not to offer the course or program and approves the request, or does not respond to the request within 30 days, then the out-of-service-area institution may proceed in accordance with Board policy. If a home institution rejects the out-of-service-area institution's request, the out-of-service-area institution may appeal in accordance with paragraph g.

(e) With the exception of the Kansas City metropolitan area, off-campus face-to-face academic courses that are not part of an approved off-campus academic specialty program and offered by a state university or Washburn University outside the university's service area must be approved by the home universities and by the Vice President for Academic Affairs prior to any public announcement of the course or program and no later than 30 days prior to the course(s) starting. Each institutionCollege or University from which approval is required shall have the option to offer the course or program itself, approve the request of the out-of-service-area institution, or reject the request of the out-of-service-area institution. If each home institution is unable or chooses not to offer the course or program and approves the request, or does not respond to the request within 30 days, then the out-of-service-area institution may proceed in accordance with Board policy. If a home institution rejects the out-of-service-area institution's request, the out-of-service-area institution may appeal in accordance with paragraph g.

(f) Off-campus face-to-face academic courses and programs that are not part of an approved off-campus academic specialty program and offered by a state university or Washburn University outside the university's service area in the Kansas City metropolitan area must be approved by the Board and require additional documentation concerning the need/demand and a justification for any duplication. Animal health and food safety and security courses and programs may be offered by Kansas State University at its Olathe location in accordance with the approval requirements of K.S.A. 19-5001 et seq.

(g) Institutions shall maintain a record of off-campus academic courses and programs and provide information to the Board as requested.

(2) Out-of-State Offerings

(a) Courses to be offered by a state university or by Washburn University outside the State of Kansas must be approved by the Vice President for Academic Affairs prior to public announcement of the course; out-of-state degree programs must be approved by the Board prior to public announcement of the program.

Exceptions:

(i) Courses and programs qualifying as distance education courses or distance education programs as defined in paragraph b.iv. or paragraph b.v. are exempt from this provision.

(ii) Field study courses are exempt from approval even when the "field" component includes offering of instruction at a location outside an institution's service area.

(iii) Study abroad courses are exempt from approval.

(iv) Noncredit off-campus academic courses and programs offered by a state university or Washburn University outside the State of Kansas are exempt from approval but must be reported as requested.

(b) Any university offering courses and programs in other states shall comply with those states' statutes, rules and regulations. If compliance is not feasible, the course or program shall not be made available in that state and any students enrolled shall be withdrawn.

(c) Direct costs, including cost of instruction, must be supported by restricted fees with the following exception: credit off-campus academic courses offered to an institution's regularly enrolled students at an out of state location or locations, including abroad, which take advantage of unique educational resources critical to the instruction, may be included in the instructional base.

(d) Except for royalties payable under the university's intellectual property policy, out-of-state instruction designed to produce a profit for any individual who is an employee of the State of Kansas is prohibited.

(3) Approval of Off-Campus Academic Specialty Programs

(a) An "off-campus academic specialty" is a program unique to a state university or Washburn University that may be offered at approved locations or statewide for a period not to exceed ten years..

(b) Approval Procedures

(i) A state university's written request for approval of an academic specialty must be made to the Council of Chief Academic Officers through the Board staff. Washburn University's written request for approval of an academic specialty must be made to the System Council of Chief Academic Officers through Board staff.

(ii) The request must contain the following information:

1) Name and CIP code of the proposed program;

2) degrees that may be awarded through the program;

3) statement of need for the program substantiated with data;

4) purpose of the program;

5) students likely to enroll in the program and estimated enrollment;

6) unique and distinguishing features of the proposed program, such as its faculty, facilities, resources, and history sufficient to support designation as an off-campus academic specialty;

7) curriculum, including the department, number, name, and a brief description of content for each course within the program;

8) other information the institution may wish to provide in support of its request;

9) name, title, address, and telephone number of the designated representative of the program;

10) signature of the chief academic officer of the institution authorizing the request;

11) date of the request;

12) specific locations where the program will be offered; and

13) requested approval period.

(iii) By a majority vote, the Council of Chief Academic Officers (or System Council of Chief Academic Officers in the case of Washburn University) shall recommend approval or denial of the proposed specialty program, including the curriculum, to the Board's Vice President for Academic Affairs.

(iv) Any substantive changes in the approved curriculum must be approved by the Council of Chief Academic Officers (or System Council of Chief Academic Officers in the case of Washburn University) and the Vice President for Academic Affairs.

