



WORK SESSION

**Coordinating Commission for Postsecondary Education
Baylor Evnen Curtiss Gruit & Witt Law Firm – Boardroom
1248 O Street, Suite 600 (Wells Fargo Building)
Lincoln, Nebraska
Wednesday, March 12, 2014**

Public notice of work session

Public notice of time and place of work session was given to Commission members, institutional representatives, news media, the Legislative Fiscal Office and the Department of Administrative Services.

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT THE COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION WILL HOLD A WORK SESSION ON MARCH 12, 2014. THE MEETING WILL BEGIN AT 5:00 P.M. AND ADJOURN AT APPROXIMATELY 9:00 P.M.

AN AGENDA IS MAINTAINED IN THE COMMISSION OFFICE, 140 NORTH 8th STREET, SUITE 300, LINCOLN, NEBRASKA.

COLLEEN ADAM, CHAIR

Work session called to order at 5:05 p.m.

CALL TO ORDER AND INTRODUCTIONS

Chair Colleen Adam called the work session to order at 5:05 p.m. She welcomed new Commissioners Probyn and Warner and asked them to say a little about themselves. She asked the Commissioners and staff to do the same.

COMMISSIONERS PRESENT

Colleen Adam	Lori Warner
Dr. Deborah Frison	W. Scott Wilson
Mary Lauritzen	Carol Zink
Dwayne Probyn	

COMMISSIONERS ABSENT

Ron Hunter

STAFF PRESENT

Benjamin Civic	Dr. Carna Pfeil
Dr. Kathleen Fimple	Gary Timm
Jason Keese	Mike Wemhoff

Dr. Pfeil and Dr. Fimple present information on State Authorization Reciprocity Agreement

Commissioner Seacrest arrived at 5:15 p.m.

Commissioner Simmons arrived at 5:20 p.m.

Commissioner Zink discusses low-producing degree programs

Mr. Civic's presentation on Nebraska's Open Meeting Laws

Dr. Pfeil speaks on the search for a new Executive Director

STATE AUTHORIZATION RECIPROCITY AGREEMENT

Chair Adam asked Dr. Carna Pfeil, Interim Executive Director, and Dr. Kathleen Fimple, Academic Programs Officer, to present information about the first item of discussion, State Authorization Reciprocity Agreements (SARA) and the Coordinating Commission's role in this process on behalf of the State of Nebraska. Dr. Pfeil and Dr. Fimple answered questions from the Commissioners.

Chair Adam called for a break at 6:30 p.m. for the Commissioners and staff to eat dinner.

Chair Adam called for the work session to resume at 7:05 p.m.

LOW-PRODUCING DEGREE PROGRAMS

Commissioner Zink, Chair of the Academic Programs Committee, introduced the next topic, low-producing degree programs. Dr. Pfeil and Dr. Fimple presented background information and information about the history of the Commission's decision-making process regarding low-producing degree programs.

Dr. Pfeil and Dr. Fimple answered questions from Commissioners. Commissioner Zink thanked everyone for their input and concluded the discussion by offering the Commissioners additional information on low-producing degree programs for them to consider in the future. She said the Academic Programs Committee would bring forward a proposal to the full Commission at a future meeting.

NEBRASKA'S OPEN MEETING LAWS

Benjamin Civic, College Access Challenge Grant Program Director, gave a brief presentation on Nebraska's open-meeting laws and answered questions from Commissioners.

NEW EXECUTIVE DIRECTOR SEARCH

Commissioner Adam asked Dr. Pfeil to speak briefly on the final topic, the search for a new Executive Director of the Coordinating Commission. She said the Legislature's Appropriations Committee had recommended an allocation of \$10,000 to the Commission to help fund the search for, and hiring of, a new Executive Director. The Commission had requested roughly \$70,000. Dr. Pfeil said because of this, the Commission needed to reevaluate how it would conduct its search process. The Commission would not be able to hire a search consultant and

therefore three related items would be removed from the agenda for the March 13th Commission Meeting.

Dr. Pfeil said the Commissioners would further discuss their options at the 8:00 a.m. information session preceding the regular Commission meeting Thursday March 13th.

Meeting adjourned at 9:10 p.m.

Chair Adam adjourned the meeting at 9:10 p.m.

MINUTES

COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

March 13, 2014

The Apothecary Building
140 No. 8th Street, 5th Floor
Lincoln, Nebraska

Public notice of meeting

Public notice of time and place of regular meeting was given to Commission members, institutional representatives, news media, the Legislative Fiscal Office and the Department of Administrative Services.

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT THE COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION WILL HOLD A MEETING ON MARCH 13, 2014. THE INFORMATION SESSION WILL BEGIN AT 8:00 A.M. AND THE REGULAR COMMISSION MEETING AT 10:00 A.M., AND ADJOURN AT APPROXIMATELY 3:00 P.M.

AN AGENDA IS MAINTAINED IN THE COMMISSION OFFICE, 140 N. 8TH STREET, SUITE 300, LINCOLN, NEBRASKA.

INFORMATION SESSION

Information Session called to order at 8:00 a.m.

CALL TO ORDER AND INTRODUCTIONS

Chair Colleen Adam called the information session to order at 8:00 a.m.

Commissioners Present

Colleen Adam
Dr. Deborah Frison
Mary Lauritzen
Dwayne Probyn
Eric Seacrest

Dr. Joyce Simmons
Lori Warner
W. Scott Wilson
Carol Zink

Commissioners Absent

Dr. Ron Hunter

Commission Staff Present

Jason Keese
Dr. Carna Pfeil

Gary Timm

DISCUSSION

Dr. Pfeil speaks about the search process for a new Executive Director

Dr. Carna Pfeil, Interim Executive Director, gave the Commissioners an update on the search process for a new Executive Director in light of the Appropriations Committee's proposed budget allocation. Commissioners discussed the position's job description, the characteristics they are seeking

in an Executive Director, and the challenges and opportunities the next Executive Director will face.

Chair Adam called for break at 9:50 a.m.

Chair Adam called for a break at 9:50 a.m. prior to the start of the regular Commission meeting.

Regular Commission Meeting

REGULAR COMMISSION MEETING

CALL TO ORDER AND REVISIONS TO THE AGENDA

Chair Adam called the Commission meeting to order at 10:02 a.m.

Chair Adam called the regular Commission meeting to order at 10:02 a.m. Chair Adam stated that items D, E, and F under the Executive Committee's report are to be removed from the agenda.

INTRODUCTIONS

Commissioners Present

Colleen Adam	Dr. Joyce Simmons
Dr. Deborah Frison	Lori Warner
Mary Lauritzen	W. Scott Wilson
Dwayne Probyn	Carol Zink
Eric Seacrest	

Commissioners Absent

Dr. Ron Hunter

Commission Staff Present

Benjamin Civic	Helen Pope
Dr. Kathleen Fimple	James Schiltz
Jill Heese	Gary Timm
Jason Keese	Mike Wemhoff
Dr. Carna Pfeil	

Lori Warner and Dwayne Probyn sworn in as new Commissioners

COMMISSIONERS OATH OF OFFICE

The Secretary of State's office requires all Commissioners to take and sign an oath of office. Lori Warner of South Sioux City, and Dwayne Probyn of Papillion, were sworn in as Commissioners by Benjamin Civic, College Access Challenge Grant Program Director. Chair Adam welcomed Commissioners Warner and Probyn as voting members of the Commission and thanked them for their commitment to higher education in Nebraska.

Minutes of January 23, 2014 Commission meeting approved

MINUTES OF JANUARY 23, 2014 COMMISSION MEETING

Commissioner Wilson moved that the January 23, 2014 minutes be approved. Commissioner Zink seconded the motion. A roll call vote was taken. Commissioner Simmons abstained, with all other Commissioners present voting yes.

Chair Adam discusses one available Commission seat

Chair Adam speaks about the Wednesday evening work session

Chair Adam appoints Commissioner Warner and Commissioner Probyn to the Budget Committee

Dr. Pfeil speaks about out-of-service area applications

CHAIR'S REPORT

Chair Adam mentioned that we are close to a full Commission, with one spot still available. We are awaiting an appointment by the Governor, as Riko Bishop's chair has not been filled.

The Commissioners held a work session last evening to discuss SARA, low-producing programs, and filling the vacant executive director's position.

Chair Adam announced that she is appointing Commissioner Warner to the Budget, Construction, and Financial Aid Committee. She appointed Commissioner Probyn to this committee as well, noting that this will be short term, as the committee terms will be ending June 30, 2014, with new committee assignments beginning July 1, 2014.

INTERIM EXECUTIVE DIRECTOR'S REPORT

Dr. Carna Pfeil, Interim Executive Director, reported that the following out-of-service area applications have been authorized:

1. Offered by Chadron State College (professional development courses for educators)
Traditional Delivery at Learner's Edge, Inc. in Omaha, NE
 - INS 501: Expanding the Classroom Walls II
-Summer 2014
2. Offered by Chadron State College (professional development courses for educators)
Traditional Delivery at Learner's Edge, Inc. in Omaha, NE
 - INS 501: Expanding the Classroom Walls IV
-Summer 2014
3. Offered by Chadron State College (professional development courses for educators)
Traditional Delivery at Learner's Edge, Inc. in Omaha, NE
 - INS 501: Service Learning
-Summer 2014
4. Offered by Chadron State College (professional development courses for educators)
Traditional Delivery at Learner's Edge, Inc. in Omaha, NE
 - INS 501: Teaching with ARTitude
-Summer 2014
5. Offered by Chadron State College (professional development courses for educators)
Traditional Delivery at Learner's Edge, Inc. in Omaha, NE
 - INS 501: Leadership and Learning
-Summer 2014

Jason Keese comments on current legislative bills of interest

Dr. Pfeil asked Jason Keese, Public Information and Special Projects Coordinator, to brief the Commissioners on current Legislative bills of interest. A summary sheet was distributed to Commissioners outlining information discussed. Mr. Keese stated that we are on the 43rd day of the 60-day Legislative session, with April 17 being the last day of the session. We started the session tracking 14 higher education related bills, with 6 bills now being closely monitored.

Public Comment on Matters of General Concern

PUBLIC COMMENT ON MATTERS OF GENERAL CONCERN

There was no testimony regarding Matters of General Concern.

Chair Adam closed the Public Comment on Matters of General Concern.

Public Hearing on Academic Programs Committee Items

PUBLIC HEARING ON ACADEMIC PROGRAMS COMMITTEE ITEMS

There was no testimony regarding Academic Programs Committee Items.

Chair Adam closed the Public Hearing on Academic Programs Committee Items.

ACADEMIC PROGRAMS COMMITTEE

UNL Environmental Restoration Science – BS

Follow-up Report on an existing instructional program – University of Nebraska-Lincoln – Environmental Restoration Science – BS

Dr. Fimple presents the proposal

Commissioner Zink introduced Dr. Kathleen Fimple, Academic Programs Officer, to give background information on the program. Dr. Fimple presented the program, noting that in the recent year they had five graduates with a refocusing on the program. The program is appropriate for UNL given its land grant status, agricultural importance and Nebraska vegetation, providing there is student demand.

UNL Environmental Restoration Science – BS approved

Commissioner Zink, on behalf of the Academic Programs Committee, moved to approve continuation of the University of Nebraska-Lincoln Environmental Restoration Science – BS program, with the next regular program review due June 30, 2018. A roll call vote was taken, with all Commissioners present voting yes.

NCTA Horticulture Systems – AS, AAS, Certificate

Follow-up Report on an existing instructional program – Nebraska College of Technical Agriculture – Horticulture Systems – AS, AAS, Certificate

Dr. Fimple presents the proposal

Dr. Fimple presented the program, noting this program has undergone several difficulties, many having been corrected, including creating an advisory council and improving recruiting. They have had significant faculty turnover. NCTA provided a three-year plan for the program with goals targeting enrollments, retention, and reviewing current programming.

Commissioner Simmons moves to amend APC Committee recommendation to include budget requirements

Commissioner Zink reads the Committee recommendation

NCTA Horticulture Systems - AS, AAS, Certificate in-depth review and added budget items

Peru State College – Math - BS, BA

Dr. Fimple presents the proposal

Peru State College – Math - BS, BA approved

MPCC – Diesel Technology - AAS, Diploma, Certificate

Dr. Fimple presented the proposal

Academic Programs committee members noted this is a prime example of the kind of low-producing programs discussed at the workshop. Commissioner Frison stated that when the Commission asks the college to focus on addressing the issues we expect to see an in-depth review. Dr. Fimple stated when we ask for an in-depth review, we essentially are requesting information they would provide for a new proposal.

Commissioner Simmons moved to amend the Committee recommendation to include budget requirements consistent with the Academic Programs Committee’s new program budget item considerations.

Commissioner Zink read the amended Committee recommendation: An in-depth review, focusing on consistency with role and mission and the Statewide Comprehensive Plan; need and demand for the program; avoidance of unnecessary duplication; adequacy of resources, and program cost and funding sources due June 30, 2014. Commissioner Wilson seconded the motion. All Commissioners present voted yes.

Chair Adam called for a vote on the committee recommendation with the stated amendment.

Commissioner Zink, on behalf of the Academic Programs Committee, moved for an in-depth review of the Nebraska College of Technical Agriculture Horticulture Systems, AS, AAS, Certificate program, which includes the amendment proposed by Commissioner Simmons to add budget items. A roll call vote was taken, with all Commissioners present voting yes.

Follow-up Report on an existing instructional program – Peru State College - Math – BS, BA

Dr. Fimple presented the program and noted a consistent shortage of math teachers in Nebraska. Commissioner Zink stated that in the future, the committee may want to ask more in-depth questions so the schools’ report to the Commission shows a broader picture for the Academic Programs Committee and full Commission.

Commissioner Zink, on behalf of the Academic Programs Committee, moved to approve continuation of the Peru State College Math – BS, BA program, with the next regular program review date due June 30, 2016. A roll call vote was taken, with all Commissioners present voting yes.

Follow-up Report on an existing instructional program – Mid-Plains Community College – Diesel Technology – AAS, Diploma, Certificate

Dr. Fimple stated data reported in 2010 contained some discrepancies due to new employees. The corrected SCH/FTE data provided meets the Commission thresholds.

MPCC – Diesel Technology,
AAS, Diploma, Certificate
approved

Commissioner Zink, on behalf of the Academic Programs Committee, moved to approve continuation of the Mid-Plains Community College Diesel Technology, AAS, Diploma, Certificate program, with the next regular program review due June 30, 2017. A roll call vote was taken, with all Commissioners present voting yes.

Existing Program Review

Existing Program Review

Dr. Pfeil approved the continuation of the following existing programs, whose productivity fell within the Commission thresholds or where significant justification was provided if below the thresholds.

University of Nebraska at Omaha

Black Studies – BGS, BA

General Studies – BGS

University of Nebraska Medical Center

Cellular and Integrative Physiology – MS, PhD

Cancer Research – MS, PhD

Nursing – BSN, MSN, Graduate Certificate, PhD

Cytotechnology – Graduate Certificate

Biochem and Molecular Biology – MS, PhD

Pharmacology and Experimental Neuroscience – MS, PhD

Pathology and Microbiology – MS, PhD

Medicine – BSM, MD

Environmental Health, Occupational Health and Toxicology – PhD

Clinical Laboratory Science – BS

Genetics, Cell Biology and Anatomy – MS, PhD

Metropolitan Community College

Apprentice-Related Technology – AAS

Western Nebraska Community College

Aviation Airframe/Powerplant Maintenance – AOS, Diploma, Certificate

Central Community College

Library and Information Services – Certificate

Existing Program requiring additional review - University of Nebraska Medical Center – Nanomedicine for Diagnosis and Therapy – Graduate Certificate

UNMC – Nanomedicine for
Diagnosis and Therapy –
Graduate Certificate

Dr. Fimple presents the proposal

Dr. Fimple stated this was a new program that the Commission approved in 2008. There are some drawbacks, including students entering the program must have already completed or be in the process of completing a Ph.D. or MS program. The committee recommended a report on student demand and inviting a UNMC representative to a Commission meeting to answer questions on the program.

Commissioner Simmons made a motion to postpone consideration of the University of Nebraska Medical Center’s Nanomedicine for

UNMC – Nanomedicine for
Diagnosis and Therapy –
Graduate Certificate postponed

Diagnosis and Therapy Program – Graduate Certificate until the next Commission meeting, when a representative from UNMC can be present to answer questions and defend the program. Commissioner Lauritzen seconded the motion. A roll call vote was taken, with all Commissioners present voting yes.

MCC – Art, AA, and Theatre –
AA, Certificate

Existing Program requiring additional review - Metropolitan Community College – Art – AA, and Theatre – AA, Certificate

Dr. Fimple presents the proposal

Dr. Fimple presented the program stating MCC has future plans for expanding their Elkhorn Valley Campus to become a Center of Excellence for the MCC Arts programs. This expansion and development of the Elkhorn Valley Campus is included in their 2010 Master Plan and 2011 Implementation Plan.

MCC – Art, AA, and Theatre –
AA, Certificate postponed
pending report on student
demand

Commissioner Seacrest made a motion to postpone taking action on the programs – Metropolitan Community College’s Art – AA, and Theatre – AA, Certificate, pending a report on student demand due September 15, 2017. Commissioner Warner seconded the motion. A roll call vote was taken, with all Commissioners present voting yes.

Annual Reports for Institutions
Holding a Recurrent
Authorization to Operate in
Nebraska

Information Item: Annual Reports for Institutions Holding a Recurrent Authorization to Operate in Nebraska

Dr. Fimple discusses institutions

Dr. Fimple stated under new legislation the institutions are required to report annually. This list is the first group presented this year. Basic information is requested and a summary has been compiled of recent accreditation activity. No action is required.

Chair Adam requests moving to
BC& F Committee item

Due to time restraints, Chair Adam requested that at this point in the meeting, we move to the Budget, Construction, and Financial Aid Committee item to be addressed.

Public Hearing on Budget,
Construction, and Financial Aid
Committee Items

PUBLIC HEARING ON BUDGET, CONSTRUCTION, AND FINANCIAL AID COMMITTEE ITEMS

Jack Huck, President of
Southeast Community College
discusses Career Academy
Center and answers
Commissioner’s questions

Jack Huck, President of Southeast Community College, came forward to speak on the Southeast Community College / Lincoln Public Schools District Career Academy Center. He noted that he will be retiring in June and during his career at SCC he has enjoyed working with the Commission staff and Commissioners. About five years ago SCC started career academies at rural schools. Currently they are working with 37 rural school districts in 15 counties. He met with Dr. Steve Joel, Superintendent of Lincoln Public Schools, about 18 months ago to discuss providing career education opportunities to junior and senior high school students in Lincoln. They researched models around the country and came up with the Southeast Community College/Lincoln Public Schools/Lincoln Campus Career Academy Center. Mr. Huck answered questions from the Commissioners.

Chair Adam closed the Public Hearing on Budget, Construction, and Financial Aid Committee Items.

BUDGET, CONSTRUCTION, AND FINANCIAL AID COMMITTEE

Southeast Community College /
Lincoln Public Schools – Career
Academy Center

**Southeast Community College / Lincoln Public Schools – Career
Academy Center**

Mr. Wemhoff presents the
proposal

Mike Wemhoff, Facilities Officer, presented the proposal, noting that for any reason the project’s guaranteed maximum price does significantly go over the proposal cost, it could come back to the Commission as a change in scope and we would be required to approve or disapprove the use of additional tax dollars beyond what is included in the SCC/LPS original proposal.

Southeast Community College /
Lincoln Public Schools – Career
Academy Center approved

Commissioner Simmons, on behalf of the Budget, Construction, and Financial Aid Committee, recommended approval of Southeast Community College’s proposal for the Lincoln Campus Career Academy Center and parking lot expansion as outlined in the program statement dated January 21, 2014. A roll call vote was taken, with all Commissioners present voting yes.

Chair Adam called for other
Academic Programs Committee
items

Chair Adam requested the Commission return to the Academic Programs Committee remaining agenda items.

