

FINAL DRAFT 05-071 DEPARTMENT OF EDUCATION **FINAL DRAFT**

Chapter 170: STANDARDS FOR EVALUATING REQUESTS FOR DEGREE-GRANTING AUTHORIZATIONS AND FOR OUT-OF-STATE POSTSECONDARY INSTITUTIONS SEEKING TO MAKE OFFER ACADEMIC CREDIT COURSES/PROGRAMS OFFERINGS IN MAINE

Summary: Rule 05-071 CMR 170 establishes standards to be utilized by review committees ~~in~~ when evaluating requests for degree authorization and for requests from out-of-state postsecondary institutions seeking to ~~make~~ offer academic credit courses/programs offerings in Maine.

1. DEGREE AUTHORIZATION - MAINE BASED INSTITUTIONS

A. Organization and Governance

1. The institution has a current written document detailing administrative responsibilities of the governing board, ~~the chief operating officer(s) administrators,~~ the faculty, the staff, and the students (if staff and students participate in institutional governance).
2. The institution has an organizational chart that clearly showing s lines of authority and the relationship among component units and personnel.

B. Institutional Objectives

1. The institution has defined its educational mission and general purposes or goals, and has included within its “statement of purpose” such uniqueness of programming and educational philosophy as may be inherent in the proposed degree offerings.
2. The institution's “statement of purpose” is readily identifiable through its course and program offerings.

G.C. Degree Requirements

1. The institution awards degrees, only upon successful completion of the courses or programs of study, and degree requirements to be met are specified in writing.
2. The institution's semester hour* requirements for degree completion meet the following minimums:

* With institutions using the semester system there are two 15-week semesters in an academic year. A semester hour is defined as the credit received for completing 15 contact hours of study in class and 30 clock hours in outside preparation. One semester hour is the equivalent of 1.5 quarter hours.

Associate Degree - An Associate degree ~~identified as an Associate of Arts, Associate of Science, and Associate of Applied Science~~ requires a minimum of 60 semester hours or 90 quarter hours. The Associate of Arts degree shall include a minimum of 36 semester hours or 54 quarter hours in general education courses.** The Associate of Science ~~and Associate of Applied Science~~ degrees shall include a minimum of 15 semester hours or 23 quarter hours in general education courses.

Baccalaureate Degree - A Baccalaureate degree requires a minimum of 120 semester hours or 180^{***} quarter hours

Master's Degree - A Master's degree shall require a minimum of 30 semester hours or 43- 45 quarter hours beyond the Baccalaureate.

Doctoral Degree - A Doctoral degree shall require a minimum of 60 semester hours or 90 quarter hours beyond the Baccalaureate in addition to the dissertation.

Decisions will be made on a case-by-case basis for institutions using a non-traditional approach instead of semester hours or quarter hours to determine degree completion

D. Admission Requirements

1. The institution has a written policy defining the minimum requirements for admission and for acceptance at the specific degree level or into the specific degree program proposed by the institution, consistent with criteria established by the appropriate regional or nationally recognized specialized accrediting agency.
2. The admission policies include detailed attention to the standards for academic credit given for experience, and the criteria for transfer credit.
3. The institution has a written policy detailing the criteria and procedure to be followed in providing for a refund of tuition and fees.

E. Academic Programs

1. The educational program and curriculum reflects the philosophy, purposes, and objectives of the institution.

** See Appendix A for list of general education courses.

*** With institutions using the quarter system there are three 10-week quarters in an academic year. A quarter hour is 2/3 of a semester hour (one quarter hour is the equivalent of .667 semester hours

2. The institution has a written policy describing its system for evaluating student performance, the minimum performance considered satisfactory, the criteria for academic probation and conditions for dismissal for unsatisfactory performance.
3. Procedures for the evaluation of the quality of programs of instruction and specific courses are clearly stated in writing.
4. The institution's programs of study consist of planned educational experiences to meet the stated objectives and include attention to the necessary prerequisites, required courses, and appropriate progression.