(v) Board staff will maintain information about the curriculum and courses of approved off-campus academic specialties for use in reviewing requests to offer courses outside the university's service area.

(vi) Subsequent to institutional identification of specific courses comprising the curriculum, and approval by the Council of Chief Academic Officers (or System Council of Chief Academic Officers

in the case of Washburn University) and the Vice President for Academic Affairs, a university's off-campus face-to-face program will be designated as an "off-campus academic specialty program" and may be offered at approved locations or statewide for a period not to exceed ten years.
(vii) In the tenth year after its approval by the Council, or at the end of the approved period, the university may indicate its desire to continue an off-campus academic specialty by following the approval procedures outlined in (3)(b)(i) and (3)(b)(ii).

f. Community Colleges, Technical Colleges and Washburn Institute of Technology
i. The provisions in this policy dealing with community colleges, technical colleges and Washburn Institute of Technology are adopted pursuant to the Board's authority conferred by K.S.A. 71-601, 71-609, 71-620, 71-1801 et seq., 72-4480, 72-4482, 74-3205d, and 74-32,433.

ii. Service Areas; In-State Responsibilities and Requirements
(1) The areas shown in the "Map of Service Areas for Kansas Community Colleges" and the "Map of Service Areas for Kansas Technical Colleges," both of which are at the end of this policy, shall be considered the service areas for community colleges and technical colleges for purposes of this policy. The service area for the Washburn Institute of Technology shall be Shawnee County for purposes of this policy.
(2) Assignment of particular service areas to specific colleges and the Washburn Institute of Technology applies only to off-campus academic courses and programs that are offered for credit and submitted for state reimbursement, and delivered on a face-to-face basis. These service areas do not apply to distance education courses or programs. These service areas and this geographic jurisdiction policy do not apply to courses, whether face-to-face or distance, delivered on a military reservation, installation or enclave pursuant to a contract with the federal government.
(3) The community college and technical college in a service area have primary responsibility for meeting the needs of that area that are within the college's mission, and have priority over other community colleges and technical colleges in offering off-campus face-to-face academic courses and programs within that area.
(4) The colleges in a service area have the responsibility to request that other public institutions in Kansas serve identified or expressed needs in that area when the home institutions are unable to do so.
(5) To maintain eligibility of the course for state reimbursement, prior to offering any off-campus face-to-face academic courses for credit in a service area other than its own, each community college, technical college and Washburn Institute of Technology shall seek approval for offering the course or program from the chief executive officer of each two-year college assigned to that service area no later than 30 days prior to the course(s) starting.   In addition, to maintain eligibility of the course for state reimbursement, prior to offering any new off-campus face-to-face academic courses for credit in a service area other than its own and in a county in which the main campus of a state university or Washburn University is located, each community college, technical college and Washburn Institute of Technology shall seek approval for offering the course or program from the chief executive officer of that university no later than 30 days prior to the course(s) starting. Each institution from which approval is required shall have the option to offer the course or program itself, approve the request of the out-of-service-area institution, or reject the request of the out-of-service-area institution. If each home institution is unable or chooses not to offer the course or program and approves the request, or does not respond to the request within 30 days, then the out-of-service-area institution may proceed in accordance with Board policy. If a home institution rejects the out-of-service-area institution's request, the out-of-service-area institution may appeal in accordance with paragraph g.

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(6) Institutions shall maintain a record of off-campus academic courses and programs and provide notice to the Board of all agreements allowing off-campus face-to-face academic courses outside an institution's service area, including those agreements with the federal government for delivery of courses on a military reservation, installation or enclave no later than 30 days prior to the course(s) starting.

g. Appeal Process
i. Each home institution shall reply within 30 calendar days of having received a request for an off-campus academic course or program to be offered in its service area. Failure to reply within 30 calendar days of receiving a request shall be deemed an approval.
ii. If an institution is denied approval to offer an off-campus academic course or program in the service area of another institution, the requesting institution may appeal the denial to the Board President and Chief Executive Officer, who shall have ultimate authority to decide the issue. Factors to be considered in arriving at a decision shall include:
(1) Whether there is student need for the course or program in the service area that is not being met by the home institution(s);
(2) whether one or more of the home institutions intend to offer the course or program within a reasonable time period;
(3) the extent to which the requesting and home institutions have attempted to reach a cooperative agreement with regard to deliverance of the course or program;
(4) the feasibility of a cooperative effort between the interested institutions;
(5) whether the course or program is within the mission of the institution that wishes to offer it; and
(6) whether the course or program is within the mission of any of the home institutions.