ACADEMIC PROGRAMS COMMITTEE

Information Item

Information Item: Report on program name change, reasonable and moderate extensions, and other institutional activities relating to existing programs

Program Name Change

Program Name Change

1. NECC – Broadcasting, Audio, and Video Production to
Media Arts

Reasonable and Moderate
Extensions

Reasonable and Moderate Extensions

1. NECC – Information Technology
 - Information Technology General (Certificate)
 - Information Security (Certificate)
 - IBMi Application Development (Certificate)
 - Web and Visual Application Development (Certificate)
 - Technical Services Support (Certificate)
2. NECC – Media Arts
 - Digital Cinema and Media (AAS)
 - AVID Pro Tools Music Production (Certificate)
 - Broadcast Production (Certificate)
 - Media Production (Certificate)
 - Recording Studio Production (Certificate)

Reasonable and Moderate
Extensions continued

- Video Production (Certificate)
- 3. NECC – Criminal Justice (AAS)
- 4. NECC – Health, Physical Education and Recreation concentrations
 - Physical Education-Teacher Education (AA)
 - Athletic Training (AS)
 - Exercise Science (AS)
 - Pre-Dietetics (AS)
- 5. NECC – Academic Transfer
 - Mass Media (AA)
- 6. CCC – Community Health Worker (Certificate)
- 7. CCC – Early Childhood
 - Infant/Toddler (Certificate)
- 8. UNL – Supply Chain Management Systems (Graduate Certificate)
- 9. UNL – Business Analytics (Graduate Certificate)

Department Reorganization

Department Reorganization

1. UNK – Department of Criminal Justice and Social Work to
Department of Criminal Justice
Department of Social Work

Discontinued program

Discontinue

1. NECC – Audio and Recording Technology (Diploma, Certificate)

Commission Meeting lunch
break

Chair Adam called for a short break at 12:30 p.m. for the Commissioners to gather boxed lunches and return to the table. The meeting resumed at 12:45 p.m.

Public Hearing on Planning and
Consumer Information
Committee Items

**PUBLIC HEARING ON PLANNING AND CONSUMER INFORMATION
COMMITTEE ITEMS**

There was no testimony regarding Planning and Consumer Information Committee Items.

Chair Adam closed the Public Hearing on Planning and Consumer Information Items.

Commissioner Lauritzen
discusses higher education
information

PLANNING AND CONSUMER INFORMATION COMMITTEE

Commissioner Lauritzen stated that one of the great things the Commission does is pull together information that tells the story of higher education in Nebraska and the progress that is made from high school graduation through college.

Ms. Heese presents the *2014
Nebraska Higher Education
Progress Report*

2014 Nebraska Higher Education Progress Report

Jill Heese, Research Coordinator, presented the *2014 Nebraska Higher Education Progress Report*, and answered questions from the Commissioners.

2014 Nebraska Higher Education Progress Report approved

Commissioner Lauritzen, on behalf of the Planning and Consumer Information Committee, moved to approve the **2014 Nebraska Higher Education Progress Report**, to include a summary that indicates the work needed in various sectors. A roll call vote was taken, with all Commissioners present voting yes.

Mr. Schiltz presents the Community College Peer Report

Community College Peer Report

James Schiltz, Data Analyst, gave a presentation on the *Community College Peer Report*, and answered questions from the Commissioners.

Community College Peer Report approved

Commissioner Lauritzen, on behalf of the Planning and Consumer Information Committee, moved to approve the **Community College Peer Report**. A roll call vote was taken, with all Commissioners present voting yes.

EXECUTIVE COMMITTEE

Amendment to the Commission's Bylaws presented

Approval of Amendment to the Commission's Bylaws

Commissioner Zink provided notice to amend the Commission's Bylaws at the January Commission meeting. There were two versions of the terms of office proposed. She read Article II, Section 1. Elections of the Commission Officers Bylaws: The members of the Commission shall annually elect a chairperson and vice-chairperson from among its members. Neb. Rev. Stat. § 85-1409. The terms of office shall begin July 1 of each year and end June 30 of the following year. The amendment will take effect immediately and new elections will be held in July 2014.

Amendment to the Commission's Bylaws approved

Commissioner Zink, on behalf of the Executive Committee, moved to approve changing the Commission's Bylaws Article II, Commission Officers, Section 1. Elections, the terms of office to read: The terms of office shall begin July 1 of each year and end June 30 of the following year. A roll call vote was taken, with all Commissioners present voting yes.

Charge to the Search Committee

Dr. Pfeil speaks about changes to the document

Charge to the Search Committee

Dr. Pfeil reported there have been changes made to this document. The assistance of a search consultant wording has been taken out of item number 3, and a sentence in item number 6 was changed to read: The final pool of applicants will consist of up to four final candidates to be interviewed by the full Commission.

Charge to the Search Committee approved

Commissioner Probyn made a motion to approve the Charge to the Search Committee with the following changes: The assistance of a search consultant wording has been taken out of item number 3, and a sentence in item number 6 was changed to read: The final pool of applicants will consist of up to four final candidates to be interviewed by the full Commission. Commissioner Zink seconded the motion. A roll call vote was taken, with all Commissioners present voting yes.

Executive Director Position
Description

Commissioner Lauritzen notes
changes to the documents

Executive Director position
description approved

Executive Director Position Description

Commissioner Lauritzen recommended a change to bullet three on the executive director position description to include the news media.

Commissioner Zink, on behalf of the Executive Committee moved to approve the Executive Director Position Description, with the addition of “news media” to bullet three. A roll call vote was taken with all Commissioners present voting yes.

Next Commission Meeting
May 1, 2014

FUTURE MEETINGS

The next Commission meeting will be Thursday, May 1, 2014 at Concordia College in Seward, Nebraska.

Commissioner Zink distributes
articles of interest

COMMISSIONER COMMENTS

Commissioner Zink distributed two articles of interest from the Wall Street Journal, *Can This Online Course Get Me A Job?*, and, *Low-Cost Loans Entice Students More for the Cash Than a Degree*.

Commissioner Lauritzen
discusses visiting with Shane
Pekny regarding CACG projects

Commissioner Lauritzen stated that she recently spoke with Shane Pekny, a Grant Writer at Boys Town who frequently does freelance writing for *Nebraska Life* and other publications. He was very interested in the work the Commission does. She sent him a summary of the projects the Commission is involved in through the College Access Challenge Grant Program, with the hope that he will get the word out about some of the programs, for instance, the Young Men of Distinction and the Young Gifted Black Girls Program. Commissioner Frison suggested that an attendee from one of the program’s conferences be invited to a Commission meeting to share their thoughts on the program with the Commissioners.

Chair Adam expresses gratitude

Chair Adam thanked the Commissioners and staff for the time and effort that was put into making the three meetings come together and be productive. She welcomed new Commissioners Warner and Probyn, and complimented new staff members that presented reports for a job well done.

Meeting adjourned at 2:46 p.m.

ADJOURNMENT

The meeting was adjourned at 2:46 p.m.

Third Quarter Report as of March 31, 2014

	<i>2013-2014 General Fund Budget</i>	<i>2013-14 Current Expenditures</i>	<i>% of Budget Expended Time Elapsed 75.07%</i>
PERSONAL SERVICES			
Permanent Salaries	\$838,707	\$588,090	70.1%
Temporary Salaries			
Overtime			
Subtotal	\$838,707	\$588,090	70.1%
PSL	\$838,707	\$588,090	70.1%
Benefits	\$216,000	\$157,211	72.8%
Subtotal	\$1,054,707	\$745,301	70.7%
OPERATING EXPENSES			
Postage	\$4,000	\$1,346	33.7%
Communication	\$15,000	\$10,208	68.1%
Freight	\$500	\$0	0.0%
Data Processing	\$4,200	\$2,618	62.3%
Publication & Printing	\$11,000	\$5,835	53.0%
Awards Expense	\$500	\$264	52.8%
Dues & Subscriptions	\$25,000	\$2,895	11.6%
Conference Registration Fees	\$6,000	\$814	13.6%
Electricity	\$4,500	\$1,664	37.0%
Rent Expense	\$45,000	\$29,939	66.5%
Repair & Maintenance	\$100	\$48	48.0%
Office Supplies	\$5,750	\$2,396	41.7%
Food Expenses	\$1,973	\$2,206	111.8%
Education Supplies	\$600	\$315	52.5%
Account & Auditing Services	\$7,000	\$4,314	61.6%
Other Cont. Srvs & Travel Exp.	\$16,500	\$420	2.5%
Other	\$3,000	\$976	32.5%
Subtotal	\$150,623	\$66,258	44.0%
STAFF TRAVEL			
Board & Lodging	\$6,000	\$4,710	78.5%
Commercial Transportation	\$5,000	\$1,249	25.0%
State-Owned Transportation	\$2,500	\$1,646	65.8%
Mileage	\$2,000	\$742	37.1%
Other	\$500	\$133	26.6%
Subtotal	\$16,000	\$8,480	53.0%
COMMISSIONER TRAVEL			
Board & Lodging	\$5,850	\$1,869	31.9%
Commercial Transportation	\$0	\$0	0.0%
Mileage	\$12,000	\$6,397	53.3%
Other	\$25	\$23	92.0%
Subtotal	\$17,875	\$8,289	46.4%
CAPITAL OUTLAY			
Office Equipment	\$3,000		0.0%
Hardware	\$4,000	\$2,973	74.3%
Software	\$1,000	\$1,150	115.0%
Subtotal	\$8,000	\$4,123	51.5%
MHEC Dues	\$95,000	\$95,000	100.0%
TOTAL EXPENDITURES			
	\$1,342,205	\$927,451	69.1%
GENERAL FUND			
General Fund	\$1,311,182	\$1,311,182	
Federal	\$6,023	\$6,023	
Cash Fund	\$25,000	\$25,000	
TOTAL APPROPRIATION			
	\$1,342,205	\$1,342,205	
Remaining Balance			
	\$0	\$414,754	30.9%



2014 Nebraska Legislature — Bills of Interest

Adjourned Sine Die

Bill	Introducer/s	Status	Brief Description	Detail
LB 546 <i>(Carryover bill from 2013 session)</i>	Kolowski	Approved by the Governor	Removes CCPE from the revenue-bond construction review process for the University and State Colleges	This began as a bill to remove both the CCPE and the Legislature from this process. An amendment changed the bill to remove only the CCPE.
LB 740	Crawford, Davis, Kolowski, Scheer, Coash	Approved by the Governor	Provides residency requirements for postsecondary education purposes for veterans and their family members	Will provide in-state tuition for veterans off active duty two years or less, or for their spouses or dependents, provided they are registered to vote in Nebraska and intend to be a state resident.
LB 781	Harms	Approved by the Governor	Changes a date relating to a community college comprehensive audit	Community colleges are now required to complete their annual audits by Oct. 15; this changes that to Nov. 15.
LB 1103	Education Committee	Approved by the Governor	Provides for a strategic planning process for education	Calls for the Education Committee to create a "statewide vision for education," through meetings, work sessions and focus groups with all interested parties. A report on this "vision" is due to the Legislature by Dec. 31, 2014.

2014 Nebraska Legislature—Bills of Interest (cont.)

Adjourned Sine Die

Bill	Introducer/s	Status	Brief Description	Detail
<p align="center">LB 1069 (Included in LB 967 as part of Amendment 2199)</p>	<p align="center">Sullivan</p>	<p align="center">Approved by the Governor</p>	<p align="center">Changes provisions relating to private postsecondary career schools</p>	<p>Makes a technical change to the Private Postsecondary Career School Act in relation to the Coordinating Commission and SARA. Out-of-state private postsecondary career schools are typically under the purview of the NE Department of Education. Under this law, if they are offering online courses to Nebraska residents, they will be regulated and authorized by their state of origin if they are participating in a reciprocity agreement.</p>
<p align="center">LB 835 (Included in LB 967 as part of Amendment 2199)</p>	<p align="center">Avery</p>	<p align="center">Approved by the Governor</p>	<p align="center">Extends a pilot project relating to college entrance exams</p>	<p>Provides funding to continue the ACT Pilot Program through 2015-2016. (An additional two years)</p>

2014 Nebraska Legislature—Bills of Interest (cont.)

Adjourned Sine Die

Bill	Introducer/s	Status	Brief Description	Detail
LB 754	Smith	Did not advance	Provide funds for career education programs	For 2014-2015, would allocate \$1 million from the Education Innovation Fund portion of state lottery funds to establish a grant program for “career education programs.”
LB 779	Scheer	Did not advance	Change duties of the Coordinating Commission relating to transfer-of-credit policies	Calls for the Commission to work with an advisory committee of representatives of public and private institutions to formulate transfer-of-credit policies.
LB 787	Schumacher	Did not advance	Provide an income tax deduction for loan principal payments for graduate degrees	Would reduce federal adjusted gross income by an amount equal to the principal paid on a student loan for a graduate degree; good for the first 10 taxable years after degree is earned.
LB 826	McCoy, Watermeier	Did not advance	Provide for a study relating to education incentives for high-need occupations	Calls on the Education Committee to conduct a study about high-need career and technical education.
LB 1055	Janssen	Did not advance	Provide for tuition-free credits for veterans and military personnel as prescribed	Would require public colleges and universities to provide 15 tuition-free undergraduate credit hours for veterans and active military personnel.

2014 Nebraska Legislature—Bills of Interest (cont.)

Adjourned Sine Die

Bill	Introducer/s	Status	Brief Description	Detail
LB 1061	Lautenbaugh	Did not advance	Change from elected to appointed boards for community college areas	Community college boards of governors would now be appointed by the county boards that comprise the colleges' service areas.
LB 1077	Sullivan, Scheer	Did not advance	Adopt the Shared Responsibility for Access and Success Act	Would overhaul how state aid is distributed to Nebraska college and high school students. This establishes new processes for: distributing financial aid to current college students and dual-enrollment students; awarding grants for high school students to earn trade certificates; covering the cost of students to take college entrance exams; and funding the costs for school districts to offer remediation programs and college placement exams.
LB 1106	McGill, Ashford, Dubas	Did not advance	Change provisions relating to career academies	Calls for the State to pay for the cost of dual-enrollment courses taken as part of a career academy. Would establish a separate fund, administered by the Coordinating Commission.

2014 Nebraska Legislature—Proposed interim studies

LR 579	Nordquist	Calls for an interim study of the Nebraska Opportunity Grant Act, to determine whether the program is sufficient to meet the needs of students. Referred to Education Committee.
LR 508	Mello	Calls for an interim study to examine issues surrounding the Nebraska P-16 Initiative organized and managed by the University of Nebraska. Referred to Education Committee.

2013 Supplemental Forms Report

Enrollment, Tuition & Fees, and Financial Aid

To be approved by the Commission May 1, 2014

Committee Draft





COMMISSIONERS

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The Coordinating Commission for Postsecondary Education does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services.

Executive Summary

The Supplemental Forms Report serves a variety of essential functions for the Coordinating Commission. In addition to providing the main data source for national surveys such as the State Higher Education Executive Officers' State Higher Education Finance report, this information, collected directly from each of Nebraska's public postsecondary institutions, aids the Commission with many of its own analyses and reviews. Externally, the Nebraska Legislative Fiscal Office relies on this report for its annual evaluation of the state's public institutions. Furthermore, the Supplemental Forms Report provides a level of detail sometimes unobtainable with Integrated Postsecondary Education Data System data in the areas of Enrollment, Tuition & Fees, and Financial Aid.

Key Points

- **Enrollment**

- Emulating a nationwide trend developing in the wake of the recent recession, overall enrollment in Nebraska, despite an increase during the previous decade, has stagnated and even declined the last few years. This is especially evident in Nebraska's community college sector where, after experiencing record numbers in 2010, enrollment has dropped consistently at most institutions, except for Mid-Plains Community College and Western Nebraska Community College.
- Over the past three years, the proportion of non-resident students in the fall semester at Nebraska's public institutions, while increasing, has remain relatively stable, expanding from 14.6% in 2010-2011 to 16.7% in the 2012-2013 academic year.
- Resident enrollment varies by institution and sector and is influenced by a variety of factors, including national recognition, size, resources, geographic location, and athletic programs.

- **Tuition & Fees**

- In an effort to curb rising postsecondary education costs, the University of Nebraska and Nebraska State College Systems have instituted a tuition rate freeze for Nebraska residents through the 2014-2015 academic year, the first of its kind since 1990. This comes after tuition rates at the University of Nebraska-Lincoln, for instance, had grown at an average annual rate of 8.7% from 2003 through 2012. Fees at these institutions, however, are not incorporated in the tuition freeze.

- While non-resident tuition is not included in the tuition freeze, it will increase only three percent next year, the lowest annual rate of growth since 1997, according to the University of Nebraska.
- Nebraska's community colleges are not part of the tuition freeze agreement and these institutions' tuition rates consequently remain unaffected and continue to increase.

- **Financial Aid**

- State financial support for higher education is once again showing consistent and promising growth after a period of minimal progress and decline during the economic downturn.
- Although Nebraska residents represent 86% of the students receiving financial aid at public institutions, they receive only 76% of the total aid granted. For example, while 77% of the students receiving aid at the University of Nebraska-Lincoln are Nebraska residents, they receive 64% of the total aid granted at the institution. Such a disparity does not exist, however, at every public institution. The University of Nebraska at Omaha is more balanced, with Nebraska residents comprising 86% of the students receiving aid and also receiving 86% of the total aid awarded.
- The federal government provides the largest amount of financial aid to students at Nebraska's public institutions. From Pell Grants, Stafford Loans, and Parent Loans for Undergraduate Students alone, the federal government granted 64,000 awards worth more than \$300 million in 2012-2013.

Enrollment

Summary of Enrollment Data (Fiscal Year)

	2010-11		2011-12		2012-13	
Institution	Headcount	FTE	Headcount	FTE	Headcount	FTE
UNL	59,426	21,186	60,693	20,847	59,851	20,531
UNO	34,847	12,093	34,943	12,019	36,826	12,187
UNK	15,860	5,733	16,696	5,960	16,796	6,047
UNMC	6,832	2,881	7,417	3,205	7,524	3,188
NCTA	432	324	698	293	716	301
Subtotal	117,397	42,216	120,447	42,324	121,713	42,254
Chadron State	7,324	2,248	7,747	2,364	7,154	2,380
Peru State	5,902	1,784	5,587	1,697	5,682	1,674
Wayne State	8,815	3,156	8,541	3,101	8,552	3,121
Subtotal	22,041	7,187	21,875	7,162	21,388	7,175
Central CC	20,104	4,611	20,263	4,555	18,864	4,215
Metropolitan CC	69,692	13,786	68,779	13,344	62,638	12,159
Mid-Plains CC	12,975	1,775	16,231	1,919	16,575	1,869
Northeast CC	36,131	3,490	33,110	3,289	32,661	3,343
Southeast CC	59,516	10,556	54,559	10,020	49,019	9,049
Western Nebraska CC	23,583	2,072	23,104	1,963	28,129	1,910
Subtotal	222,001	36,290	216,046	35,090	207,886	32,545

*Headcount - represents the number of students enrolled for the fiscal year beginning July 1 and ending June 30. Figures contain duplication across multiple semesters.

*FTE (Full-Time Equivalent) - is a calculated number that uses the accumulation of student contact and credit hours with appropriate conversion factors. An annual undergraduate measure uses 900 contact hours, 45 quarter credit hours, or 30 semester credit hours as the conversion factor for one FTE student. At the graduate level, 24 semester credit hours equates to one FTE student.

Fall Enrollment Data

Institution	2010-2011		2011-2012		2012-2013		2013-2014 Estimate	
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE
UNL	24,212	20,570	24,956	20,285	24,446	20,022	24,544	20,323
UNO	14,268	10,281	14,285	10,070	14,293	10,030	14,612	9,950
UNK	6,753	5,371	7,100	5,571	7,199	5,702	7,052	5,524
UNMC	3,008	3,378	3,149	3,554	3,166	3,522	3,173	3,471
NCTA	432	327	333	299	331	293	300	265
Subtotal	48,673	39,927	49,823	39,779	49,435	39,569	49,681	39,533
Chadron State	2,841	2,089	2,931	2,174	3,005	2,220	3,093	2,275
Peru State	2,512	1,657	2,338	1,555	2,389	1,545	2,436	1,568
Wayne State	3,571	3,013	3,519	2,973	3,558	3,004	3,506	2,948
Subtotal	8,924	6,759	8,788	6,702	8,952	6,769	9,035	6,792
Central CC	12,504	2,070	13,039	2,063	13,431	1,952	13,431	1,952
Metropolitan CC	18,523	12,394	18,518	12,309	17,376	11,324	15,752	10,323
Mid-Plains CC	4,195	1,480	4,530	1,715	4,546	1,644	4,417	2,064
Northeast CC	6,950	1,616	6,554	1,512	6,695	1,567	6,705	1,570
Southeast CC	12,405	3,048	11,649	2,931	10,241	2,577	9,751	2,407
Western Nebraska CC	7,154	936	6,740	896	7,247	849	7,319	858
Subtotal	61,731	21,544	61,030	21,426	59,536	19,913	54,737	17,959

*FTE (Full-Time Equivalent) - is a calculated number that uses the accumulation of student contact and credit hours with appropriate conversion factors. A semester undergraduate measure uses 450 contact hours, 15 quarter credit hours, or 15 semester credit hours as the conversion factor for one FTE student. At the graduate level, 12 semester credit hours equates to one FTE student.