H. E. Faculty

1. ~~The preponderance of F faculty members providing~~ provide instruction ~~in both on campus and off campus settings, and~~ possess academic, scholarly, and teaching qualifications appropriate ~~prerequisite~~ to their respective positions and teaching assignments and are distributed in such a way that all students benefit from these qualifications.
2. The faculty is involved in developing, implementing, and evaluating the curriculum for all degree programs to assure quality learning experiences are provided for all students.
3. The faculty participates in the governance of the institution and the academic programs as well as in short-term institutional planning activities.

J. G. Student Services

1. Students are provided with, and have access to, a system of educational, career and personal advising services. ~~The institution has developed materials describing services offered which would include, where appropriate but not be limited to, housing, counseling, placement services and extra-curricular activities.~~
2. ~~The institution provides for students a system of educational, career and personal advising.~~

F. H. Library and Learning Resources

1. ~~The institution has written objectives for the library that are in accordance with the institution's purpose, the nature of the educational program and~~

~~the projected enrollment and insures that the students use the library and its resources as an integral part of their education.~~

- ~~1. The institution maintains and provides ready access to library and learning resources, virtual and/or physical, that are adequate and appropriate for student achievement of stated program goals and objectives.~~
- ~~2. The institution's library contains an up to date collection of books, periodicals, newspapers, and other instructional materials which are readily accessible to the faculty and the students. Libraries may make instructional materials available through the utilization of network, remote access and other information technologies.~~
- ~~3. The library collection is sufficient in quality, level, diversity, quantity and current to support and enrich the institution's offerings.~~
- ~~4. The library is staffed by professionally qualified individuals.~~
- ~~5. The institution has a program for continuous acquisition of library materials and for appropriate cataloging and maintenance of all library holdings.~~
- ~~6. A sufficient and consistent material and operational budget has been developed consistent with that of other institutions of comparable size and sufficient to meet the library needs of the institution.~~
- ~~7. The library is of sufficient size and design to accommodate the needs of the student body for work space and areas for listening or viewing various media materials to facilitate students study and learning.~~
- ~~8. If an outside library is to provide a major part of the library resources, the institution has developed a plan detailing the extent of dependence on the outside library including the nature and details of any agreements concerning availability and use by students.~~
- ~~9. All undergraduate programs require the use of information resources in addition to course texts and formal instruction.~~

I. Physical Facilities

- ~~1. The institution provides and maintains an appropriate learning environment with the necessary supports and technologies sufficient for student achievement of educational objectives. In doing so, industry standards for health, safety, and maintenance are followed. a physical plant with classrooms, instructional and resource facilities, and laboratories adequate for the size of the faculty and student body and adequate to support the educational programs offered by the institution.~~

2. ~~Physical facilities with respect to fire safety, hygiene, floor space, ventilation, heat and light are conducive to health and safety and conform to all governmental codes.~~
3. ~~Facilities leased or rented, which house the administrative offices or instructional programs, are bound by contract or lease agreement between the institution and the owner of the facilities sufficient to assure reasonable continuity of the program for enrolled students. This contract or lease agreement stipulates the terms and conditions of the lease and has been officially executed by both parties.~~

C. J. Financial Resources

1. The application for establishment of a new degree-granting program documents a complete and realistic plan for implementing and financing the proposed academic program during the first five-year cycle of operation. The plan is based on reasonably projected enrollment levels; the nature and extent of instructional services required; the availability of existing resources to support the program; additional resource requirements; and projected/committed sources of funding.
2. 4- The application from an existing degree-granting institution can clearly documents that it has the financial resources necessary to support its purposes, implement its program and maintain its continuity for a minimum of five years by providing its most recent audited financial statement, and that evidence exists of long range financial planning.

2. OFFERING IN MAINE BY OUT-OF-STATE INSTITUTION

A- Introduction: Operating Authorization and Accreditation

1. The institution has legal authorization to operate and grant degrees in its home state, either through a state charter or other statutory provision, and has been in operation in its home state for at least 3 years* prior to the date of application for approval to make offerings in Maine.

***Note:** The three year rule will be applied on a case-by-case basis and may not be required if in the best interest of the State of Maine and its citizens.

2. The institution is accredited by a regional accrediting agency or the program to be offered in Maine is nationally accredited by one of the programmatic accrediting agencies recognized by the U.S. Secretary of Education. ~~federally approved specialized accrediting agency designed for the type of programs offered.~~ In the absence of such accreditation, an application to operate in the State of Maine will not be considered.

