

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER: 1-2-101.2**

**PAGE: 1 of 4**

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**TITLE: INTER-SERVICE AREA CURRICULUM  
PROGRAMS**

**POLICY  
REFERENCE NUMBER: 1-2-101**

**DIVISION OF  
RESPONSIBILITY: EXECUTIVE DIRECTOR**

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**DATE OF LAST REVISION: May 13, 2010**

Any technical college originating new curriculum programming or expanding existing curriculum programming at sites outside its designated geographic service area must coordinate in advance all such activities with the college(s) in whose designated service area(s) such activities shall take place. Curriculum programming shall include but not be limited to clinical, cooperative work experience or other student placement; distance learning projects or services; dual enrollment/credit courses and all other instructional delivery or services. The originating college must develop a letter of agreement with the host college(s) following the procedures delineated below.

1. The college originating new or expanding existing curriculum programming outside its service area (originating college) must develop a plan for the intended activity and share the plan with appropriate personnel in the college(s) in whose designated service area(s) such activities shall take place (host college).
2. Following discussion of the plan by the staff of the originating college and the host college(s), the presidents or the presidents' designees of the participating colleges shall execute a letter of agreement. The letter of agreement shall contain all mutually agreed upon conditions relating to a specific curriculum activity in a given service area, including but not limited to: the length of time the agreement shall remain in force, provisions for phase out, management and coordinating responsibilities, methods of managing student enrollments, financial and other considerations.

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 1-2-101.2

**PAGE:** 2 of 4

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3. When the proposed activity involves distance education, the letter of agreement must include designated responsibilities for faculty credentials and qualifications, scheduling, broadcast quality, delivery of course materials, delivery of student support services, technical support, receive site technical/administrative /instructional support and library services. In some cases the sending institution will propose a fee structure be paid by the host institution with tuition, FTE and headcount remaining with the host institution. In other cases, some considerations such as course development cost and accreditation concerns may require alternate financial arrangements that should be negotiated by the institutions involved.
4. When the proposed activity involves offering dual enrollment courses, the letter of agreement must, in addition to the conditions noted in #2, indicate that the courses will be conducted in accordance with SBTCE Dual Enrollment Policy 3-2-100 and Dual Enrollment Procedure 3-2-100.1. A variety of factors may influence an originating college to request permission to offer dual enrollment courses at high schools, career centers, or other secondary institutions located in a host college's service area. These include, but are not limited to, the following:
  - a request by a high school/career center or other secondary institution or Local Education Authority for access to courses in programs of study supporting a career pathway (as per requirements of the Education and Economic Development Act) that are not available at the host college;
  - a request by a high school/career center or other secondary institution or Local Education Authority for courses to be provided by a college in significantly closer proximity to the high school/career center or other secondary institution than the host college;
  - a request by a high school/career center or other secondary institution or Local Education Authority for courses to be provided by the originating college in the event that the host college declines to provide the requested courses,
5. The originating college shall forward a copy of the signed letter of agreement to the Executive Director of the State Board for Technical and Comprehensive Education for information purposes.
6. In any situation in which the originating college and the host college(s) cannot reach mutual agreement, an originating college may request an appeal. Every effort should be

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 1-2-101.2

**PAGE:** 3 of 4

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made to resolve disagreements at the local level before initiating a system-level appeal. Attempts at local consensus shall be initiated by the president of the originating college. Participants shall include, but are not limited to, the following individuals: the presidents (or designees) of the host and originating colleges, academic representatives from the host and originating colleges, the appropriate Local Education Authority (LEA) representative, and the CHE and SBTCE board member representing the affected service areas. Should local discussions not result in consensus, the originating college may submit an appeal. The Executive Director, upon receipt of such a request, shall convene an appeals committee to facilitate resolution. The appeals committee will be comprised of the Executive Director, the Superintendent of Education or his designee to the State Board for Technical and Comprehensive Education, the State Board's Instruction and Student Services Committee Chair, and the Chair of the Presidents' Council. (The Vice Chair will serve on the committee if the Chair is the president of the originating or host college. If the Vice Chair is also an originating or host college president, the Treasurer of the Presidents' Council shall serve.) The appeals committee deliberations will be guided by a commitment to providing high quality, accessible training and educational opportunities for the potential students, adherence to existing SBTCE policy and procedures, and Commission on Colleges, Southern Association of Colleges and Schools standards. Cost of tuition variation between colleges is not an appealable condition. The originating college and the host college presidents or their designees will present the colleges' position in the appeals process to the appeals committee. The appeals committee may request input, opinions or information from others as necessary.