Residency of Enrolled Students - Fall Semester

Institution	2010-11		% Non	2011-12		% Non	2012-13		% Non
	Resident	Non-Res		Resident	Non-Res		Resident	Non-Res	
University of Nebraska-Lincoln									
FTE	15,828	4,742	23.1%	15,480	4,805	23.7%	15,261	4,761	23.8%
Headcount	18,382	5,830		16,326	8,630		18,176	6,270	
University of Nebraska at Omaha									
FTE	9,061	1,220	11.9%	8,912	1,158	11.5%	8,809	1,221	12.2%
Headcount	12,537	1,731		12,618	1,667		12,546	1,747	
University of Nebraska at Kearney									
FTE	4,522	849	15.8%	4,673	898	16.1%	4,693	1,009	17.7%
Headcount	5,474	1,279		5,709	1,391		5,679	1,520	
University of Nebraska Medical Center									
FTE	2,742	636	18.8%	2,923	631	17.8%	2,806	716	20.3%
Headcount	2,346	662		2,495	654		2,370	796	
Nebraska College of Technical Agriculture									
FTE	266	61	18.7%	223	76	25.4%	224	69	23.5%
Headcount	374	58		267	66		272	59	
Chadron State College									
FTE	1,362	727	34.8%	1,360	814	37.4%	1,376	844	38.0%
Headcount	1,899	942		1,800	1,131		1,881	1,124	
Peru State College									
FTE	1,263	394	23.8%	1,144	411	26.4%	1,116	429	27.8%
Headcount	1,948	564		1,762	576		1,798	591	
Wayne State College									
FTE	2,572	441	14.6%	2,535	438	14.7%	2,557	447	14.9%
Headcount	3,047	524		2,981	538		2,995	563	
Central Community College									
FTE	2,034	36	1.7%	2,023	40	1.9%	1,914	38	1.9%
Headcount	12,361	143		12,868	171		13,269	162	
Metropolitan Community College									
FTE	11,752	642	5.2%	11,661	648	5.3%	10,782	542	4.8%
Headcount	17,604	919		17,585	933		16,549	827	
Mid-Plains Community College									
FTE	1,370	110	7.4%	1,394	321	18.7%	1,335	309	18.8%
Headcount	3,906	289		3,576	954		3,344	1,202	
Northeast Community College									
FTE	1,520	96	5.9%	1,421	91	6.0%	1,444	123	7.8%
Headcount	6,566	384		6,165	389		6,167	528	
Southeast Community College									
FTE	2,911	137	4.5%	2,800	131	4.5%	2,441	136	5.3%
Headcount	11,489	916		11,163	486		9,757	484	
Western Nebraska Community College									
FTE	712	224	23.9%	645	251	28.0%	599	250	29.4%
Headcount	3,988	3,166		3,626	3,114		3,457	3,790	
State Total									
FTE	57,915	10,315	15.1%	57,194	10,713	15.8%	55,357	10,894	16.4%
Headcount	101,921	17,407		98,941	20,700		98,260	19,663	

Enrollment by Campus/Center

Institution	2011-12		2012-13	
	Unduplicated Headcount	FTE	Unduplicated Headcount	FTE
University				
UNL				
Lincoln	20,952	18,738	20,547	19,078
Omaha	1,065	853	1,012	810
IANR	2,576	2,054	2,648	2,180
UNO				
Omaha	34,400	11,742	35,467	11,908
Lincoln	543	279	542	281
UNK	8,575	5,960	8,638	6,047
UNMC				
Omaha	6,472	3,464	6,430	3,431
Lincoln	1,071	630	994	599
Kearney	265	124	187	90
Norfolk	161	76	187	90
Scottsbluff	233	110	191	93
Distance	175	41	507	117
NCTA	698	293	716	301
State Colleges				
Chadron State College				
Chadron	7,321	2,310	6,937	2,352
Scottsbluff	277	37	41	8
North Platte	149	17	176	20
Peru State College				
Peru	5,229	1,626	5,682	1,674
Offutt	358	71	0	0
Wayne State College				
Wayne	8,252	3,035	8,292	3,061
College Center at South Sioux Center	289	66	260	60

Institution	2011-12		2012-13	
	Unduplicated Headcount	FTE	Unduplicated Headcount	FTE
<i>Enrollment by Campus continued</i>				
Community Colleges				
Central Community College				
Grand Island	11,346	1,568	8,579	1,278
Columbus	9,711	1,350	9,047	1,211
Hastings	7,888	1,637	6,648	1,550
Holdredge	NR	NR	302	10
Kearney	NR	NR	2,631	142
Lexington	NR	NR	793	23
Metropolitan Community College				
Elkhorn Valley	7,611	2,286	6,677	2,100
Fort Omaha	7,387	2,178	6,415	1,824
South Omaha	11,220	3,411	10,538	3,365
Sarpy County	4,521	1,071	3,818	924
Fremont Area	1,098	263	985	227
Washington County	152	12	85	9
Applied Tech Center	492	204	525	208
Misc. Centers	2,805	501	2,330	439
Online	13,146	3,359	12,270	3,013
Mid-Plains Community College				
McCook	879	364	874	366
North Platte	5,036	1,040	5,914	984
Broken Bow	289	45	233	40
Imperial	276	34	192	25
Ogallala	175	33	220	45
Valentine	78	25	90	20
Online	246	308	310	328
Northeast Community College				
Norfolk	21,731	2,540	23,253	2,629
O'Neill	NR	30	NR	28
South Sioux City	NR	258	NR	271
West Point	NR	22	NR	22
Other locations	NR	440	NR	394
Southeast Community College				
Lincoln	14,239	4,501	14,045	4,084
Beatrice	2,501	788	2,614	750
Milford	1,289	1,239	1,277	1,244
Continuing Education Center	8,194	69	9,105	72
Education Square	4,574	820	3,890	672
Entrepreneurship Center	1,049	106	1,479	79
Online	7,734	1,971	7,898	1,872
Other locations	8,756	529	7,153	276
Western Nebraska Community College				
Alliance	1,091	269	1,422	236
Scottsbluff	8,905	1,199	8,356	1,124
Sidney	8,811	495	11,008	551

NR - Institution did Not Report

Fiscal Year Unduplicated Headcount Enrollment*

(12-month)		
*IPEDS Data		
Institution	2011-2012	2012-2013
UNL	27,233	26,923
UNO	17,617	17,736
UNK	8,575	8,638
UNMC	3,941	3,956
NCTA	413	411
CSC	3,889	3,882
PSC	3,229	3,336
WSC	4,279	4,302
CCC	13,092	12,614
MCC	32,769	30,892
MPCC	6,980	7,837
NECC	7,323	7,147
SCC	17,195	16,321
WNCC	8,422	9,772

Supplemental Forms Data**

Institution	2011-12			2012-13		
	Reimbursable	Non-Reimbursable	Total	Reimbursable	Non-Reimbursable	Total
CCC	19,486	4,850	24,336	18,052	5,412	23,464
MCC	35,950	4,879	40,829	33,335	7,046	40,381
MPCC	6,980	767	7,747	7,837	3,136	10,973
NECC	20,761	970	21,731	19,758	3,495	23,253
SCC	27,475	8,134	35,609	26,084	9,362	35,446
WNCC	17,847	960	18,807	19,755	1,031	20,786

*The IPEDS data represent all students taking for-credit classes during the fiscal year. The students may be taking one class or several classes, but are counted only once during the fiscal year. This is the number of different (unique) students educated by the institution during the year.

**The Community Colleges provide credit classes, but also provide non-credit classes. For all students enrolling in credit class, the state provides funding and provides some funding for non-credit classes depending on the type of non-credit course. Some examples of non-credit courses that qualify for the state funding (reimbursable) are training classes for Cabela's, Regional West Medical Center, and Rural Public Safety Institute. Other non-credit classes that do not qualify for state funding would be flower arranging or furniture repair.

Tuition and Fees

Tuition Rates per Semester Credit Hour

Institution	2012-2013						2013-14					
	Undergraduate		Graduate		1st Professional		Undergraduate		Graduate		1st Professional	
	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res
UNL	216.00	641.00	285.00	768.75	339.00	844.50	216.00	660.25	285.00	791.75	339.00	869.75
UNO (Traditional)	196.75	580.50	245.25	645.75			196.75	598.00	245.25	665.00		
UNO (Distance ed)*	250.00		318.00				250.00		318.00			
UNK (Traditional)	174.50	358.00	216.50	447.75			174.50	368.75	216.50	461.25		
UNK (Distance ed)	227.00	335.00	269.00	418.00			227.00	345.00	269.00	430.00		
UNK (Criminal Justice)	250.00	357.00					250.00	368.00				
UNK (Biology)			275.00	466.00					275.00	480.00		
UNK (College of Ed)				393.00						393.00		
UNMC	see next page											
NCTA	116.00	232.00					116.00	239.00				
Chadron State	140.00	280.00	177.75	355.50			140.00	280.00	177.75	355.50		
Peru State	140.00	280.00	177.75	355.50			140.00	280.00	177.75	355.50		
Wayne State	140.00	280.00	177.75	355.50			140.00	280.00	177.75	355.50		
Central CC	80.00	120.00					80.00	120.00				
Metropolitan CC **	76.50	114.75					79.50	119.25				
Mid-Plains CC	77.00	100.00					77.00	100.00				
Northeast CC	76.00	95.00					78.50	110.00				
Southeast CC **	81.00	99.75					83.25	102.75				
Western Nebraska CC	80.00	94.00					83.00	97.00				

*Distance Education rates at UNO vary by program.

**Metropolitan Community College and Southeast Community College are both on quarter systems.

All rates have been converted to semester rates for comparison purposes.

TUITION RATE SCHEDULE

INSTITUTION: University of Nebraska Medical Center

Program	Unit	2012-2013		2013-2014	
		Resident	Non-Res	Resident	Non-Res
Medicine	Semester	13,996.00	32,817.00	13,996.00	33,802.00
Graduate	Credit Hour	285.00	768.75	285.00	791.75
Nursing:					
Baccalaureate Degree	Credit Hour	273.50	800.75	273.50	824.75
MS First & Second Year	Credit Hour	439.50	864.50	439.50	890.50
MS Beyond	Credit Hour				
Kearney		273.50	800.75	273.50	824.75
Pharmacy 1 2 3 4 Year	Semester	9,164.00	17,798.00	9,164.00	18,332.00
Pharmacy Years	Semester				
Dentistry 1st 2nd 3rd Year	Semester	11,477.00	26,545.00	11,477.00	27,341.00
Dental Hygiene	Credit Hour	216.00	641.00	216.00	660.25
Dental Graduate	Credit Hour	285.00	768.75	285.00	791.75
Dental Summer	Session	5,738.00	13,273.00	5,738.00	13,671.00
COPH-Professional	Credit Hour	373.50	881.75	373.50	908.25
Allied Health:					
Clinical Laboratory Science	Semester	4,644.00	13,147.00	4,644.00	14,195.00
Rad Tech BS Degree	Credit Hour	216.00	641.00	216.00	660.25
Physical Therapists					
Year 1 DPT	Semester	6,146.00	11,218.00	6,146.00	11,555.00
Year 2 DPT	Semester	6,146.00	11,218.00	6,146.00	11,555.00
Year 3 DPT	Semester	6,146.00	11,218.00	6,146.00	11,555.00
Year 1 DPT SUMMER	Session	3,464.00	6,330.00	3,464.00	6,520.00
Year 2 CPT SUMMER	Session	3,464.00	6,330.00	3,464.00	6,520.00
Year 3 DPT SUMMER	Session	3,464.00	6,330.00	3,464.00	6,520.00
Physician's Assistant					
Year 3	Credit Hour	285.00	768.75	285.00	791.75
Year 4	Credit Hour	285.00	768.75	285.00	791.75
Year 5	Credit Hour	285.00	768.75	285.00	791.75
Nuclear Med Tech BS	Credit Hour	216.00	641.00	216.00	660.25
Radiation Ther BS	Credit Hour	216.00	641.00	216.00	660.25
Clinical Perfusion	Semester	285.00	768.75	285.00	791.75
Diagnostic Med Sonography	Credit Hour	216.00	641.00	216.00	660.25
Cytotechnologist	Credit Hour	285.00	768.75	285.00	791.75

Mandatory Fees 2013-2014

	UNL	UNO	UNK	UNMC	NCTA	CSC	PSC	WSC	CCC	MCC	MPCC	NECC	SCC	WNCC
Student Activity/ Organizations	22.21	16.32	14.00	5.00		67.80	90.00	4.25*						3.00*
Student Event/ Activity			62.00			71.40	56.25	9.50*						
Campus Recreation	152.48	178.64 + 17.30 per SCH												
Weight Room			1.00*											
Facility			6.00*	62.50		240.00	300.00	18.00*	5.00*	5.00*	5.00*	8.50*		5.50*
Unions	94.25		50.00											
Health/ Wellness Center	150.89		45.00											
Health Services			80.00	99.75		51.60	45.00	4.00*						
Parking	25.09													
Student Services												4.00*	1.25*	
Debt Service	111.50													
Contingency	0.58													
Technology	7.35*	10.00*	10.00*			116.25	97.50	7.75*	3.00*			6.00*		3.50*
Library	4.00*	4.00*	4.00*	4.00*										
Registration	20.00				20.00									
Photo ID		7.00	4.00				2.00							
Enrollment Services		57.75												
Cultural Enrichment		5.00	1.50											
Student Research		1.50*												
Collegiate Readership			3.00											
Student Records			4.00			6.15		1.00*						
Academic Success			2.50*				6.00							4.50*
UG Research Fellows Program			1.50*											
Academic Student Fee					335.50									
Capital Improvement						150.00	150.00	10.00*						
LEAP Testing							7.50							
Publication							18.75							
General Purpose											8.00*			
Student Account											2.00*			

All rates per semester except where noted (*) as per credit hour

Undergraduate Tuition and Mandatory Fees for an FTE Student

Institution	2012-2013						2013-2014					
	Resident			Non-Resident			Resident			Non-Resident		
	Tuition	Mandatory Fees	Total	Tuition	Mandatory Fees	Total	Tuition	Mandatory Fees	Total	Tuition	Mandatory Fees	Total
UNL	6,480.00	1,416.50	7,896.50	19,230.00	1,416.50	20,646.50	6,480.00	1,494.50	7,974.50	19,808.00	1,494.50	21,302.50
UNO	5,902.50	1,347.50	7,250.00	17,415.00	1,347.50	18,762.50	5,902.50	1,409.62	7,312.12	17,940.00	1,409.62	19,349.62
UNK	5,235.00	1,271.00	6,506.00	10,740.00	1,271.00	12,011.00	5,235.00	1,271.00	6,506.00	11,062.50	1,271.00	12,333.50
UNMC	see next page											
NCTA	3,480.00	707.00	4,187.00	6,960.00	707.00	7,667.00	3,480.00	707.00	4,187.00	7,170.00	707.00	7,877.00
Chadron	4,200.00	1,175.40	5,375.40	8,400.00	1,175.40	9,575.40	4,200.00	1,216.68	5,416.68	8,400.00	1,216.68	9,616.68
Peru	4,200.00	1,456.00	5,656.00	8,400.00	1,456.00	9,856.00	4,200.00	1,546.00	5,746.00	8,400.00	1,546.00	9,946.00
Wayne	4,200.00	1,320.00	5,520.00	8,400.00	1,320.00	9,720.00	4,200.00	1,374.00	5,574.00	8,400.00	1,374.00	9,774.00
CCC	2,400.00	240.00	2,640.00	3,600.00	240.00	3,840.00	2,400.00	300.00	2,700.00	3,600.00	300.00	3,900.00
MCC	2,295.00	225.00	2,520.00	3,442.50	225.00	3,667.50	2,385.00	225.00	2,610.00	3,577.50	225.00	3,802.50
MPCC	2,310.00	450.00	2,760.00	3,000.00	450.00	3,450.00	2,310.00	450.00	2,760.00	3,000.00	450.00	3,450.00
NECC	2,280.00	465.00	2,745.00	2,850.00	465.00	3,315.00	2,355.00	555.00	2,910.00	3,300.00	555.00	3,855.00
SCC	2,430.00	56.25	2,486.25	2,992.50	56.25	3,048.75	2,497.50	56.25	2,553.75	3,082.50	56.25	3,138.75
WNCC	2,400.00	495.00	2,895.00	2,820.00	495.00	3,315.00	2,490.00	495.00	2,985.00	2,910.00	495.00	3,405.00

TUITION AND MANDATORY FEES

INSTITUTION: University of Nebraska Medical Center

Program	2012-2013		2013-2014	
	Resident	Non-Res	Resident	Non-Res
Medicine	28,494.50	66,135.50	28,494.50	66,106.50
Graduate	7,282.50	18,892.50	7,282.50	19,444.50
Nursing:				
Baccalaureate Degree	8,859.50	24,677.50	8,859.50	25,397.00
MS First Year & Second Year	11,178.50	21,378.50	11,178.50	22,002.50
Kearney	9,450.00	25,267.50	9,450.00	25,987.50
Pharmacy Year 1 & 2	18,998.50	36,266.50	18,998.50	37,334.50
Dentistry First Year	24,534.00	54,670.00	24,624.00	56,352.00
Dental Hygiene	7,860.00	20,610.00	7,942.00	21,269.50
Dental Graduate	8,340.00	19,950.00	8,430.00	20,592.00
Allied Health:				
Clinical Lab Science	10,014.50	28,289.50	10,014.50	29,116.50
Rad Technologists	7,106.50	19,856.50	7,106.50	20,434.00
Physician Assistants	9,198.50	23,711.00	9,198.50	24,401.00
Nuclear Med Techs	7,204.50	19,954.50	7,204.50	20,532.00
Radiation Therapists	7,136.50	19,886.50	7,136.50	20,464.00
Diagnostic Med Sonography	7,140.50	19,890.50	7,140.50	20,468.00
Physical Therapists DPT Yr 1	13,248.50	23,392.50	13,248.50	24,066.50
Physical Therapists DPT Yr 2/3	12,936.50	23,080.50	12,936.50	23,754.50
Clinical Perfusion	9,192.50	23,705.00	9,192.50	24,395.00
Cytotechnologist	9,162.50	23,675.00	9,162.50	24,365.00

Mandatory Fees include: Student Activity

UNK and Western Nebraska Nursing students are charged a different Student Fee rate, based on the campus location.

Includes UNMC Student Health fee for all students except Dentistry students who pay UNL fees.