3. ~~Programs to be offered in Maine are included within the overall accreditation of the institution or have separate accreditation designed for the type of programs offered.~~

B. A. Organization and Governance

1. The institution has a current written document detailing the administrative responsibilities of the governing board, ~~the chief operating officer(s), administrators,~~ the faculty, the staff, and the students (if staff and students participate in institutional governance).
2. Organizational charts clearly showing the lines of authority and the relationships among component units and personnel have been developed with attention given to both on-campus and off-campus operations.

C. B. Institutional Objectives

1. The institution has defined its overall educational mission and general purposes or goals, and has included within its statement of purpose such uniqueness or programming and educational philosophy as may be inherent in the proposed degree courses or programs to be offered in Maine.
2. The institution's statement of purpose is readily identifiable through its course and program offerings.

H. C. Degree Requirements

1. The institution awards degrees, only upon successful completion of the courses or programs of study, and degree requirements to be met are specified in writing. ~~has developed written criteria to be met for successful completion.~~
2. All degree requirements are clearly stated in writing and include attention to residence requirements if such are necessary for completion of the program.
3. The institution's 3 semester hour* requirements for degree completion as indicated in 1, 0, 2 must be met. meet the following minimums:

Associate Degree - An Associate degree ~~identified as an Associate of Arts, Associate of Science, and Associate of Applied Science~~ requires a minimum of 60 semester hours or 90 quarter hours. The Associate of Arts degree shall include a minimum of 36 semester hours or 54 quarter hours in general education courses.** The Associate of Science and

~~Associate of Applied Science~~ degrees shall include a minimum of 15 semester hours or 23 quarter hours in general education courses.

Baccalaureate Degree - A Baccalaureate degree requires a minimum of 120 semester hours or 180^{***} quarter hours

Master's Degree - A Master's degree shall require a minimum of 30 semester hours or ~~43~~ 45 quarter hours beyond the Baccalaureate.

Doctoral Degree - A Doctoral degree shall require a minimum of 60 semester hours or 90 quarter hours beyond the Baccalaureate in addition to the dissertation.

Decisions will be made on a case-by-case basis for institutions using a non-traditional approach instead of semester hours or quarter hours to determine degree completion.

Ε. D. Admission Requirements

1. The institution has written policies defining the minimum requirements for admission into the academic credit courses or program proposed for offering in Maine.
2. The admission policies include detailed the standards for academic credit given for experience, and the criteria for determining transfer credit.
3. A written refund policy is in evidence detailing the criteria for the refund of tuition and fees.

F. E. Academic Programs

1. The educational program and curricular to be offered in Maine is reflective of the philosophy, purposes, and objectives of the institution.
2. The institution has a written policy describing its system for evaluating student performance, the minimum performance considered satisfactory, the criteria for academic probation and conditions for dismissal for unsatisfactory performance.
3. Procedures for evaluation of programs of instruction and specific courses are clearly stated in writing.

* With institutions using the semester system there are two 15-week semesters in an academic year. A semester hour is defined as the credit received for completing 15 contact hours of study in class and 30 clock hours in outside preparation. One semester hour is the equivalent of 1.5 quarter hours.

** See Appendix A for list of general education courses.

*** With institutions using the quarter system there are three 10-week quarters in an academic year. A quarter hour is 2/3 of a semester hour (one quarter hour is the equivalent of .667 semester hours).

4. The institution's programs of study consist of planned educational experiences to meet the stated objectives and includes attention to required prerequisites, required courses, and appropriate progression.
5. ~~The institution has available at the Maine site,~~ materials and equipment necessary for the attainment of the objectives of the course or program offerings are available at the Maine site.
6. Off-campus programs are equivalent to those conducted at the home campus.

I. E. Faculty

1. ~~The preponderance of F faculty members providing~~ provide instruction at the ~~Maine site and~~ possess respective positions and teaching assignments. academic, scholarly, and teaching qualifications appropriate to their respective positions and teaching assignments and are distributed in such a way that all Maine students benefit from these qualifications.
2. ~~Faculty members providing instruction at the Maine site are either full time faculty under contract and from the home campus, or part-time adjunct faculty appointed by the institution.~~
3. ~~2. Procedures are in place to provide a~~ The institution's system for faculty evaluation for of all faculty is utilized with the evaluation of all faculty providing instruction at the Maine site.

