

Off-Campus course and facility requests

The Division of Extended Studies currently manages the Literacy and Technology Center in Walker and the St. Tammany Center in Mandeville. Many facilities are not directly under our control such as the Baton Rouge Nursing Center and area High Schools. Over the past three years, the Literacy and Technology Center, and St. Tammany Center have established best practices related to evening/weekend operations and off-campus operations. The Division of Extended Studies role includes areas such as administrative coordination, communication, logistics and scheduling. Off-campus concerns include:

1. Announcements such as hours of operation or closures
2. Classroom preparation
3. Cleaning
4. Communication-web site-posting course information in a central location
5. Key distribution
6. Logistics budget
7. Monitoring weather
8. Opening and closing procedures
9. Parking
10. Scheduling
11. Special needs
12. Staffing coordination/coverage
13. Student and Faculty safety
14. Technology/space management

Before offering a course at a new location, there are some administrative and operational items to be considered.

1. **Site approval**-A new site may require a contract or Memorandum of Understanding (MOU).
 - a. Identify budgetary concerns
 - b. Identify contact persons at the physical location
 - c. Identify communication plan
 - d. Identify back-up plan for coverage
 - e. Identify classroom needs
 - f. Identify key holder or opening/closing procedures
 - g. Identify anticipated issues or emergencies
 - h. Emergency planning
 - i. Distance from campus and/or from Instructor
 - j. Pre-approval-Department Head, Dean, Provost
2. **Contract negotiation**-Establishing a new site may require a state contract or Memorandum of Understanding (MOU). In the case of a contract, Extended Studies will facilitate the process with Purchasing. Extended Studies will be the liaison between the facility and the academic department.
3. **Contract approval**-All state contracts will follow state purchasing guidelines.
4. **Scheduling**-Off campus courses should be scheduled in PeopleSoft. Unofficial, intermittent meetings or orientations should be scheduled as far in advance as possible using the off-campus course and facility request form. Questions or concerns may be directed to Veda Abene- veda.abene@selu.edu

5. **Human Resources**-Off campus courses are also monitored by Human Resources for the following reasons:
 - a. Faculty pay
 - b. Faculty inconvenience pay based on a formula
 - c. Faculty travel based on mileage

6. **Arranging security or police coverage**-Extended Studies will work with University Police for back-up coverage as needed and based on available funding.