Remissions/Waivers as a Percentage of Tuition Revenue

Institution	2011-2012	2012-2013
University of Nebraska-Lincoln	26.5%	26.3%
University of Nebraska at Omaha	19.3%	19.6%
University of Nebraska at Kearney	21.0%	22.9%
University of Nebraska Medical Center	28.4%	30.5%
Nebraska College of Technical Agriculture	15.6%	10.1%
Chadron State College	21.4%	22.2%
Peru State College	17.8%	16.8%
Wayne State College	16.5%	16.8%
Central Community College	6.7%	7.2%
Metropolitan Community College	8.5%	7.9%
Mid-Plains Community College	16.4%	18.3%
Northeast Community College	3.8%	4.2%
Southeast Community College	4.1%	3.2%
Western Nebraska Community College	14.1%	21.0%

Net Tuition Revenue

Institution	2011-2012					2012-2013				
	Gross Tuition	Less Need-based Remissions/Scholarship	Less Non Need-based Remissions/Scholarship	Less Refunds and Uncollectables	Net Tuition	Gross Tuition	Less Need-based Remissions/Scholarship	Less Non Need-based Remissions/Scholarship	Less Refunds and Uncollectables	Net Tuition
UNL	210,020,937	331,866	55,871,877	7,564,709	146,252,485	214,602,834	575,649	53,747,588	8,338,945	151,940,652
UNO	81,109,075	3,180,331	12,179,942	1,625,495	64,123,307	86,883,120	3,286,916	13,486,942	1,347,131	68,762,131
UNK	36,310,804	241,617	7,144,932	1,088,334	27,835,921	38,994,589	292,557	8,384,422	1,166,274	29,151,336
UNMC	48,154,308	937,284	12,713,678	124,457	34,378,889	49,920,742	13,792,651	1,446,213	24,457	34,657,421
NCTA	1,218,357	190,312	-	-	1,028,045	1,283,290	141,130	-	-	1,142,160
Chadron	10,964,324	44,320	2,298,866	-	8,621,138	11,476,698	9,500	2,534,587	-	8,932,611
Peru	6,976,268	113,121	1,128,378	-	5,734,769	7,281,524	120,767	1,101,577	-	6,059,180
Wayne	13,307,153	262,618	1,926,950	-	11,117,585	13,850,336	232,065	2,088,724	-	11,529,547
CCC	10,735,354	-	719,861	-	10,015,493	10,281,464	-	725,017	-	9,556,447
MCC	29,300,210	1,359,688	1,106,790	294,648	26,539,084	28,182,696	875,732	1,333,180	326,763	25,647,021
MPCC	4,750,468	-	742,150	236,881	3,771,437	4,880,445	-	839,235	293,654	3,747,556
NECC	7,320,916	-	279,272	-	7,041,644	7,739,053	-	313,870	-	7,425,183
SCC	24,405,562	-	1,004,629	-	23,400,933	23,544,553	-	1,047,321	-	22,497,232
WNCC	4,009,396	-	563,355	-	3,446,041	4,220,308	-	523,421	-	3,696,887

Student Financial Aid

Academic Aid

Student Financial Aid - Need-Based Academic Aid 2012-13

	University of Nebraska-Lincoln		University of Nebraska-Omaha		University of Nebraska-Kearney		University of Nebraska Medical Center		Nebraska College of Technical Agriculture		Chadron State College		Peru State College		Wayne State College		Central Community College		Metropolitan Community College		Mid-Plains Community College		Northeast Community College		Southeast Community College		Western Nebraska Community College	
	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars
PELL Grants	4,469	16,746,763	4,525	16,566,027	2,086	7,716,441	197	785,791	124	449,456	1,002	3,479,815	800	2,866,931	1,252	4,625,044	2,523	7,760,419	8,241	23,010,483	983	3,205,361	1,797	6,221,208	5,921	14,926,813	953	3,077,090
Federal Funded Loans	8,548	28,473,120	5,325	18,908,748	2,959	10,028,288	746	3,746,094	148	477,224	1,257	3,786,673	926	3,268,350	1,663	5,871,885	1,429	3,799,317	2,915	6,692,301	653	1,818,787	1,481	4,420,613	5,749	13,546,012	433	1,275,169
Institution / State Aid	3,396	6,133,778	2,168	4,671,143	1,170	1,846,798	193	420,051			76	53,492	136	121,760	326	232,065			1,439	825,869								
State Supported Regents Aid	16	23,911	758	1,530,137	160	292,557	59	1,377,494																				
Nebraska Opportunity Grant (NOG)	1,652	3,107,523	1,395	2,255,960	455	1,006,460			47	43,495	300	289,750	208	193,353	508	503,533	845	426,096	2,484	943,711	536	140,245	402	316,368	1,956	678,612	213	162,675
ACE & ACE Plus											26	8,080	248	40,300	32	22,250					86	56,558	32	19,500			89	24,786
Miscellaneous Loans	838	8,460,916	369	2,701,920			107	2,081,189																				
Miscellaneous Scholarships		380,717	860	6,465,571	338	2,408,838	7	24,849			131	139,010					1,350	1,506,404					81	54,338				
Miscellaneous Foundation Aid							306	940,362	77	31,275	4	1,342	24	20,035	115	102,495			30	13,996	73	79,166	193	127,002	411	251,012	45	19,147
Other Aid	1,897	878,797	263	704,658	240	266,052	24	71,363	43	11,250	13	26,256	233	143,264	248	176,900	422	256,749	2,225	695,233	174	28,245	263	264,931	1,539	1,306,799	119	73,790
TOTAL NEED BASED AID	20,816	64,205,525	15,663	53,804,164	7,408	23,565,434	1,639	9,447,193	439	1,012,700	2,809	7,784,418	2,575	6,653,993	4,144	11,534,172	6,569	13,748,985	17,334	32,181,593	2,505	5,328,362	4,249	11,423,960	15,576	30,709,248	1,852	4,632,657

Student Financial Aid - Ability-Based Academic Aid 2012-13

	University of Nebraska-Lincoln		University of Nebraska-Omaha		University of Nebraska-Kearney		University of Nebraska Medical Center		Nebraska College of Technical Agriculture		Chadron State College		Peru State College		Wayne State College		Central Community College		Metropolitan Community College		Mid-Plains Community College		Northeast Community College		Southeast Community College		Western Nebraska Community College	
	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars
Distinguished Scholars Program	101	99,000	18	29,000																								
Honors Scholarships	1,278	632,250	23	141,073	323	677,478																						
National Merit	44	477,070																										
Non-resident Scholarship Program	1,574	14,989,692			259	1,300,620	298	5,268,736																				
Nebraska Legacy Scholarship	137	1,304,483			26	119,028	1	15,818																				
Metro Advantage Program			151	414,526																								
Regents Special Aid	1,861	11,100,207	636	3,911,553	308	1,707,580	132	2,199,332																				
Foundation Aid	4,327	10,058,315	1,432	2,800,169	878	1,905,081	483	1,132,743	80	144,000	407	328,743	231	198,758	575	1,322,591			212	129,067	215	133,778	13	5,827	1,637	655,113	80	54,495
Miscellaneous Scholarships	3,995	14,460,665	1,452	2,560,330	856	1,620,135	78	1,842,728	241	210,565	213	230,510	342	600,014	570	1,032,657	995	531,771	604	519,054	254	423,957	20	16,000			180	152,445
UNO Advantage Program			490	2,964,342																								
Federal Teach Grant			36	108,352																								
Dean's Scholarship			293	282,000										8	10,500								64	30,500				
State Tuition Remissions					1,078	2,095,294			61	142,517										194	257,759							
Rural Health Remissions											55	225,400	2	8,540	52	208,368												
Board of Trustees / Governor's Aid											75	315,890	56	225,400	118	476,994			217	295,176			23	49,020			23	46,760
Chancellor / Presidential Awards			184	384,650							213	559,755			35	151,593			88	89,899	9	17,749	37	38,776	2	2,625	1	1,320
NDE Teacher Excellence													1	3,000	3	9,000												
TOTAL ABILITY BASED AID	13,317	53,121,682	4,715	13,595,995	3,728	9,425,216	992	10,459,357	382	497,082	963	1,660,298	632	1,035,712	1,361	3,211,703	995	531,771	1,121	1,033,196	672	833,243	157	140,123	1,639	657,738	284	255,020

Student Financial Aid - Membership-Based Academic Aid 2012-13

	University of Nebraska-Lincoln		University of Nebraska-Omaha		University of Nebraska-Kearney		University of Nebraska Medical Center		Nebraska College of Technical Agriculture		Chadron State College		Peru State College		Wayne State College		Central Community College		Metropolitan Community College		Mid-Plains Community College		Northeast Community College		Southeast Community College		Western Nebraska Community College	
	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars
National Guard	65	162,400	36	71,218	18	42,473	1	3,658			53	161,573	1	1,392	44	118,411	1	1,800					33	48,934	192	288,391		
Veteran's Waivers	21	174,350	48	321,573	7	7,770			2	2,900	6	21,938	8	30,590	34	123,511	35	62,216			3	5,390	70	117,083			19	23,169
Bureau of Indian Affairs	32	106,303	14	62,790							8	7,634	7	12,399	14	47,245							22	26,720				
Military Reserves	25	55,663	17	35,909	4	8,222	11	38,636					53	131,509			5	2,560	11	3,916	5	3,157	1	741	6	3,014		
ROTC	76	787,819	10	81,657			7	111,087							6	1,400												
Spouse Waivers	42	76,773	56	103,011	16	27,636	5	18,352																				
Staff Waivers	384	876,146	264	524,608	70	128,337	122	311,455			44	26,713	10	8,395	25	21,881	298	124,040	243	99,008	20	4,658	114	88,793	25	13,271	48	12,007
War Orphans	55	318,294	103	518,318	32	160,975	2	17,504											184	232,821					58	86,956		
Dependent Waivers	494	1,584,619	185	498,510	78	184,901		37,788	2	1,740	51	68,630	14	15,350	49	99,394	11	10,141	184	93,006	21	19,349			95	65,426	49	30,176
Senior Citizen Waivers											2	700									159	19,393					85	20,355
Foreign Students	5	12,437	18	658,685	449	1,178,576					34	78,969			12	35,000												
Other Membership Aid	52	287,847	91	339,157	394	838,265	59	1,285,246			498	554,803	410	219,583	196	400,375	9,379	1,027,851					60	107,844			1	420
TOTAL MEMBERSHIP BASED AID	1,251	4,442,651	842	3,215,436	1,068	2,577,155	207	1,823,726	4	4,640	696	920,960	503	419,218	380	847,217	9,729	1,228,608	622	428,751	208	51,947	300	390,115	376	457,058	202	86,127
TOTAL - ALL ACADEMIC AID	35,384	121,769,858	21,220	70,615,595	12,204	35,567,805	2,838	21,730,276	825	1,514,422	4,468	10,365,676	3,710	8,108,923	5,885	15,593,092	17,293	15,509,364	19,077	33,643,540	3,385	6,213,552	4,706	11,954,198	17,591	31,824,044	2,338	4,973,804

Service Aid

Student Financial Aid - Need-Based Service Aid 2012-13

	University of Nebraska-Lincoln		University of Nebraska-Omaha		University of Nebraska-Kearney		University of Nebraska Medical Center		Nebraska College of Technical Agriculture		Chadron State College		Peru State College		Wayne State College		Central Community College		Metropolitan Community College		Mid-Plains Community College		Northeast Community College		Southeast Community College		Western Nebraska Community College			
	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars
Work Study	573	913,284	247	461,510	244	357,632	36	39,927	23	20,291	150	177,276	168	97,644	72	110,689	135	128,977	130	327,162	51	40,518	65	65,312	134	260,185	70	74,466		
Campus Employment											390	643,828																	97	157,501
JTPA																									169	430,090	33	73,822		
Americorp											3	2,587	5	4,523	6	5,794														
Workforce Development					3	5,856																								
Nursing Loans							4	13,075																						
Medical Loans							9	160,000																						
Other											7	8,058													30	95,976				
TOTAL NEED-BASED SERVICE AID	573	913,284	247	461,510	247	363,488	49	213,002	23	20,291	550	831,749	173	102,167	78	116,483	135	128,977	130	327,162	51	40,518	65	65,312	333	786,251	200	305,789		

Student Financial Aid - Ability-Based Service Aid 2012-13

	University of Nebraska-Lincoln		University of Nebraska-Omaha		University of Nebraska-Kearney		University of Nebraska Medical Center		Nebraska College of Technical Agriculture		Chadron State College		Peru State College		Wayne State College		Central Community College		Metropolitan Community College		Mid-Plains Community College		Northeast Community College		Southeast Community College		Western Nebraska Community College		
	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	
Graduate Assistant	2,352	33,569,626	190	757,045	135	404,367	321	6,182,916			40	111,983	11	35,919	20	53,592													
Non-resident Graduate Assistant	1,463	13,157,887	143	907,770	15	55,811					7	15,464			16	51,725													
Men's Athletics	277	5,235,381	106	658,716	219	647,446					266	546,869	91	208,808	139	460,290	19	23,880			68	219,911	24	122,496	44	82,316	57	236,851	
Women's Athletics	204	3,713,839	99	533,761	124	422,680					171	274,369	66	149,301	79	224,996	37	48,090			100	360,036	14	93,075	44	85,552	68	326,105	
Resident Hall Assistants	151	1,445,590			65	510,206					82	189,538	20	87,252	50	379,185	37	179,321					21	45,142	54	88,794	10	64,730	
Art / Drama / Music Awards	15	4,694			72	80,131							53	43,995	109	40,155	67	26,380			23	9,201	59	63,258					
Campus Employment	6,275	13,960,631			92	259,371							17	21,280															
Special Activity Grants					25	31,031					117	169,940														82	107,506		
Student Teacher Supervisor											14	7,394	10	5,273															
Other Ability Based	888	3,784,482					60	393,706			433	923,904	125	188,332	69	168,650	2,347	100,131					28	43,534	25	23,050			
TOTAL ABILITY BASED SERVICE AID	11,625	74,872,130	538	2,857,292	747	2,411,043	381	6,576,622	0	0	1,130	2,239,461	393	740,160	482	1,378,593	2,507	377,802	0	0	191	589,148	146	367,505	167	279,712	217	735,192	
TOTAL FOR SERVICE AID	12,198	75,785,414	785	3,318,802	994	2,774,531	430	6,789,624	23	20,291	1,680	3,071,210	566	842,327	560	1,495,076	2,642	506,779	130	327,162	242	629,666	211	432,817	500	1,065,963	417	1,040,981	

Other Financial Aid

Student Financial Aid - Other Aid 2012-13

	University of Nebraska-Lincoln		University of Nebraska-Omaha		University of Nebraska-Kearney		University of Nebraska Medical Center		Nebraska College of Technical Agriculture		Chadron State College		Peru State College		Wayne State College		Central Community College		Metropolitan Community College		Mid-Plains Community College		Northeast Community College		Southeast Community College		Western Nebraska Community College	
	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars	#	Dollars
Federal Parent Loans	3,107	35,248,008	759	5,316,405	451	3,377,403	49	621,306	33	281,824	336	889,336	108	518,496	146	756,549	20	73,626	4	14,353	6	19,739	28	126,298	131	891,282	4	14,718
Federal Unsubsidized Loans	8,567	46,790,970	6,263	35,038,774	3,401	15,404,813	1,845	40,024,589	124	415,487	1,101	6,074,909	1,055	4,728,541	1,858	6,976,267	1,050	2,610,227	2,414	5,393,094	512	1,472,743	1,317	4,026,082	5,305	14,242,205	280	687,197
Regent's Special Aid	1,253	2,958,099																										
Graduate PLUS Loans			7	36,089			559	6,041,136																				
Volunteer Faculty																												
Midwest Student Exchange Program			121	726,287																								
Davis Chambers											5	8,000																
Trio Grants											16	20,600																
Alternative Loans							87	1,136,257			40	232,333	24	143,980	111	559,721							22	113,357	60	297,644	7	20,168
Outside Scholarships							18	701,750			43	43,934			3	10,500	676	201,001	10	300							646	441,399
Other		788,985		-878,848																			761	1,075,271				
TOTAL OTHER AID	12,927	85,786,062	7,150	40,238,707	3,852	18,782,216	2,558	48,525,038	157	697,311	1,541	7,269,112	1,187	5,391,017	2,118	8,303,037	1,746	2,884,854	2,424	5,393,394	518	1,492,482	2,128	5,341,008	5,496	15,431,131	937	1,163,482

Grand Total of All Student Financial Aid

Student Financial Aid - Grand Total of All Aid 2012-2013		
	# of Awards Granted	Amount
University of Nebraska-Lincoln	60,509	\$283,341,334
University of Nebraska at Omaha	29,155	\$114,173,104
University of Nebraska at Kearney	17,050	\$57,124,552
University of Nebraska Medical Center	5,826	\$77,044,938
Nebraska College of Technical Agriculture	1,005	\$2,232,024
Chadron State College	7,689	\$20,705,998
Peru State College	5,463	\$14,342,267
Wayne State College	8,563	\$25,391,205
Central Community College	21,681	\$18,900,997
Metropolitan Community College	21,631	\$39,364,096
Mid-Plains Community College	4,145	\$8,335,700
Northeast Community College	7,045	\$17,728,023
Southeast Community College	23,587	\$48,321,138
Western Nebraska Community College	3,692	\$7,178,267

Statistics on Student Financial Aid

Summary of Student Financial Aid 2012-2013

	University of Nebraska-Lincoln	University of Nebraska-Omaha	University of Nebraska-Kearney	University of Nebraska Medical Center	Nebraska College of Technical Agriculture	Chadron State College	Peru State College	Wayne State College	Central Community College	Metropolitan Community College	Mid-Plains Community College	Northeast Community College	Southeast Community College	Western Nebraska Community College	Total
Total Institutional Headcount	24,207	14,786	7,199	3,166	331	3,005	2,389	3,558	18,052	30,892	2,591	6,695	16,321	3,310	136,502
Number of Students Participating in financial aid	17,617	13,462	5,699	2,558	228	2,246	1,850	2,983	4,132	11,352	1,648	2,546	9,773	1,522	77,616
# of Students Receiving more than one	13,852	8,623	4,434	2,034	206	1,836	1,435	2,420	2,449	5,239	533	1,899	6,661	953	52,574
Percent of total Headcount Receiving Aid	72.8%	91.0%	79.2%	80.8%	68.9%	74.7%	77.4%	83.8%	22.9%	36.8%	63.6%	38.0%	59.9%	46.0%	56.9%
# of Nebraska Residents Receiving Aid	13,545	11,516	4,832	1,943	181	1,390	1,269	2,535	4,043	11,114	1,452	2,324	9,398	1,273	66,815
% Nebraska Residents of Total Students Receiving Aid	76.9%	85.5%	84.8%	76.0%	79.4%	61.9%	68.6%	85.0%	97.9%	97.9%	88.1%	91.3%	95.2%	84.0%	86.1%
Total \$ of Financial Aid	\$283,341,334	\$114,173,104	\$57,124,552	\$77,044,938	\$2,232,024	\$19,691,069	\$14,342,267	\$25,391,205	\$18,900,997	\$39,378,449	\$8,335,700	\$17,728,023	\$48,023,494	\$7,178,267	\$732,885,423
Amount Received by Nebraska Residents	\$182,236,397	\$97,590,110	\$46,772,049	\$54,215,196	\$1,450,341	\$11,646,183	\$9,694,587	\$21,455,196	\$18,494,626	\$37,405,385	\$7,076,715	\$15,958,098	\$45,910,092	\$5,796,250	\$555,701,225
Percent of \$ Received by Nebraska Residents	64.3%	85.5%	81.9%	70.4%	65.0%	59.1%	67.6%	84.5%	97.9%	95.0%	84.9%	90.0%	95.7%	81.0%	75.8%
Percent State Supported Aid of Total Aid	19.2%	14.7%	15.2%	19.8%	6.3%	13.0%	8.5%	9.1%	3.8%	5.6%	3.1%	1.8%	1.5%	12.5%	14.5%



Application to Modify a Recurrent Authorization to Operate

Institution:	Omaha School of Massage and Healthcare of Herzing University
Program:	Health and Wellness
Degree:	Bachelor of Science (BS)
Institution's Existing Degree(s) in Same or Similar Discipline:	AS and Diploma in personal fitness training
Proposal Received by Commission:	April 4, 2014
Proposed Start Date:	July 2014

Background

Herzing University has operated for over 45 years as a private, career-oriented campus with its home office and online programs based in Milwaukee. There are currently eleven physical campuses in eight states with programs ranging from certificates to master's degrees in business, computer technology, public safety, design, nursing, and health care. Herzing University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

In 2008 Herzing University purchased the Omaha School of Massage Therapy. The Commission subsequently approved Herzing to offer AS and BS degrees in a variety of fields, primarily in allied health. Most recently, the Commission approved an AS degree and diploma in chiropractic technician and an AS and diploma in personal fitness training. This proposal is for authorization for Herzing University to offer a BS degree in health and wellness.

REVIEW CRITERIA

A. The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations

High-----Low					
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√					

Herzing University provided its 2012 audited financial statements. The audit did not include the university's composite financial score. In 2012, according to the U.S. Department of Education, the score was 3.0, falling within the Department's acceptable ratings of 1.5 to 3.0. (The scale is based on financial soundness, operating funds, and debt. The range is -1.0 to 3.0; the higher the score, the better the institution's financial status.) The 2012 information is the most recent available to Commission staff.

The audit noted that Herzing University meets the "90 percent rule" of the United States Department of Education. The rule requires that an institution's revenue from Title IV (federal

financial aid programs) cannot exceed 90% of its total revenue. For 2012, Herzing’s percentage was 83.6, putting it in compliance with the rule.