K. G. Student Services

1. Students are provided with, and have access to, a system of educational, career and personal advising services. ~~The institution has developed materials describing services offered which would include, where appropriate but not be limited to, housing, counseling, placement services and extra-curricular activities.~~
2. ~~The institution provides for students a system of educational, career and personal advising.~~
1. ~~The institution has developed materials describing services offered which would include, but not be limited to, academic counseling and placement services.~~
2. ~~The institution has a policy designed to advise students not only as regards their academic program, but also on other matters which students will face daily in the pursuit of a higher education.~~
3. ~~The institution shall make available to students a system of educational, career, and personal advising.~~

G. H. Library and Learning Resources

1. ~~The institution has developed a plan detailing how library resources will be made accessible to students in Maine when the institution's central library is not located within this state. This plan should include any combination of requirements stated in subsections 2, 3, 4 below to assure student access pertinent to each course or program.~~
1. The institution maintains and provides ready access to library and learning resources, virtual and/or physical, that are adequate and appropriate for student achievement of stated program goals and objectives.
2. ~~Library resources at the Maine site include books, periodicals, and instructional materials sufficient to support the institution's educational program and enrollment at the Maine site at the relevant degree or course level with accessibility to students detailed in the plan required in paragraph G, 1.~~
3. ~~If outside libraries are to provide a major part of the library resources, the institution has developed a plan detailing the extent of dependence on the outside libraries including the nature and details of any agreements concerning availability and use by students.~~
4. ~~All undergraduate programs require the use of information resources in addition to course text and formal instruction.~~
5. ~~The institution provides services from the central library including electronic access to information documents, document delivery and instructional support.~~

J. I. Physical Facilities

1. The institution provides and maintains an appropriate learning environment with the necessary supports and technologies sufficient for student achievement of educational objectives. In doing so, industry standards for health, safety, and maintenance are followed. a physical plant with classrooms, instructional and resource facilities, and laboratories adequate for the size of the faculty and student body and adequate to support the educational programs offered by the institution.
1. ~~Physical facilities at the Maine site shall be suitable in size for the number of enrollees and provide a quality learning environment.~~
2. ~~Physical facilities with respect to fire safety, hygiene, floor space, ventilation, heat, and light are conducive to health, and safety and conform to all governmental codes.~~

3. ~~Facilities leased or rented, which house the instructional program, are bound by contract or lease agreement between the institutions and the owner of the facilities.~~

D. J. Financial Resources

The application from an existing degree-granting institution can clearly documents that it has the financial resources necessary to support its purposes, implement its Maine program and maintain its continuity for a period of time at the Maine location(s) sufficient to complete the requirements of the program. by providing its most recent audited financial statement, and that evidence exists of long range financial planning and viability.

~~L.~~ K. Telecommunication Instruction

1. All standards indicated in Section 2 subsections A-K of this chapter apply to requests for approval to offer in Maine academic credit courses or programs via telecommunication instruction when there is a physical presence here as defined in Chapter 149 CMR, Section 2 1.I and Section 2, E, (1).
2. ~~The quality of the telecommunication transmission will allow the instructional activities to be seen and heard with utmost clarity.~~
2. The quality of off-campus instruction, including faculty selection and course approval, is the responsibility of the same academic unit that administers the insitution's program on-campus.
3. All curricula is derived directly from approved programs and each course is consistent in quality, content and standards with resident courses offered on the home campus.

3. GENERAL/NON-DISCRIMINATION POLICY

Maine-based institutions and out-of-state institutions, with State Board authorization to operate in Maine, shall provide evidence that they comply with appropriate, federal and state laws which prohibit discrimination against persons because of race, gender, religion or creed, sexual orientation, national or ethnic origin, age, economic status, or handicapping conditions disability.

STATUTORY AUTHORITY: 20-A MRSA 10710

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APPENDIX A

General education courses are those designed to place emphasis on cognitive development rather than on a vocational objective and may include the following when such are not specifically designed for inclusion in a non-academic program:

English
history
philosophy
literature
religion
art
biology
economics

music
sociology
~~foreign~~ world languages
humanities
mathematics
chemistry
psychology
physics