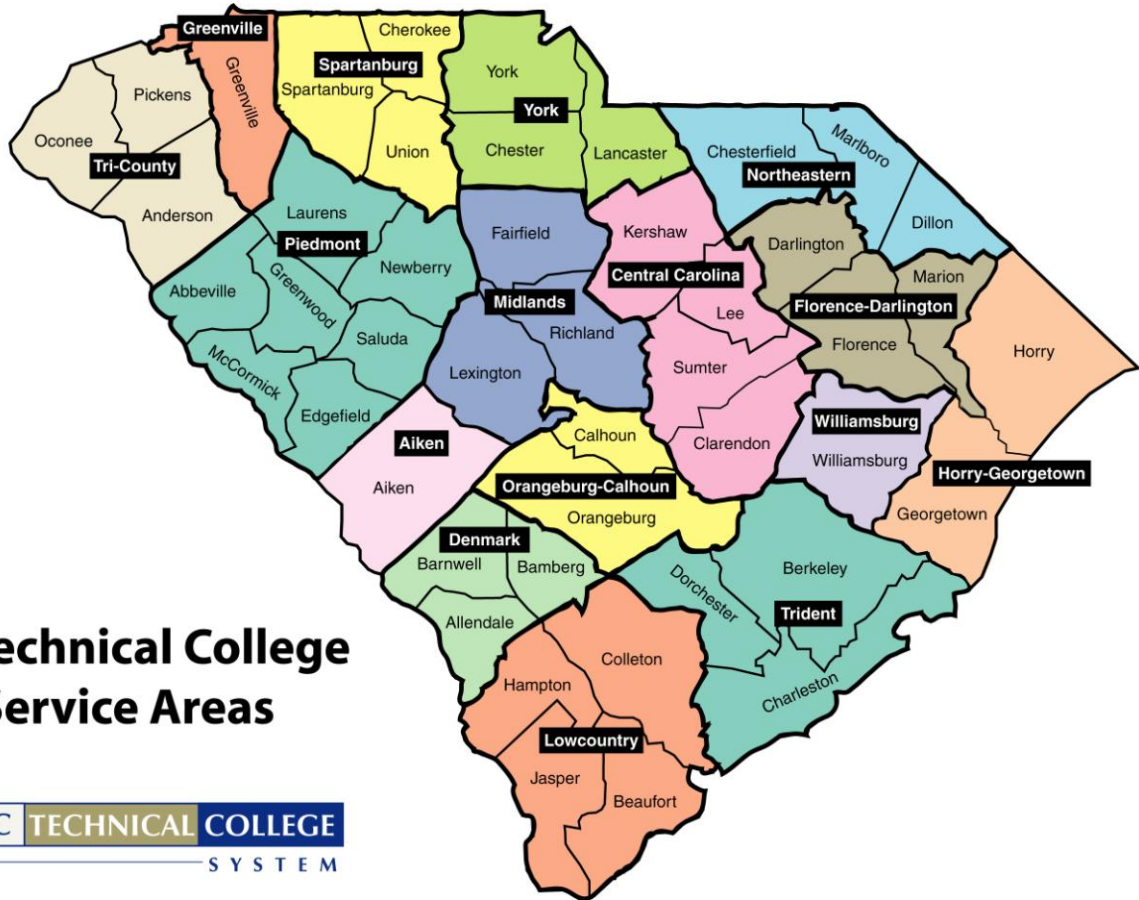
For appeals of dual enrollment, the Commission on Higher Education Board Member from the legislative district representing the originating college shall be added to the appeals committee.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 1-2-101.2

PAGE: 4 of 4



**SC Technical College  
Service Areas**