Commission staff examined the audit and concluded that there were no issues of concern. The university’s financial position improved slightly over the previous year with cash and cash equivalents increasing by 1.4%.

Cost: tuition: \$6,010 per semester; fees: \$385 resource fee per semester (\$12,790 per year). For comparison, tuition and fees at Wright Career College in Omaha is approximately \$11,690 per year.

B. The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution’s ability to generate and sustain enrollment

High-----Low
√

Curriculum – The goal of the proposed program is to provide knowledge and skills for students in order to create, design, implement, and maintain health and wellness programs in the workplace. Typical employment opportunities include wellness coordinator, health coach, gym/spa manager, and fitness director. The program would require 125 semester credit hours: 20 hours in healthcare electives and credits (could be transferred from an associate degree), 66 hours in the major field including a capstone project, 37 hours of general education, and two hours of professional development. The curriculum includes courses such as healthcare human resource management, nutrition, corporate wellness coaching, and introduction to stress and addictions.

The general education curriculum includes courses in computer applications, English composition, information literacy, math, speech, natural science or humanities, social or behavioral science, and critical thinking. The general education curriculum is appropriate in both number and type of courses.

The program focuses primarily on program design and management. As such, there is no special accrediting body and no requirements for the profession by the state of Nebraska.

Enrollment –Herzing surveyed past graduates to determine interest in the program. Responses indicated that this program would be especially attractive to students who had earned diplomas or associate degrees in massage therapy. Graduates from the recently approved chiropractic technician and personal fitness training programs would also be good candidates. Herzing estimates that the program would enroll about 20 students per year.

In Omaha, there are several institutions that offer a baccalaureate degree in healthcare administration; none narrow the field to health and wellness. The Commission staff consulted the Nebraska Department of Labor’s website. The occupational category closest to the proposed program was “Fitness and Wellness Coordinator”. The department noted that the outlook nationally was “bright” for this field but there were no employment projections available for Nebraska. The site did list \$55,963 as the 2013 estimated median annual wage in the state.

Credit – The institutional policy for awarding credit is based on the following: lecture courses: 15 contact hours for each semester credit hour; science and healthcare labs: 30 contact hours for each semester credit hour; externship, practicum, clinicals: 45 contact hours for each semester credit hour. This program would have lecture courses and labs.

C. The quality and adequacy of teaching faculty, library services, and support services

High-----Low
√

Faculty – The core courses and general education courses, when cohort size warrants, would be taught face-to-face by faculty working from the Omaha campus. Students would also have the option to complete the general education courses online. Herzing intends to hire faculty for the proposed Omaha programs once the Commission has given approval to their application. Faculty would be hired according to university policy:

Undergraduate faculty teaching courses in disciplines supporting the professional or technical courses used within associate’s and bachelor’s programs at Herzing University must have at least a master’s degree and expert knowledge in the teaching discipline.

Resumes were provided for eight faculty members currently teaching in Omaha. Three have master’s degrees, two hold PhDs, one has an EdD, and two are DCs (doctor of chiropractic). Of these eight, one has a degree in physical education and another has a degree in exercise science. For a baccalaureate degree program, the minimum educational level expected for faculty is a master’s degree. The faculty described meet or exceed these expectations.

Faculty teaching online courses are part of Herzing University’s Online Campus, based in Milwaukee. Herzing states that all distance learning faculty are provided training on distance learning methodologies and pedagogical support in developing course materials. They are also monitored in the quality of delivery of their online courses by their department chair. The chair logs onto each course section weekly and provides feedback on the quality of student interaction to both the faculty member and the dean.

Library – Resumes were also included for the four full-time librarians employed by Herzing to manage all aspects of the university’s libraries. Resources include a small physical library specifically focused on the needs of the campus and extensive online materials. Herzing reports that the Omaha library holds many of the needed materials on topics such as business, health issues, injury prevention, exercise science, pathology, sports medicine, and wellness. Upon receiving CCPE approval, additional materials specific to health and wellness training would be purchased.

In addition to the local campus library, students would be able to check out books from any Herzing University library through interlibrary loan. There is also online material available through two library consortia, NebraskaAccess and the Library and Information Resources Network (LIRN). LIRN contains thousands of titles, many available in full-text form. Computers are available in the library and student break room with Internet access. Wireless access is available throughout the facility.

Support Services -- The staff includes a registrar and personnel for educational funding and career services. Educational funding includes counseling on financial literacy and borrowing responsibility as well traditional financial aid assistance. At the career services center students receive tutoring and assistance in resume writing, honing interview skills, and identifying employment opportunities.

D. The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered

The Omaha School of Massage and Healthcare of Herzing University is located in southwest Omaha and consists of two buildings, the primary campus building (9748 Park Drive) and the “Annex” (5406 S. 99th St.). The proposed program would be located in the “Annex” where the therapeutic massage, personal fitness training, and chiropractic technician programs are currently housed. Courses would be scheduled in the afternoon, evening, and possibly weekends.

Herzing University has also proposed an online version of this program in the state of Wisconsin, Herzing’s home state. When approved, Nebraska students would have the option of completing the entire program online.

E. Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere

Credits would transfer to any Herzing University campus. Since Herzing University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, students should be able to transfer credits in the same manner as they transfer credits earned at any other regionally accredited institution. The application included language from the college catalog explaining transferability and stating that the student should check with the school to which they wish to transfer.

F. Whether such institution and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the United States Department of Education

Herzing University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and has been fully accredited since 2004. The next reaffirmation of credit is scheduled for 2015-16.

There is no national accreditation available specifically for health and wellness programs.

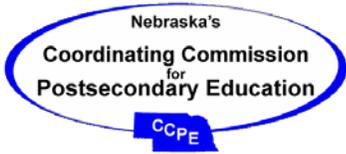
G. The institution’s policies and procedures related to students, including, but not limited to, recruiting and admissions practices

The undergraduate catalog was provided. Page references were identified for admissions criteria and procedures, graduation requirements, grading policy, academic warning and probation, standards of satisfactory academic progress, and refund policy.

Committee Recommendation: Approve the modification to the recurrent authorization to operate for Herzing University (dba Omaha School of Massage and Healthcare of Herzing University) to include the BS in health and wellness.

Reporting Requirements:

Omaha School of Massage and Healthcare of Herzing University has an annual reporting requirement in place. This program would be included in that report which is due March 1, 2015.



NEW INSTRUCTIONAL PROGRAM PROPOSAL

Institution: Central Community College (CCC)
Program: Environmental Health and Safety
Award: Associate of Applied Science (AAS),
 Diploma, Applied Certificate, Generalist
 Certificate

Institution's Existing Degree(s) in Same or Similar Discipline: Advanced Manufacturing and Mechatronics, AAS, diplomas, certificates

Proposal Received by Commission: February 26, 2014

Proposed Start Date: January 2015

Description

The proposed program would prepare students for employment as a front-line health and safety technician or manager. Career opportunities include jobs in industrial environmental regulations and compliance, hazardous materials handling and storage, and safety in industrial, medical, and educational settings. Central Community College has been offering these types of courses for many years as customized training for business and industry (credit and non-credit).

The curriculum for the degree would require 64 semester credit hours, including 15 hours of general education courses and 49 hours in the field (health regulations and standards, construction regulations and standards, environmental regulations, hazardous materials, etc.) The diploma would require 34 semester credit hours, comprised of 9 hours in general education and 25 in the field. The certificates would each require 12 semester credit hours. The topics are the same for each certificate, but the courses are slightly different, with those in the Applied Certificate directed to specific entity requirements, such as OSHA and DOT. Students intending to also earn a diploma and degree would enroll in the Generalist Certificate program.

The program would prepare students to earn the Associate Safety Professional (ASP) credential and, potentially, the Certified Safety Professional (CSP) credential. These two credentials are awarded by the Board of Certified Safety Professionals, a peer certification board. The ASP is a temporary designation for individuals who have met academic requirements (a minimum of an associate degree) and passed the Safety Fundamentals examination. After three years of experience, an individual holding an ASP may take a second examination that leads to the CSP.

The program would be developed for online delivery, although the applied certificate would also be available entirely face-to-face.

Consistent with Institutional Role and Mission? YES NO

Consistent with Statewide Comprehensive Plan? YES NO

REVIEW CRITERIA

A. Need for the Program

High-----Low
√

CCC reports that in 2012 they convened a focus group of current safety professionals from at least six different industries in the college’s service area. The group was in unanimous agreement on these issues:

- there is a need for more environmental health and safety training and educational opportunities
- they would prefer hiring someone with formal training rather than on-the-job, as is most common at this time
- it is difficult to find programs in a formal setting
- there will be an increased need for employees with these skills as federal regulations increase.

They varied on their perception of the level of educational attainment needed, ranging from certifications to master’s degrees.

In 2013 CCC conducted a follow-up online survey of 25 employers (58% of those contacted). The respondents identified positions most likely to be filled by graduates, preferred skills, general skill sets, and critical skills. Obtaining the Associate Safety Professional (ASP) or Certified Safety Professional (CSP) credential was identified as important by 52% of the respondents.

CCC cited Department of Labor reports indicating faster than average growth for jobs requiring an associate degree in the environmental safety field. The average salary in 2010 was approximately \$42,000. The projected number of openings per year in Nebraska is about 16. The college reports that the industry focus group felt that the need would be larger than this, especially considering upcoming retirements and low levels of unemployment in central Nebraska.

State statutes require every employer subject to the Nebraska Workers’ Compensation Act to establish a safety committee charged with adopting and maintaining an “effective written injury prevention program” (NRS § 48-443). Size and composition of such committees will obviously vary, but statutory requirements and expressed preference by employers for trained safety personnel support the need for the program. The certificates and diploma should be attractive to students who want additional training or credentials for serving on a safety committee. The college may need to encourage them to complete the degree since it is the minimum requirement for the ASP—the credential preferred by a majority of employers.

B. Demand for the Program

High-----Low
√

The college estimates that an average of 15 students would enroll in the program offerings each year.

To evaluate demand for the proposed program, CCC provided figures for its Workforce Training and Development division. For 2012-13 there were 439 students (duplicated headcount) enrolled in courses for credit and 576 (duplicated headcount) in non-credit courses. The proposal states that these participants regularly request additional training and more advanced certification or degree programs. Some of the existing training is also available to students statewide. In 2012-13, 97 students from other Nebraska community colleges enrolled in the



NEW INSTRUCTIONAL PROGRAM PROPOSAL

Institution: Southeast Community College (SCC)
Program: Diversified Manufacturing Technology
Award: Associate of Applied Science (AAS),
 Diploma, Certificate

Institution's Existing Degree(s) in Same or Similar Discipline: Manufacturing Engineering, AAS; Precision Machining and Automation, AAS

Proposal Received by Commission: March 24, 2014

Proposed Start Date: July 2014

Background

In 2012 Nebraska community colleges received a Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant* from the U.S. Department of Labor. The colleges conducted a statewide survey of manufacturing sector employers and then worked together to design the four courses that would serve as the core for a program. In January 2014 the Commission approved a certificate in diversified manufacturing technology at Northeast Community College that was developed under the grant.

Description

The proposed program is designed to provide students with knowledge and skills in a broad spectrum of occupations related to manufacturing technology. Courses would be required from seven manufacturing-related fields: computer aided design drafting, electrical and electromechanical technology, electronics systems technology, energy generation operations, manufacturing engineering technology, welding technology, and precision machining and automation technology. Upon completion of the program, students would be qualified to sit for the Manufacturing Skills Standards Council Certified Production Technician certification exam (comprised of assessments in five different areas).

The certificate and diploma programs would be ladder into the degree. The certificate would require 22.5 quarter credit hours (about 15 semester credit hours) consisting of 18 credit hours of core courses and a general education math course. The diploma requirements (65.5 quarter credits or 44 semester credits) include all the hours earned for the certificate plus two general education courses, and 34 hours in the discipline. Students would take a minimum of one course from each of the seven concentration areas. The degree would require a total of 122 credit hours (82 semester hours) including all the credits earned for the diploma, two general education courses, and at least two courses from each of the seven concentration areas (47.5 hours). The program would be offered on the Milford campus as well as online.

* "TAACCCT provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the TAA for Workers program, and prepare program participants for employment in high-wage, high-skill occupations."
[\(www.doleta.gov/taaccct/\)](http://www.doleta.gov/taaccct/)

Consistent with Institutional Role and Mission? √ YES NO

Consistent with Statewide Comprehensive Plan? √ YES NO

REVIEW CRITERIA

A. Need for the Program

High-----Low
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SCC reported that manufacturing is the third largest industry in Nebraska, providing almost 8% of the state’s jobs and 10% of its earnings. The college cited a report from Economic Modeling Specialists, Inc. indicating there were 48,115 jobs in manufacturing in the state in 2011 and that by 2020 17,972 new jobs or openings were expected. A recent survey revealed that 73% of employers reported a need for a more highly skilled and flexible workforce. The proposal also cited information from the Nebraska Department of Labor projecting an increase of 19.2% in manufacturing employment in southeast Nebraska and a 14.9% increase in the Lincoln MSA.

The documentation of need is not extensive, but employers reported in the statewide survey that they wanted a more skilled workforce. The diversified nature of the program would prepare students to work in a variety of fields and could make them more marketable, unless an employer is seeking someone with extensive experience in a single area.

B. Demand for the Program

High-----Low
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The proposal states that traditional manufacturing and the renewable energy market would be potential employers for people new to the field as well as displaced and under-employed workers who have been working in related fields. SCC estimates that 12 students would enroll in the program every year. This is the mid-point between the minimum number required for a program (8) and the maximum set by the college (16). SCC also reports that they used the number of TAA-eligible students (primarily people laid off in the past and in need of updated skills for re-employment) and high school graduates to estimate enrollment.

The proposal cites the U.S. Department of Labor figures for median wages for a manufacturing production technician. In Nebraska the wage was \$56,900 in 2012. The Nebraska Department of Labor web site does not have wages or job projections for a “manufacturing production technician” occupation.

The argument for 12 students enrolling is not strong. If the employers support their statements that they need more skilled workers by requiring appropriate education, the program may reach sufficient numbers to be viable.

C. Avoidance of Unnecessary Duplication

High-----Low
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

This program is unusual in that it requires course work in seven manufacturing-related fields in order to provide breadth of training (“diversified”). There are many programs available within the state in the individual fields, but no degree programs in diversified manufacturing.

SCC reports that the program is being developed as a “cooperative effort between the Nebraska community colleges and the University of Nebraska” to eventually provide a stackable career pathway from certificate through baccalaureate degree. The proposal states that UNL has been

a “great partner” in the grant and they are looking at an articulation path to the university’s mechanized systems management program.

D. Resources: Faculty/Staff

High-----Low				
		√		

SCC reports that instructors from existing programs at the college would be utilized and that no additional staff would be needed, at least initially. The four core courses have already been developed by the community colleges. However, the budget shows .7 FTE faculty for each of the five budget years. This figure represents the time existing faculty, some of whom are teaching overloads, would devote to the program.

Since the component courses for the program are currently offered at SCC, there should be sufficient faculty to initiate the program.

E. Resources: Physical Facilities/Equipment

High-----Low				
		√		

SCC states that it intends to utilize existing and recently remodeled space for the classroom and lab components as well as current computer classrooms. Since the college has courses in all of the seven fields in the curriculum, there should be adequate space and equipment on hand.

F. Resources: Library/Information Access

High-----Low				
		√		

SCC states that students would have access to all equipment, technical, and resource information. The Diversified Manufacturing Technology Advisory Board and the faculty would be encouraged to make recommendations for additions to the library holdings. Since the college has programs or courses in all of the seven fields represented in the curriculum, there should already be adequate information resources in place.

G. Budget

SCC states that through the college’s regular budgeting process the program will be adequately funded.

**PROJECTED COSTS AND ANTICIPATED REVENUES FOR THE FIRST FIVE YEARS
As reported by SCC**

PROJECTED COSTS		ANTICIPATED REVENUES	
Faculty and Staff	\$186,910	Reallocated Funds	
General Operating	\$15,000	New State Funds	
Equipment	\$270,000	New Local Funds	
Other		Tuition and Fees *	\$239,760
		Other: TAACT grant**	\$270,000
Five-Year TOTAL	\$471,910	Five-Year TOTAL	\$509,760

*Based on 12 students per course at the current tuition rate

**U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training Grant

Committee Recommendation: Approve

First Program Review Date: Due June 30, 2015



NEW INSTRUCTIONAL PROGRAM PROPOSAL

Institution: Southeast Community College (SCC)

Program: Geographic Information Systems (GIS) Technician

Award: Certificate

Institution's Existing Degree(s) in Same or Similar Discipline: AAS in Land Surveying/Civil Engineering Technology

Proposal Received by Commission: March 24, 2014

Proposed Start Date: October 2014

Description

The proposed certificate program would provide training for generating, analyzing, interpreting, and communicating data derived from GIS and/or GPS* hardware and software. GIS is applicable to a variety of businesses—anyone who wishes to track and analyze activities across space, including agriculture, public safety, transportation, and utilities.

The certificate would be considered an “add-on” by SCC, i.e., it is not part of a program that leads to a degree. Students with an associate degree or those already working in the field without an academic credential would be eligible to enroll. The program would consist of 31.5 quarter credit hours (21 semester hours), comprised of two general education courses (math and geography), four GIS courses, and an internship.

Since the target population is primarily working professionals, to accommodate work schedules the program would be offered on a part-time basis and in a hybrid format (either online or online with some face-to-face). The GIS courses would need to be developed in both hybrid and online formats.

Consistent with Institutional Role and Mission? YES NO

Consistent with Statewide Comprehensive Plan? YES NO

REVIEW CRITERIA

A. Need for the Program

High-----Low
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SCC conducted a needs survey of 70 “GIS-related Nebraska employers” with a 38.5% response (27). All expressed either a high or moderate interest in hiring employees with GIS skills in the next three years. Some expected to hire only one, while four estimated hiring in excess of 15 employees. 81.5% felt that it was somewhat or very difficult to hire employees with GIS and/or GPS training.

*GIS (Geographic Information System): integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information
 GPS (Global Positioning System): utilizes satellites and ground stations for precise determination of location

The college also cited information from Economic Modeling Specialists, Inc. indicating “healthy growth rates” for emerging and existing GIS occupations. Positions required at least some postsecondary education and averaged a median wage around \$24 per hour (\$49,920 per year). Commission staff consulted the Nebraska Department of Labor and, while “Geographic Information Systems Technicians” and “Mapping Technicians” were both listed as occupations, there was no wage information or employment projections available.

GPS skills can easily be learned by most people and are utilized widely in several common areas, including automobile navigation systems. GIS is much more complicated and requires training to acquire data, input it, and analyze it. The wide range of businesses utilizing GIS suggests that there is a need for the program. Reaching those diverse employers and employees may be a challenge.

B. Demand for the Program

High-----Low				
		√		

The college conducted a survey of graduates and current students in the Land Surveying/Civil Engineering and Computer Aided Design Drafting programs, with 31 people responding. Of those, 15 (49%) expressed interest in a certificate program; many were already employed in a related field. A faculty member reported that he had received numerous calls about GIS classes. SCC states that the Land Surveying/Civil Engineering advisory board requested the certificate to serve volunteer and career fire and emergency personnel in the state—an example of the many potential uses of GIS.

Over half of the employers surveyed indicated that they would be willing to refer individuals to the program and over 40% would send employees to workshops or training. SCC projects 10 students in each of the first five years of the program. IPEDS data indicates that for the most recent five years for which data is available, the average number of graduates from the AAS in Land Surveying/Civil Engineering Technology program at SCC was six.

There would seem to be a limited number of current students from which to draw for this program. Currently employed personnel may be one of the best sources for students. Recruiting may prove a challenge since GIS is used in such a variety of businesses. Ten students in the initial years may be optimistic. With good recruiting, especially to other areas of the state, the program should be sustainable.

C. Avoidance of Unnecessary Duplication

High-----Low				
√				

There are no certificate programs of this type in Nebraska. The closest comparable program is offered by Metropolitan Community College in Kansas City. UNK, UNL, and UNO all have geography programs that offer

GIS options. The proposal states that UNL and UNK have indicated a willingness to articulate all courses that meet department standards to facilitate a pathway from the community college to a baccalaureate degree.

D. Resources: Faculty/Staff

High-----Low				
		√		

SCC reports that adjunct instructors who meet the qualifications would teach the courses under the supervision of the chair of the Land Surveying/Civil Engineering Technology program. In addition, SCC states that the advisory board for Land Surveying/Civil Engineering Technology program would provide input on curriculum, workforce needs, and continuing education and assist in recruiting.

Since the courses would be offered on a part-time basis, adjunct faculty should be able to handle the teaching assignments. The adjunct salaries are included in the budget.

E. Resources: Physical Facilities/Equipment

High-----Low
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Coursework would be offered online or in hybrid format (combination online and face-to-face), requiring few physical facilities. SCC states that any face-to-face components would be limited (one Saturday or two evenings) in

order to provide opportunities for individuals across the state to participate. If there are sufficient numbers of students located away from an SCC campus, a mobile classroom would be utilized.

The proposal states that SCC currently holds 31 licenses for the GIS software in order to teach an applied GIS course in the land surveying program. They are exploring a way to utilize a virtual machine so that the software can be provided to students who take the courses online. With the program in online or hybrid format, this would seem critical to accomplish before implementing the program.

F. Resources: Library/Information Access

High-----Low
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SCC states that students would have access to all equipment, technical, and resource information offered to all students. Most courses for the program would be new, but SCC believes that the resources in place

related to the applied GIS course would be sufficient.

G. Budget

SCC states that through the college’s regular budgeting process the program will be adequately funded.

**PROJECTED COSTS AND ANTICIPATED REVENUES FOR THE FIRST FIVE YEARS
As reported by SCC**

PROJECTED COSTS		ANTICIPATED REVENUES	
Faculty and Staff	\$92,529	Reallocated Funds	
General Operating	\$20,500	New State Funds	
		New Local Funds	
		Tuition and Fees *	\$117,475
Five-Year TOTAL	\$113,029	Five-Year TOTAL	\$117,475

*Based on 10 students completing 27 credit hours in year 1 at \$56.75 per credit hour and 10 students completing 45 hours in years 2 - 5.

Committee Recommendation: Approve

First Program Review Date: Due June 30, 2016



NEW INSTRUCTIONAL PROGRAM PROPOSAL

Institution: Western Nebraska Community College (WNCC)

Program: Surgical Technology

Award: Associate of Applied Science (AAS)

Institution's Existing Degree(s) in Same or Similar Discipline: Nursing (ADN, Diploma)

Proposal Received by Commission: April 2, 2014

Proposed Start Date: August 15, 2014

Background

Surgical technologists help prepare patients and the operating room and instruments for surgery. They are usually part of the sterile team, but may serve as circulators (non-sterile). Training varies across the United States from 9 month certificate programs to 24 month associate degrees. In some situations licensed practical nurses serve as surgical technologists, especially in smaller communities.

Description

The proposal provides this mission statement for the proposed program:

To provide a student-centric program that develops professional, qualified, patient advocates who will become life-long learners and contribute positively to the communities and agencies they serve.

The curriculum for the degree would require 66 semester credit hours: 17 hours of general education courses and 49 hours in the field. Included in the 49 hours are three clinical practice courses that total 14 hours. It would be available in an accelerated format so that students could complete the program in 20 months or less. WNCC would seek programmatic accreditation.

Consistent with Institutional Role and Mission? YES NO

Consistent with Statewide Comprehensive Plan? YES NO

REVIEW CRITERIA

A. Need for the Program

High	-----	Low
	√	

To determine need for the program, WNCC sent a survey to 27 regional healthcare entities; nine responded (33%), including four hospitals or medical centers. They reported:

- 63 employees currently serve as surgical technologists
- 26 additional employees would likely be hired within the next five years
- There is a high turnover rate in the field

- Six of the nine reported that they had to utilize temporary or “traveling” staff in the role of surgical technologist; one reported utilizing this option continually for two to three positions for a two year period.

The college also reported figures for the Panhandle for 2012-2017 obtained from the O*NET Occupation Report.

- The number of jobs in the 12-county Panhandle in 2013 was 35 with estimated annual openings of one.
- Median hourly earnings were \$15.71 (\$32,677 annually).
- 27% of current surgical technologists have an associate degree while 44% have only post-secondary training.
- 36% of the workforce is between 45 and 64 years of age.

WNCC states that most hospitals in the region are choosing to hire only specifically trained individuals as surgical technologists. Factors contributing to this decision include:

- Increased specialization (growing complexity of surgical procedures)
- Concerns over potential malpractice claims
- While LPNs have served at some hospitals as surgical technologists, most hospitals are not hiring nurses with less than an RN (associate degree), with the BSN highly preferred
- A surgical technologist can be hired at a technician wage scale vs. that for an RN or BSN

Local employers first brought up the need for this program, and an informal advisory committee was convened to confirm interest and review potential curriculum.

The Commission staff consulted the Nebraska Department of Labor’s website. For the state of Nebraska, the Department estimated 93 additional surgical technologists would be needed between 2010 and 2020, the majority in the Omaha area. From another perspective, the Department reported that on December 26, 2013, there were 24 candidates looking for surgical technology jobs and 54 openings in the state. The average annual salary is \$41,098, with an average entry level salary of \$33,457. While this supports the data from O*NET (i.e., few shortages and/or job openings in western Nebraska), the local employers have asserted to WNCC that they do anticipate a shortage of qualified personnel in the near future.

The state of Nebraska does not regulate surgical technology education or who may use the title surgical technologist. Students may voluntarily seek national certification so that they may use the title “Certified Surgical Technologist” (CST). WNCC intends to seek programmatic accreditation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), a body recognized the United States Secretary of Education. Students who have graduated from accredited programs may sit for the CST exam.

The degree of need is disputable. Outside entities providing employment analysis project little need. However, employers in the region insist that there is a current need and it will grow. While the outside entities take into consideration workforce age and number of current positions, they may not consider a shift in practice by the local healthcare providers or the current situation of having positions “filled” by travelling staff. In the end, the local employers asked for this program and believe there will be an on-going need.

The program would need new equipment: laboratory equipment for 12 work stations, an operating table, several sets of instruments, a scrub sink, surgical tables and stands, and surgical supplies. Equipment costs are listed at \$23,174 for year one, with decreasing amounts each subsequent year. Many of those responding to WNCC’s survey informally pledged to assist the college in acquiring and maintaining an inventory of usable equipment.

F. Resources: Library/Information Access

High-----Low				
		√		

WNCC notes that the Learning Resource Center on campus is available to all students. Under Library/Information Resources in the budget, the proposal lists a total of \$12,187 for “resources required for accreditation”.

WNCC also has courses in other allied health field, so the information resources should be sufficient.

G. Budget

**PROJECTED COSTS AND ANTICIPATED REVENUES FOR THE FIRST FIVE YEARS
As reported by WNCC**

PROJECTED COSTS		ANTICIPATED REVENUES	
Faculty and Staff	\$796,382	Reallocated Funds	\$1,082,632
General Operating	\$104,547	New State Funds	
Equipment	\$55,174	New Local Funds	
Library	\$12,187	Tuition and Fees**	\$569,870
Facilities	\$280,000	Other: Perkins	\$23,174
Other*	\$17,500	Donations	\$14,000
Five-Year TOTAL	\$1,265,790	Five-Year TOTAL	\$1,689,676

*incidentals; travel/consultant fees for accreditation process

**Based on 16 students per cohort with 80% retention rate

Committee Recommendation: Approve

First Program Review Date: Due June 30, 2019

2012-2013 EXISTING PROGRAM REVIEW

Commission Thresholds

Number of Degrees/Awards in this Program
(the mean of the prior 5 years)

Less Than Two Years and Associate	10
Baccalaureate and First Professional	7
Masters Degree	5
Specialist	4
Doctoral Degree	3

Student Credit Hour Production by Department
Per Full-Time Equivalent Faculty
(the mean of the prior 5 years)

All credit hours produced at the baccalaureate levels and all credit hours at the associate level or below except those described below.	300	All credit hours produced at the associate level and below in programs which utilize contact hours that are converted to credit hours for purposes of determining full-time equivalency pursuant to Neb. Rev. Stat. § 85-1503 (2008)	275
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2012-2013 Program Requiring Additional Review

**** (Item in bold is under Commission Threshold)**

			Five Year Average (2007-12)							
Institution	Program	Degree	Degrees Awarded	SCH	FTE	SCH/FTE	Need (selected summarized comments from institutional reviews)	Governing Board Action	CCPE Action On 3/13/2014	CCPE Comments
UNMC	Nanomedicine for Diagnosis and Therapy	Grad. Cert.	0.0	N/A	33	N/A	There is a constant demand from consumers and patients to develop new methods for diagnosis and therapy. The interdepartmental and inter-institutional 12 credit hour Certificate program was implemented in February 2008. Trainees must have already completed or be willing to complete the requirements of a PhD or MS program. During the reporting period three students were admitted to the program. Two dropped the program and one is completing a research practicum.	Continue	Postpone to May 1, 2014 meeting when UNMC can be present to address concerns.	

**Geology – BS, BGS
University of Nebraska at Omaha
Follow-up Report**

Background

- In **1996** when the Commission reviewed the geology program the average number of graduates was 4.2. In **2003** the average was 2.8. (Commission threshold is seven.) The Commission **continued the program with a report.**
- In **2006** the report indicated an average number of graduates of 1.8. UNO reported that the department was developing online lower division courses that might attract students at other campuses. The Commission asked for an **in-depth review.**
- In **2007** some of the points in the in-depth review included:
 - Geology is an integral part of STEM efforts.
 - The American Geological Society reported that in 2006 there were more job opportunities than job applicants.
 - The need for urban environmental geoscience is acute in the Omaha area.
 - The program supports teacher education programs and other majors at UNO.
 - Geology is part of the Department of Geography and Geology. Combined operational costs result in a cost-effective delivery of programs.
 - When students majoring in environmental studies with an earth science option are combined with geology majors, the average number of graduates is 5.8 over the past ten years.
 - The department has outlined a five-point strategy for the geology program to better meet the needs of students and the state.

The Commission **continued the program with a report** on enrollments and graduation rates and the success of the action steps identified by UNO to increase productivity.

- In 2011 UNO reported an average of 5.0 graduates with an increase in the number of majors from 21 to 35. The Commission **continued the program with a report** on enrollments and graduation rates.

Summary of Institution's Report

- The program awarded 34 degrees between 2008 and 2013, averaging 6.8. The SCH/FTE averaged 818 (Commission threshold is 300) and the total SCH averaged 3,496.
- The growth is due to increased efforts to engage students in introductory classes, to involve undergraduate students in research, and a dedicated effort to provide exceptional advising and guidance.

Committee Comment:

The program has made significant improvement and is very close to the Commission productivity threshold of an average of seven graduates per year.

Committee Recommendation: Continue the program.
[The next regular program review is due June 30, 2017.]

Actions for Low-producing Programs

(Based on Suggestions from Work Session, 3-12-14)

- Change language from “continue with a report” to “postpone decision, pending report”
- When asking for in-depth review, specify in detail all topics to be addressed
- When asking for a report, specify in some detail the topic/s to be addressed
- On existing program review form, under justification section, provide boxes with possible justifications (and require explanation)
- Add total SCH to review documents (could establish a threshold in the future if desired)

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: _____ **Program:** _____

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on _____
- the governing board's action was: _____

Signed: _____ (Date)
(Chief Academic Officer or designated representative)

Evidence of Demand and Efficiency

	09-10	10-11	11-12	12-13	13-14	5 yr avg
Student Credit Hours (SCH)						
Faculty Full-time Equivalency (FTE)						
SCH/Faculty FTE						
Number of Degrees and Awards <i>(list degrees/awards separately)</i>						

Evidence of Need (provide a detailed explanation below or attach documentation)

Justification if the program is below CCPE thresholds—complete page 2

For CCPE use: reviewer/date

Justification if the program is below CCPE thresholds—check one or more boxes and provide a detailed explanation or attach a document

- Program is critical to the role and mission of the institution (detailed explanation).

- Program contains courses supporting general education or other programs (detailed explanation).

- Interdisciplinary program (providing the program meets the requirements set in the existing policy for interdisciplinary programs) (explain).

- Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program (explain).

- Program provides unique access to an underserved population or geographical area (explain).

- Program meets a unique need in the region, state, or nation (explain).

- Program is newly approved within the last five years (no additional justification needed).
- Other (detailed explanation).

Annual Report for Institutions Holding a Recurrent Authorization to Operate in Nebraska Reports Received between February 2014 and April 2014

Recurrent authorization to operate means approval by the Commission to operate a postsecondary institution in Nebraska until a renewal of the authorization is required. Under legislation passed in 2011, institutions were required to seek a recurrent authorization by December 31, 2011. The documents were reviewed by the Commission during the last part of 2011 and the first few months of 2012. Most authorizations were approved for a five year period with an annual reporting requirement. The following table is a summary of the annual reports submitted February 2014 through April 2014. No action is required.

Institution	Program name	Degree/ Award	# Currently Enrolled	# Graduated/ Completed	Total Campus Enrollment	Recent Accreditation Activity
Baker University <i>(Original approval 8/5/2010)</i>	None	N/A	0	0	0	
Embry-Riddle Aeronautical University <i>(Original approval prior to 1992)</i>	Aeronautics	BAS	54	13	127	
	Aviation Maintenance	BAS	20	1		
	Aviation Business Admin	BAS	1	0		
	Technical Management	BAS	7	1		
	Aeronautics	MAS	45	10		
Gallup University <i>(Original approval 4/16/2009)</i>	None	N/A	0	0		Not seeking accreditation.
ITT Technical Institute <i>(Original approval 5/13/2003)</i>	Business Management	AAS	27	0	401	
	Computer Drafting and Design	AAS	0	16		
	Computer & Electronics Engineering Technology	AAS	0	23		
	Criminology & Forensic Technology	AAS	47	7		
	Computer Network Systems	AAS	0	12*		
	Criminal Justice	AAS	0	9		
	Drafting & Design Technology	AAS	40	2		
	Electrical Engineering Technology	AAS	70	19		
	Graphic Communications & Design	AAS	27	2		
	Network Systems Administration	AAS	79	28		
	Nursing	AAS	76	25		
	Paralegal Studies	AAS	0	1*		
	Visual Communications	AAS	0	8*		
	Construction Management	BS	2	7		
	Digital Engineering & Game Design	BS	14	9		
Electronics and Communication	BS	0	1*			

Institution	Program name	Degree/ Award	# Currently Enrolled	# Graduated/ Completed	Total Campus Enrollment	Recent Accreditation Activity
	Engineering Technology					
	Information Systems Security	BS	1	1*		
	Electrical Engineering & Communications Technology	BS	7	3		
	Information Systems & Cybersecurity	BS	6	4		
	Project Management	BS	0	1*		
	Project Management Administration with options	BS	5	0		
Kansas State University (Original approval 4/12/2012)	Veterinary Medicine	Doctorate	45		N/A – veterinary student rotations only	
Lesley University (Original approval 12/16/1983)	Technology in Education	Med	0	0		
Morningside College (Original approval 12/6/2007)	Endorsement Only	N/A	13	5		
	Special Education IS1 K-8	MAT	1	1		
	Special Education IS1 5-12	MAT	3	0		
	Special Education IS2 BD-LD	MAT	7	0		
	Special Education IS2 ID	MAT	2	1		
	Professional Educator	MAT	13	4		
	No Program	N/A	9	0		
National American University (Original approval 1/20/2011)	Business Administration	AAS	69	0	230	HLC approved EdD and new campuses in New Mexico, Oregon and Texas.
	Business Administration	BS	29	0		
	Criminal Justice	AAS	23	1		
	Criminal Justice	BS	12	0		
	Information Technology	AAS	8	1		
	Information Technology	BS	9	1		
	Healthcare Management	BS	18	0		
	Applied Information Technology	AAS	0	0		
	Health Information Technology	AAS	0	0		
	Management	AAS	0	0		
	Management	BS	0	0		
	Medical Assisting	AAS	53	0		
	Pharmacy Technician	AAS	0	0		
	Healthcare Coding	Diploma	0	0		
Special	N/A	9	0			
Saint Gregory the Great Seminary (Original approval 8/21/1998)	Philosophy	BA	37	6	46	
	Pre-Theology Certification	N/A	9	2		
Sioux Falls Seminary (Original approval 7/21/2011)	Master of Divinity	MDiv	17	0		

Institution	Program name	Degree/ Award	# Currently Enrolled	# Graduated/ Completed	Total Campus Enrollment	Recent Accreditation Activity
Wright Career College (Original approval 9/29/2011)	Health Care Administration	AAS	56	17	1154	ACICS renewed accreditation through 12/31/17; approved BS in accounting and AAS in surgical technology; authorized 50% or more online for 13 programs.
	Health Care Administration	BS	4	0		
	Medical Assistant	Diploma	150	33		
	Medical Assisting	AAS	291	20		
	Administrative Medical Assistant	Diploma	38	8		
	Medical Insurance Coding	Diploma	26	6		
	Medical Insurance Coding	AAS	83	17		
	Business Administration	AAS	120	13		
	Business Administration	BS	7	0		
	Accounting	Diploma	3	0		
	Accounting	AAS	16	0		
	Accounting	BS	0	0		
	Administrative Assistant	Diploma	38	8		
	Entrepreneurship and Small Business Management	AAS	129	12		
	Personal Training and Fitness	AAS	93	19		
	Software Administration	Diploma	21	0		
	PC Support and Administration	AAS	24	3		
	Network Admin & Security	AAS	27	2		
	Computer Information Systems – Software Development	AAS	24	2		
Computer Information Systems & Analysis	BS	4	0			

*Program Discontinued

HLC = Higher Learning Commission of the North Central Association of Colleges and Schools
ACICS = Accrediting Council for Independent Colleges and Schools

INFORMATION ITEMS

A. Reasonable and Moderate Extensions

1. UNL – Quilt Studies (graduate certificate)
2. SCC – Precision Agriculture (certificate)
3. SCC – Client Relations (certificate) and focus under Business Administration

B. Department Reorganizations

1. UNMC – eliminate three departments (Community-Based Health, Families and Health Systems, and Adult Health and Illness);
Replace them with a single division:
Omaha College of Nursing Division
2. UNO – merge Journalism major and Broadcasting major
Replace them with a single major:
Journalism and Media

C. Center Dissolution

1. UNMC – Center for Humanities, Ethics and Society

D. Program Name Changes

1. UNL – Agricultural Journalism to
Agricultural and Environmental Sciences Communication
2. UNO – Speech to
Communication Studies

Commission Areas of Emphasis

1995-1997 through 2015-2017

Background:

Beginning with the 1995-97 biennial budget requests, the Commission required the institutions to identify Areas of Emphasis. The Areas of Emphasis were a means for the institutions to address critical funding issues related to submission of biennial budget requests. They were intended to encourage institutions to set priorities for requesting additional state funds and to target additional funding for achievement of excellence in a specific educational area.

In the following biennial cycle (1997-99), the Commission decided to establish its own Areas of Emphasis that were reflective of major statewide educational issues and priorities.

The Commission's staff uses the institutions' Areas of Emphasis and the Commission's Areas of Emphasis in the review of all institutional requests for new State funding. Preference in the recommendation is given to those requests that fit within one of the Areas of Emphasis of the governing board or the Commission.

1995-1997:

- Requested the institutions to identify their Areas of Emphases.

1997-1999:

- Instructional Uses of Information Technology and Telecommunications.
- Collaboration Among Postsecondary Educational Institutions.

1999-2001:

- Instructional Uses of Information Technology and Telecommunications.
- Collaboration Among Postsecondary Educational Institutions.

2001-2003:

- Initiatives to Respond to Educational and Workforce Development Needs of Nebraska, to Community Development Needs, and to Specific Workforce Needs of the State.
- Collaboration and Sharing Among Postsecondary Education Institutions, including Collaboration on Courses and Courseware for the benefit of Institutions, Sectors, and K-12.
- Increased Uses of Information Technology and Telecommunications.

2003-2005:

- Initiatives that Respond to Educational and Workforce Development Needs of Nebraska, to Community Development Needs, and to Specific Workforce Needs of the State.
- Sharing Course Materials and Faculty Among Postsecondary Education Institutions.
- Improvement of Retention and Graduation Rates.

2005-2007:

- Initiatives that Respond to Educational and Workforce Development Needs of Nebraska, to Community Development Needs, and to Specific Workforce Needs of the State.
- Initiatives to Strengthen Existing and Establish New Collaborative Educational Efforts.
- Initiatives to Improve Retention and Graduation Rates.
- Initiatives to Increase Need-based Financial Aid Funding.

2007-2009:

- Initiatives to Improve Retention and Graduation Rates.
- Initiatives that Respond to Educational and Workforce Development Needs of Nebraska, to Community Development Needs, and to Specific Workforce Needs of the State.
- Initiatives to Strengthen Existing and Establish New Collaborative Educational Efforts.
- Increased Uses of Information Technology and Telecommunications.

2009-2011

- Initiatives to Increase Need-based Financial Aid Funding.
- Initiatives that Respond to Educational and Workforce Development Needs of Nebraska, to Community Development Needs, and to Specific Workforce Need to the State.
- Initiatives to Improve Retention and Graduation Rates.
- Initiatives to Strengthen Existing and Establish New Collaborative Educational Efforts.

2011-2013

- Initiatives that Respond to Educational and Workforce Development Needs of Nebraska, to Community Development Needs, and to Specific Workforce Need to the State.
- Initiatives to Improve Remediation Success.
- Initiatives to Improve Retention and Graduation Rates.
- Initiatives to Strengthen Existing and Establish New Collaborative Educational Efforts.
- Initiatives to Increase Need-based Financial Aid Funding.

2013-2015

- Initiatives to Improve Remediation Success.
- Initiatives to Improve Retention or Persistence Rates.
- Initiatives to Increase the Number of Students who Graduate from College.

2015-2017 (Recommended)

- Initiatives that Respond to Educational and Workforce Development Needs in Nebraska.
- Initiatives to Increase the Postsecondary Retention and Graduation Rates.
- Initiatives to Improve Remediation Success.

Staff Recommendations for Areas of Emphasis for the 2015-2017 Biennial Budget Process

Commission procedures for the review of institutional operating budgets call for the use of Areas of Emphasis in the development of the Commission's recommendations to the Governor and Legislature. The governing boards and the Coordinating Commission each identify their own Areas of Emphasis, which are taken into consideration in our evaluation of each budget request.

This year's recommendations emphasize the regional workforce needs within the state and the academic needs of students that are at risk of not attaining an award.

The Commission staff recommendations to the Budget, Construction, and Financial Aid Committee the following three Areas of Emphasis for the 2015-2017 biennial budget process.

- **Initiatives that Respond to Identified Educational and Workforce Development Needs in Nebraska**

The Commission would support initiatives that help improve Nebraska's workforce, address identified needs and provide new, high-skill, high-wage jobs for graduates of our colleges and universities. Requests could focus on targeting program development in fields of high demand, on updating the skills of working adults, or on identifying needs of existing, new, and planned businesses. This Area of Emphasis would include initiatives that enhance an institution's ability to provide workforce training and retraining or to expand degree programs into areas where there is need and demand.

This Area of Emphasis could also include technical assistance to employers and dissemination of applied research to support job creation and new employment opportunities for individuals with high levels of education attainment. The Commission would support requests that improve college partnerships with business and industry or respond to a specifically expressed workforce need, to support a targeted industry or cluster, meet a community need, or meet a regional need.

(This Area of Emphasis relates directly to LR 174 Task Force recommendation #3 to reduce the out-migration of Nebraskans with high levels of educational attainment.)

- **Initiatives to Increase the Postsecondary Retention and Graduation Rates**

Increasing the college graduation rate is vital to developing an educated workforce in Nebraska. Intervention programs need continued development and improvement to promote retention and graduation goals for all student groups, including first-generation students, adult learners, minority students, and students from lower socioeconomic backgrounds. The Commission would support initiatives to increase the retention and graduation rates of students through cooperation between all sectors of postsecondary education. Initiatives could include programs increasing the student's ability to easily transfer coursework between Nebraska's postsecondary institutions or identifying students that are at-risk of ending their education prior to earning an award and presenting alternatives that may include reverse-transfer programs or persistence and success programs within an institution. The Commission would also support initiatives analyzing campus-specific issues that lead to low retention and graduation rates.

(This Area of Emphasis relates directly to LR 174 Task Force recommendation #2 to increase the proportion of students who enroll and successfully persist through degree program completion.)

- **Initiatives to Improve Remediation Success**

Various studies estimate that about half of the students entering public two-year institutions nationwide are deemed unready for college-level work due to deficiencies in reading, writing, and/or mathematics. This readiness gap can be a factor in lower graduation rates and increased costs to the student. Recent testimony by Nebraska community college representatives indicates that even greater percentages of students in some of Nebraska's community colleges arrive on campus needing help in one or more of those skills before they can succeed in college. Those students include recent high school graduates as well as adults returning to college after a long absence or enrolling for the first time. Many of those less-than-ready students can succeed in college if their deficiencies are precisely identified and appropriate measures are taken by both the student and the institution. An increasing body of research has set forth innovative ways to increase the likelihood that students will complete remediation and move on to success in credit-bearing courses. The Commission would support budget requests for initiatives that use innovative practices proven elsewhere to be successful.

(This Area of Emphasis draws from research undertaken by the Commission and reported in its LB 340 Community College Study, December, 2009. Available online at www.ccpe.state.ne.us.)



INSTITUTIONAL BIENNIAL OPERATING BUDGET REQUEST PROCEDURES

**Coordinating Commission for
Postsecondary Education**

May 1, 2014

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INTRODUCTION

The following procedures are to be used by public postsecondary educational institutions for submission of their **2015-2017** biennial operating Budget Requests to the Coordinating Commission for Postsecondary Education. The procedures, to the fullest extent possible, use forms and information requests similar to those presented to institutional governing boards, Department of Administrative Services, and the Legislative Fiscal Office.

In the budget requests, institutions should identify the categories of educational services provided by each campus. In addition, each institution should identify the base year budget (**FYE 6/30/15**) by level of activity associated with each category of educational service. Institutions should project continuation changes in support of these categories of services, and provide a rationale for projected changes, which are the result of either (a) explicit institutional planning objectives, (reallocation); or (b) anticipated inflationary changes for services in the next two-year period. Each institution should present its expanded or new requests for each year of the biennium in priority order.

Pursuant to Nebraska Statutes, Revised Statute 85-1416, the Commission is directed to review and modify the budget requests of the governing boards, if needed, to promote compliance and consistency with the Comprehensive Statewide Plan for Postsecondary Education and prevent unnecessary duplication. Each public postsecondary educational institution is to submit an outline of its proposed operating budget, with such other supporting information as may be requested by the Commission or believed necessary or appropriate by the institution.

The analysis of the budget requests and recommendations will primarily focus on the requests for new and expanded programs and services and identify major statewide funding issues and initiatives. The Commission's recommendation for approval or modification of the budget request and priorities shall be submitted to the Governor and the Legislature on October 15th of each even-numbered year. The Commission may also make recommendations on deficit requests.

GENERAL INSTRUCTIONS

A. Definitions

Commission shall mean the Coordinating Commission for Postsecondary Education.

Governing Board shall mean the Board of Regents of the University of Nebraska, the Board of Trustees of the Nebraska State Colleges, or the board of governors for each community college area.

Public Institution shall mean any of the following: University of Nebraska-Lincoln, University of Nebraska at Omaha, University of Nebraska at Kearney, University of Nebraska Medical Center, Nebraska College of Technical Agriculture, Chadron State College, Peru State College, Wayne State College, Central Community College Area, Metropolitan Community College Area, Mid-Plains Community College Area, Southeast Community College Area, Northeast Community College Area, Western Nebraska Community College Area, including any other campus administered as a separate entity by a governing board, or any other public postsecondary educational institution which may be established by the Legislature after January 1, 1992.

Modify/Modifications shall mean changes recommended by the Commission to budget requests, state aid requests, budget priority lists, or major deficit requests of public institutions, to ensure compliance and consistency with the *Comprehensive Statewide Plan* and prevent unnecessary duplication.

Budget Request, as defined by the Revised Statutes of Nebraska, shall mean the complete recitation, on forms prescribed by the Governor's Budget Division and in the manner prescribed by such division, of the operating funds requests of a public institution for the biennium following the then-current biennium.

New and Expanded Budget Request shall mean the request for funding of Commission-approved new programs, expanded services, or workload increases in the next biennium; for replacing other revenue sources with general fund support; and for funding increases associated with the prior year's deficit appropriation.

B. Format for Operating Budget Submission

Each operating budget request should be presented in a three-ring notebook, the page size not to exceed 8 ½" x 11".

Each three-ring notebook should include an index to facilitate review of budget documents. It is preferred that institutions use the index format as described in the DAS Budget Instructional Manual.

Institutions with multiple campuses may include, under single cover, the budget requests of all campuses within the system. However, separate and complete budget request information for each campus must be submitted and separated by dividers as appropriate. The community colleges may submit their budgets by area.

C. Submission Schedule

1. Information to be submitted by the University and State Colleges on or before **August 15, 2014** and by the Community Colleges on or before **September 15, 2014**:
 - a. Index
 - b. Planning Issues and Critical Needs (as defined in the CCPE Operating Budget Procedures)
 - 1) System
 - 2) Campus/Area
 - c. Areas of Emphasis
 - d. Budget Outline
 - e. Budget Priorities - submitted in priority order.
(DAS Budget form "Issue Detail Report" or Institutional form submitted to governing boards with CCPE-identified information)
2. Information to be submitted to the Commission by **September 15, 2014**.
 - a. Full institutional budget requests of **2015-2017** biennium
 - b. Supplemental forms

BUDGET NARRATIVE

A. Planning Issues and Critical Needs

In order to be well informed in our review of budget requests and to fully appreciate the needs of the individual institutions and sectors as a whole, each institution is requested to describe the critical issues it faces for the next biennium, as well as those for the following three to five years. These considerations are important to the Commission to more fully understand new and expanded requests, general review of budget documents and the potential for cooperation and collaboration of the State's institutions.

This part of the Budget Summary would not be the role and mission statement, nor is it the strategic plan, although it should be consistent with the role and mission and strategic plans of the institution. We believe the Planning Issues and Critical Needs part should be specific, concrete objectives. These objectives should highlight only a relatively small number of critical issues - generally no more than six - that the institution wishes to bring to the attention of the Coordinating Commission for Postsecondary Education.

Planning issues, as stated in the Budget Narrative, focus on the current fiscal year, the biennium and the immediate and short-range future. The critical needs issues stated in the Budget Narrative are more particular to the current biennial request and would probably change significantly over the coming three- to five-year period, although there would be some continuity from year to year. As critical need issues are resolved, they undoubtedly will be replaced by others.

We suggest that the following questions serve as a guideline to developing Part I of the Budget Narrative.

1. What are the major critical issues of the institution during the next three to five years?
2. Why have each of these been identified as major issues?
3. What is the institution's strategy for addressing each of its critical issues?
4. In planning for the near future (4 to 6 years), what issues are of concern to the institution and how does the institution plan to manage those issues?

The Commission will analyze the Budget Narrative as one of the first steps in reviewing the institution's budget submission. The Budget Narrative will:

- Provide a basis for reviewing base level budget requests and for making modifications and recommendations regarding new and expanded requests to the Governor and the Legislature;
- Provide a basis for updating or revising the *Comprehensive Statewide Plan*;
- Assist the Commission in evaluating the achievement of statewide goals such as enhancing student access, improving program quality, or improving minority participation.

B. Areas of Emphasis

Many of the critical issues identified in Part A may be addressed through the designation of Areas of Emphasis. These Areas of Emphasis may designate a specific academic program/service offered at one or more institution, academic programs/services offered by a college/school within an institution, a research/public service/support area at one or more institutions, or a focused system-wide initiative such as telecommunications. Areas of Emphasis are NOT broad designations such as improvement of teaching, enhancement of student services, or any other non-specific category.

The purpose of the Areas of Emphasis is to enable an institution or system to request funds that are in addition to those needed to meet base activities and price changes. The institutions should emphasize those areas where the institution is planning to achieve excellence in education. The intent is to encourage institutions to set priorities which serve the students' and the state's interest.

In essence, the approach is as follows:

- The Commission will establish its statewide Areas of Emphasis for the coming biennium. The Commission intends to stress these areas as strong funding targets for new appropriations.
- At the time of the biennial budget submittal to the Commission, each institution, system, or area will present its Areas of Emphasis in which the institution proposes to achieve excellence through targeted additional funding and the plans for how it will achieve these priorities. For the **2015-2017** biennial budget request, the institutions should limit their Areas of Emphasis as follows:

University System	up to eight (8)
State College System	up to four (4)
Community Colleges	One for each community college area and one as advanced by the Nebraska Community College Association

- The Commission will review all requests for new and expanded funding according to the Budget Review Criteria. Preference will be given to those requests that fit within one of the Areas of Emphasis of the Commission or the governing board.

The Commission believes the use of areas of emphasis has the potential for making an explicit connection between improvement in higher education, the future of the state's economy, and the well-being of its people. Therefore, the Commission's budget recommendations to the Governor and the Legislature will directly reflect major state priorities for strengthening higher education and enhancing the excellence of specific programs according to plans of each institution.

On **May 1, 2014**, the Commission established **three** issues as the Commission's Areas of Emphasis for the **2015-2017** biennial operating budget recommendations. Following are the Commission's three Areas of Emphasis.

Commission Established 2015-2017 Areas of Emphasis

In identifying its Areas of Emphasis to be used for the review and recommendations of **2015-2017** biennial budget requests, the Coordinating Commission has aligned the areas of emphasis with the recommendations of the LR174 Higher Education Task Force. The Commission finds the Task Force's recommendations to be consistent with the goals of the *Comprehensive Statewide Plan for Postsecondary Education*, reflective of the higher education needs of Nebraska residents, and consistent with previous Area of Emphasis as identified by the Commission.

The following identifies the Commission Areas of Emphasis for the **2015-2017** Biennial Budget Review and Recommendations (not in priority order):

- **Initiatives that Respond to Identified Educational and Workforce Development Needs in Nebraska**

The Commission would support initiatives that help improve Nebraska's workforce, address identified regional needs and provide new, high-skill, high-wage jobs for graduates of our colleges and universities. Requests could focus on targeting program development in fields of high demand, on updating the skills of working adults, or on identifying needs of existing, new, and planned businesses. This Area of Emphasis would include initiatives that enhance an institutions' ability to provide workforce training and retraining or to expand degree programs into rural areas where there is need and demand.

This Area of Emphasis could also include technical assistance to employers and dissemination of applied research to support job creation and new employment opportunities for individuals with high levels of education attainment. The Commission would support requests that improve college partnerships with business and industry or respond to a specifically expressed workforce need, to support a targeted industry or cluster, meet a community need, or meet a rural regional need.

(This Area of Emphasis relates directly to LR 174 Task Force recommendation #3 to reduce the out-migration of Nebraskans with high levels of educational attainment.)

- **Initiatives to Increase the Postsecondary Retention and Graduation Rates**

Increasing the college graduation rate is vital to developing an educated workforce in Nebraska. Intervention programs need continued development and improvement to promote retention and graduation goals for all student groups, including first-generation students, adult learners, minority students, and students from lower socioeconomic backgrounds. The Commission would support initiatives to increase the retention and graduation rates of students through cooperation between all sectors of postsecondary education. Initiatives could include programs increasing the student's ability to easily transfer coursework between Nebraska's postsecondary institutions or identifying students that are at-risk of ending their education prior to earning an award and presenting alternatives that may include reverse-transfer programs or persistence and success programs within an institution. The Commission would also support initiatives analyzing campus-specific issues that lead to low retention and graduation rates.

(This Area of Emphasis relates directly to LR 174 Task Force recommendation #2 to increase the proportion of students who enroll and successfully persist through degree program completion.)

- **Initiatives to Improve Remediation Success**

Various studies estimate that about half of the students entering public two-year institutions nationwide are deemed unready for college-level work due to deficiencies in reading, writing, and/or mathematics. This readiness gap can be a factor in lower graduation rates and increased costs to the student. Recent testimony by Nebraska community college representatives indicates that even greater percentages of students in some of Nebraska's community colleges arrive on campus needing help in one or more of those skills before they can succeed in college. Those students include recent high school graduates as well as adults returning to college after a long absence or enrolling for the first time. Many of those less-than-ready students can succeed in college if their deficiencies are precisely identified and appropriate measures are taken by both the student and the institution. An increasing body of research has set forth innovative ways to increase the likelihood that students will complete remediation and move on to success in credit-bearing courses. The Commission would support budget requests for initiatives that replace traditional "one size fits all" approaches with innovative practices proven elsewhere to be more successful.

(This Area of Emphasis draws from research undertaken by the Commission and reported in its LB 340 Community College Study, December, 2009. Available online at www.ccpe.state.ne.us.)

BUDGET REQUEST OUTLINE

A. General Guidelines

In determining the budget request, the institution should begin with the institution's budget for the current year's appropriation, including projections of funds for retention of current programs and services. To this base, the institution may describe those inflationary costs necessary to maintain current programs and services in the next fiscal year or biennium. The base budget request, also known as the continuation budget request, assumes no across-the-board salary increases and should not be included in the budget request.

B. Content of the Outline

At a minimum, the Commission requests that all budget request submissions include the following information:

1. Budget Narrative

Highlights of the operating budget request that include planning issues and critical needs for the biennium and the following three to five years. This should also include descriptions of inflationary increases, new building openings, etc. Included in the narrative should be the details on the Areas of Emphasis and their relationship to the budgeting process.

2. Summation of Budget Request

A numerical summary of the institution's budget request. Include total revenues by fund source as defined by DAS.

3. New and Expanded Requests

A listing of all new or expanded requests with dollar amounts and a total of new funds requested. Narratives for new and expanded funding should be included as described on page 9 of this document. List the requests in priority order.

NEW AND EXPANDED BUDGET REQUESTS

A. General Guidelines

Budget priority requests are those proposed institutional increases to the base budget request. Priorities must maintain the context of the institutions role and mission.

New or expanded budget requests should be prioritized, from highest to lowest, in order of importance to the institution.

B. New and Expanded

Provide the following information to the Commission for its review of new and expanded requests:

1. A statement of need that is documented by qualitative and quantitative measures;
2. Clearly articulated goals; and
3. Proposed outcomes by which success can be evaluated.

Priority consideration will be given to new and expanded proposals that address the following areas:

1. **Initiatives that Respond to Identified Educational and Workforce Development Needs in Nebraska**
2. **Initiatives to Increase the Postsecondary Retention and Graduation Rates**
3. **Initiatives to Improve Remediation Success**

These priorities do not preclude favorable consideration of other new or expanded funding requests.

C. Submission Format

By statute, the institutions need only submit the information provided to their governing boards. However, the Commission is requesting the following information to assist in its review and recommendations of new and expanded funding:

1. Justification of the need for the budget request.

This section should provide a description of the process used by the institution to research and evaluate the need for the new or expanded funds. As such, it should answer the following questions: How will the resources requested improve the quality of instruction and/or allow the institution to address more effectively the needs and demands of students and/or constituents? What will be accomplished with the new requested resources? What are the ramifications if the requested increase is not funded?

This section should describe how the improvement is to be accomplished. It should explain why this method is an appropriate strategy.

2. A description of the resources requested.

This section should show the new state resources requested along with other sources of support, and the future resource plan related to the budget request.

3. Projected expenditures.

This section should show projected expenditures by Program Classification Structure (PCS) and PCS sub-program. This will include detailed information and personal services. The information should include employees by position, i.e., faculty, administration, clerical, etc.

4. What relationship does the request have to the institution's plans and goals?

This section should describe the budget request in the context of the plans and priorities set forth in the institution's Budget Narrative. The description should show how the request relates to the objectives and future plans of the institution. It may demonstrate the institution's strategy for improving the quality of programs, enhancing the effectiveness of academic support or other support functions, or addressing the educational needs of its students and constituents.

5. Proposed outcomes.

This section should identify proposed outcomes of increased funding. The outcomes should be definable, with measurable indicators used to assess the progress toward and/or achievement of stated goals and objectives. This section should detail how program outcomes will be evaluated by the institution to determine if the desired or stated benefits of the new request are being realized and whether or at what point the institution may adjust program objectives to accomplish the stated goals.

BUDGET REVIEW CRITERIA

Review criteria for the Budget Requests will primarily focus on new and expanded requests, which shall be subject to an in-depth review as contained in Appendix A. The areas of concentration will be:

1. Compliance and consistency with the *Comprehensive Statewide Plan for Postsecondary Education*, to include:
 - a. Fulfillment of role and mission;
 - b. Increased access;
 - c. Meets the needs of the students and the state;
 - d. Creates an exemplary institution;
 - e. Creates or enhances partnerships;
 - f. Promotes high quality;
 - g. Responsive to workforce development and ongoing training.
2. Demonstration of need and prioritization of new and expanded requests.
3. Compliance or compatibility with institutional strategic plan.
4. Evidence that no unnecessary duplication exists.
5. Enhancement of the institution's efficiency and effectiveness.
6. Demonstration of measurable outcomes.
7. Relationship to identified Areas of Emphasis.

The Commission also performs analyses:

1. Regarding the overall operation of the institution for compliance with the Statewide Comprehensive Plan;
2. For the purpose of performing various comparison studies with peers and as a national profile; and
3. To make general comments regarding the financing of postsecondary education.

ADDITIONAL INFORMATION REQUIREMENTS

1. **Submit** a copy of each institution's full budget document as submitted to the Department of Administrative Services/Budget Division according to the time frame specified in the Budget Instructions for the **2015-2017** biennium or in instruction letters from the Department of Administrative Services/Budget Division.
2. **Submit** a copy of each institution's supplemental forms **regularly requested by the Coordinating Commission.**
3. **Submit** one copy of all official forms, documents, and budget information pertinent to the **2015-2017** budget submission that is requested by and submitted to the Department of Administrative Services/Budget Division and Legislative Fiscal Office.

APPENDICES

APPENDIX A. Budget Request Review Form

REVIEW CRITERIA Title 281, Nebraska Administrative Code, Chapter 11	High Low
<p>1. COMPLIANCE AND CONSISTENCY WITH THE COMPREHENSIVE STATEWIDE PLAN</p> <p>A. The level of fulfillment of Role and Mission</p> <p><i>The enhancement of three primary areas of responsibility: instruction, research, and public service. The requests should maintain a balance appropriate to an institution's role and mission that will best serve the students and the needs of the state.</i></p> <p>B. Degree the request provides increased access</p> <p><i>This category may include efforts to increase minority or under-served representation, control costs, use emerging technologies for delivery of instruction, increase ease of movement between institutions, or increase convenience through addressing student needs, responsive and flexible instructional offerings, or cooperative arrangements.</i></p> <p>C. Degree to which the request meets the needs of the students and the state</p> <p><i>Included in this category would be requests to increase student services and learning support services such as accessible libraries, computer labs, and modern equipment; produce more skilled, creative workers; increase global perspectives; provide accessible faculty and academic support services such as tutoring labs and assessment centers; and meet the needs of local businesses and citizens</i></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p style="text-align: center;">REVIEW CRITERIA</p> <p>Title 281, Nebraska Administrative Code, Chapter 11</p>	<p style="text-align: center;">High Low</p>
<p>D. The degree to which the request creates an exemplary educational institution</p> <p><i>Requests should demonstrate the institution's steadfast commitment to its students and their education; prioritization of efforts within teaching, research, and public service; the most efficient use of resources; and accountability through measurable outcomes appropriate to each institution's specific role and mission such as student retention, job placement rates, graduation levels, recognition of outstanding performance, and attraction of students from out-of-state or out-of-the-country will receive the highest rating. Requests should demonstrate institutional strengths that enhance its distinct role.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>E. The level of partnerships created or enhanced</p> <p><i>Requests in this area will demonstrate cooperative or collaborative efforts between primary/secondary institutions and postsecondary institutions, between postsecondary institutions, and between businesses and institutions within and outside the state. This category may also include requests that demonstrate linkages between academic research and industrial research, the transfer of technology produced by research, and joint ventures to enhance education and research.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>F. Degree to which the request promotes high-quality institutions</p> <p><i>Requests should demonstrate maximum utilization and management of fiscal and human resources. Requests that demonstrate improved quality will show innovation, targeting of need, productivity, and receptivity to change.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

<p style="text-align: center;">REVIEW CRITERIA</p> <p>Title 281, Nebraska Administrative Code, Chapter 11</p>	<p style="text-align: center;">High Low</p>
<p>G. Degree the request is responsive to workforce development</p> <p><i>Requests in this area should demonstrate a commitment to workforce training, technical assistance to employers, and assistance for specifically expressed workforce needs, community needs, or a rural regional need. Requests may also enable degree programs to be available in rural areas. Requests could be for matching funds, partnerships in educating students, support for a target industry or sector, or offering services related to the success of minorities in the workforce.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>1. OVERALL COMPLIANCE AND CONSISTENCY WITH COMPREHENSIVE PLAN</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>2. DEGREE OF DEMONSTRATED NEED</p> <p><i>Demonstrated need may include such items as continuous enrollment increases, ineffective student/faculty ratios by program, substantial reliance on part-time faculty, undergraduate demand for closed classes, protection of students, or changes in the student population that may require more student services. The request will demonstrate that appropriate numbers of students will be served, that the need is reasonable considering all alternatives, and that the non-funding of the request will be detrimental to the institution. The priority order of the requests will be examined and equated to the most needed request of the institution. Those requests ranked highest by the institution may receive the highest rating in this category.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

<p style="text-align: center;">REVIEW CRITERIA</p> <p>Title 281, Nebraska Administrative Code, Chapter 11</p>	<p style="text-align: center;">High Low</p>
<p>4. EVIDENCE THAT THERE IS NOT UNNECESSARY DUPLICATION</p> <p><i>The request will demonstrate effective use of public funds in comparison to other similar requests. Unnecessary duplicative requests do not substantially increase access and/or serve valid educational needs considering other programs in Nebraska postsecondary educational institutions.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>5. DEGREE TO WHICH THE REQUEST ENHANCES THE INSTITUTIONS EFFICIENCY AND EFFECTIVENESS</p> <p><i>Requests that demonstrate cost savings or increased productivity will be considered efficient. Requests that demonstrate responsiveness and flexibility in instruction, research and public service will be one criteria for showing effectiveness. Effectiveness can also be demonstrated by requests that address student needs of advising, counseling, tutoring, and other forms of support for the student population. Requests demonstrating effectiveness should contain statements of purpose and potential outcomes.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>6. DEGREE TO WHICH MEASURABLE OUTCOMES HAVE BEEN DEMONSTRATED</p> <p><i>Outcomes may be measured by institutional benchmarks, or assessment plans developed for accrediting associations. Outcomes are a vehicle to determine the excellence of a program or the accountability of the institution. The request should define how success will be measured by the institution and what indicators will demonstrate achievement or success. The indicators should</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

<p style="text-align: center;">REVIEW CRITERIA</p> <p>Title 281, Nebraska Administrative Code, Chapter 11</p>	<p style="text-align: center;">High Low</p>
<p><i>assess the request's cost and the eventual performance achievement.</i></p> <p>7. LEVEL TO WHICH REQUEST SUPPORTS IDENTIFIED AREAS OF EMPHASIS</p> <p><i>The requests relate specifically to an identified area the institution has designated as a targeted area of concentration for funding considerations.</i></p> <p>8. LEVEL TO WHICH REQUEST SUPPORTS THE COMMISSION'S IDENTIFIED AREAS OF EMPHASIS</p> <p><i>The request relates specifically to an area identified by the Commission as a statewide issue or target for increased funding considerations.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

Introduction to the Prioritization Process to Sequence Appropriations for Approved Capital Construction Projects

April 16, 2014

In preparation for the 2015-2017 biennial capital construction budget request process, the Commission will review and adopt a *Prioritization Process to Sequence Appropriations for Approved Capital Construction Projects*. This process is used by the Commission in developing its capital construction budget recommendations and priorities each biennium. The Commission is required by statute to provide recommendations, in priority order, of approved University of Nebraska and Nebraska State College capital construction project requests to the Governor and Legislature by October 15th on even numbered years.

The attached committee draft of the *Prioritization Process to Sequence Appropriations for Approved Capital Construction Projects* is available for your review. Following several substantive revisions made two years ago, the Budget, Construction and Financial Aid Committee is proposing only a few minor grammatical corrections on pages 7 and 18 for the current biennial cycle.

Also attached for your reference is the Commission's prioritized list of approved capital construction projects submitted to the Governor and Legislature for the 2013-2015 biennium. Priorities 1 – 10 received at least partial funding during the biennium.

Of note are several projects that have not been included in a governing board biennial capital construction budget request over the past three years. These projects have been introduced by separate legislation and funded by the Legislature outside the biennial budget request process. This process does not allow the Commission and/or Governor time to review or include these requests in their budget recommendations to the Legislature. A list of recent projects that have been funded outside the usual process includes:

- LB 377, 2011 – UNL innovation campus (\$25,000,000 for two projects)
- LB 1055, 2012 – UNK nursing and allied health building (\$19,000,000)
- LB 1066, 2012 – UNL veterinary diagnostic laboratory (\$5,000,000 in planning funds requested. Legislature appropriated \$55,000,000 in the 2012 legislative session. Legislature reduced appropriation to \$41,494,000 in the 2013 legislative session.)
- LB 1089, 2012 – UNMC cancer research center (\$50,000,000)
- LB 1019, 2012 – PSC Oak Bowl renovations and improvements (\$8,602,400 requested and \$7,500,000 appropriated by Legislature)

The Commission's review and approval or disapproval process for each of these capital construction projects did not occur until after the Legislature appropriated funds.



Prioritization Process to Sequence Appropriations for Approved Capital Construction Projects

Committee Draft

April 16, 2014

May 1, 2014 Revision

COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
PRIORITIZATION PROCESS TO SEQUENCE APPROPRIATIONS FOR APPROVED CAPITAL
CONSTRUCTION PROJECTS

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INTRODUCTION

The Coordinating Commission for Postsecondary Education is statutorily responsible for recommending to the Governor and Legislature a list, in priority order, of approved capital construction projects that should receive funding. The following pages outline the Commission's process for establishing the sequential order for financing University of Nebraska, Nebraska State College System, and Nebraska College of Technical Agriculture capital construction requests. The process reflects the Major Statewide Facilities Goal in the *Comprehensive Statewide Plan for Postsecondary Education*:

“Nebraskans will advocate a physical environment for each of the state’s postsecondary institutions that supports its role and mission; is well utilized and effectively accommodates space needs; is safe, accessible, cost effective, and well maintained; and is sufficiently flexible to adapt to future changes in programs and technologies.”

Capital projects will be considered for this prioritization list only after prior approval of the institution’s governing board and the Commission, and only if the institution is requesting State funding through the biennial budget request process. In addition, the Commission’s capital project prioritization and budget recommendations will identify any other project eligible for State funding that has been previously approved by the Commission, and for which governing boards are not requesting State funding in their capital budget request.

The prioritization process involves the use of ten weighted criteria. The percentage resulting from these criteria’s cumulative point total establishes the recommended funding order of capital projects. The following outline provides a synopsis of each criterion, including the maximum point total for each. Individual criteria are explained in greater detail within this document.

- | | |
|--|-----------|
| 1. Statewide Facilities Category Ranking | 30 points |
| The Commission will determine statewide ranking of broad facilities request categories as part of a continual evaluation of the State's needs. | |
| 2. Sector Initiatives | 10 points |
| Governing boards may designate initiatives that promote immediate sector capital construction needs for the coming biennium. | |
| 3. Institutional Strategic and Long-Range Planning | 10 points |
| Governing boards may display the need for individual capital construction requests through institutional strategic and long-range planning. | |

- | | |
|---|-----------|
| 4. Immediacy of Need | 10 points |
| Urgency of need for a capital construction request will be considered. | |
| 5. Quality of Facility | 10 points |
| The condition and function of a program or service's facility(s) will be considered in the development of priorities. | |
| 6. Avoid Unnecessary Duplication | 10 points |
| Unnecessary duplication will be evaluated in this process by reviewing the ability to increase access and/or serve a valid need while avoiding unnecessary duplication. | |
| 7. Appropriate Quantity of Space | 5 points |
| An institution can show how a capital construction request provides an appropriate quantity of space for the intended program or service. | |
| 8. Statewide Role and Mission | 5 points |
| Broad statewide role and mission categories will be considered. | |
| 9. Facility Maintenance Expenditures | 5 points |
| Ability of an institution to maintain its existing facilities is considered. | |
| 10. Ongoing Costs | 5 points |
| Potential long-term costs (or savings) associated with a capital construction project will be considered. | |

CRITERION NO. 1: STATEWIDE FACILITIES CATEGORY RANKING

Maximum Possible Points: 30 points

Process for Awarding Points:

This criterion ranks the types of facilities request categories based on the Commission view of overall statewide needs. The table that follows lists statewide priorities for broad capital construction categories used in developing capital construction budget requests. The Commission places a high priority on the safety of facility occupants and maintaining the State's existing physical assets.

Facilities Category Rankings		
LB 309 Task Force for Building Renewal Classifications	All Other Types of Facilities Request Categories	Max. Points
Fire & Life Safety - Class I		30 pts.
Deferred Maintenance - Class I	or	Partially-funded Projects
Amer. w/ Disabilities Act - Class I or Energy Conservation - Class I	or	24 pts.
Fire & Life Safety - Classes II & III		21 pts.
		Master Planning/Programming or Renov./ Remdl./Replacement or Infrastructure Repair/Replacement
		18 pts.
		Infrastructure Expansion
		15 pts.
Deferred Maintenance - Classes II & III	or	New Construction or Land Acquisition - Program Needs
Energy Conservtn. - Classes II & III		12 pts.
Amer. w/ Disab. Act - Classes II & III		9 pts.
		6 pts.
		Land Acquisition - Future Expansion
		3 pts.

Projects that include combinations of two or more of the listed categories will be weighted to attain an average point total. The Commission will only weight multiple categories in a project when each category comprises a minimum of 5% of the project. The weighting of projects will use square foot comparisons where possible, with an institution's cost estimate used as an alternate method when necessary. For example, if one-third of a renovation project addresses fire & life safety - Class I needs, then the project would receive 10 points

(1/3 of 30 pts.) for its fire & life safety component and 12 points (2/3 of 18 pts.) for its renovation component for a total of 22 points. It is the institution's responsibility to inform the Commission of projects that may receive points from two or more categories and to provide supporting information. Possible sources for identifying this information may include the LB 309 Budget Requests, program statements, or institutional capital construction budget request forms.

Partially funded projects will be defined as follows: Projects previously approved by the Commission (or grandfather projects) that have received partial funding (including appropriations from the Legislature and confirmed grants or pledges) for design and/or construction within the past two years. The Commission places a high priority on completing projects to prevent disruptions in programs or services. A high priority is also placed on approved capital projects with substantial amounts of alternate funding available.

Projects that qualify for the partially funded classification will be weighted based on the percentage of the project that is partially funded to attain an average point total. For example, a new construction project approved by the Commission with 50% of the design or construction funds pledged by a donor would receive half the weighted points for this criterion from the partially funded category and half from the new construction category.

Replacement space will be defined as follows: Replacement of a program or service's existing space with new construction, or relocation and renovation, due to the insufficient quality of its existing space. The project includes removal of the program or service's existing space by demolition or sale. The need for replacement space may be appropriate when it is more economically feasible than renovation. Additional functional issues that are considered in the decision whether to renovate or to replace would include: net-to-gross square footage ratios, actual useable space, floor-to-floor height needs, flexibility of floor plans, utility service needs, etc.

Comments and Possible Future Refinements to the Process:

The Commission should review these broad statewide facilities category rankings at the beginning of each biennial budget cycle. Changes in the postsecondary education environment such as enrollment or budgetary fluctuations, governmental mandates, and technological advances will have a significant impact in establishing the priority needs of the State's public postsecondary institutions.

CRITERION NO. 2: SECTOR INITIATIVES

Maximum Possible Points: 10 points

Process for Awarding Points:

This criterion allows each sector to identify programmatic initiatives related to capital construction requests that are a high priority to the institution and the State. The need for a facility cannot be determined solely on how much space an institution requires or the facility's condition. Facilities should also be evaluated on the basis of whether they address strategic initiatives for postsecondary education or respond expeditiously to meet Nebraskans' educational, economic, and societal needs. Evaluation must also be concerned with meeting the qualitative requirements of programs. This criterion allows each sector to identify its immediate or short-term initiatives that relate to capital construction. A "sector initiative" should result in the identification of clearly focused requirements. It is not intended to identify broad sector role and mission assignments as identified in statutes.

The following table provides the method for distribution of points for each capital request:

Sector Initiatives	Max. Points
The project promotes a designated "sector initiative"	10 pts.

No one project may earn more than the maximum ten points. Governing boards that would like Commission consideration for this criterion should identify "sector initiatives" in their capital construction budget request to the Governor, Legislature, and Commission. These designations must be limited to no more than three initiatives for the University of Nebraska System and no more than two initiatives for the Nebraska State College System.

Points will not be awarded to or counted against Nebraska College of Technical Agriculture at Curtis (NCTA) projects. Unlike other University campuses, NCTA submits a separate capital construction budget request to the Governor, Legislature, and Commission. NCTA is a small campus that generally submits few projects in its capital construction budget request. By excluding NCTA projects from this criterion, it prevents penalizing any institutional requests.

Governing boards may designate "sector initiatives" to promote issues they determine are a priority for the coming biennium. The following examples are provided for illustrative purposes only:

- 1) Designating a specific academic program or service offered by one or more institutions within a sector;

- 2) Designating a college or school within an institution or sector;
- 3) Designating a specific research, public service or support area at one or more institutions; or
- 4) Designating system-wide initiatives such as classroom or class laboratory improvements, enhancing instructional technology, or addressing the deferred maintenance backlog on campuses.

Initiatives may be used to enhance specific instructional capabilities, improve economic development for the State, or provide better service to Nebraska's ~~citizens~~ residents. The only restriction to be placed on these designations is that they cannot be so broad as to incorporate a sector's role and mission assignment, such as general improvements to instruction, research, or public service.

The Commission will award points to projects containing a "sector initiative" based on the percentage of space or funding that relates to the designation. For example, if half a renovation project's space is for a college designated as a "sector initiative", then that project would receive five points.

Comments:

Inclusion of this criterion allows governing boards to inform the Governor, Legislature, and Commission of "sector initiatives" involving institutional programs or services that will affect capital construction needs for the coming biennium. This criterion incorporates institutional strategic issues affecting capital construction into the priority process.

CRITERION NO. 3: INSTITUTIONAL STRATEGIC AND LONG-RANGE PLANNING

Maximum Possible Points: 10 points

Process for Awarding Points:

This criterion quantifies the degree to which a project supports the institutional Strategic Plan and Comprehensive Facilities Plan. Postsecondary education must take a long-range view of its facilities needs and create a vision of the institution's direction, mission, array of programs, and physical facilities. The Commission recognizes existing institutional strategic and long-range planning efforts and encourages continued planning by institutions and governing boards. Strategic and long-range planning is one tool that enables institutions to meet such objectives as: promoting access to education, improving the economic development potential for Nebraska, and improving our quality of life. Therefore, all capital construction budget requests that conform with existing governing-board-approved plans may receive up to six points as shown in the table below. Additional points may be allocated based on the inclusion of other critical planning elements.

Institutional Long-range Planning	Points
The project is in compliance with governing-board-approved Strategic Plan and Institutional Comprehensive Facilities Plan submitted to the Commission	6 pts.
The governing-board-approved Strategic Plan identifies major external and internal environmental trends, forecasts, and assumptions that affect the capital construction project's program or service	2 pts.
A clear link is shown between the program or service's direction and needs in both the Strategic Plan and Institutional Comprehensive Facilities Plan	2 pts.
Sum of points allocated for institutional long-range planning	10 pts.

External and internal environmental trends, forecasts, and assumptions may include such determinates as key social, demographic, educational, economic, and technological issues affecting an institution's programs and services. Trend data and analysis should go back an appropriate length of time. Forecasts should similarly cover an appropriate length of time to adequately implement strategies in the Institutional Comprehensive Facilities Plan.

An institution's Strategic Plan is the driving force through which its goals are articulated. Any capital construction budget request should not only be justified through the Institutional

Comprehensive Facilities Plan, but should also be linked to the overall direction that the institution moves toward in the Strategic Plan.

Comments:

Inclusion of this criterion allows for significant participation by the institutions and governing boards in identifying institutional direction.

CRITERION NO. 4: IMMEDIACY OF NEED

Maximum Possible Points: 10 points

Process for Awarding Points:

This criterion quantifies the degree of immediacy of need for individual capital construction project requests. The number of capital construction requests has always exceeded the ability of the Legislature to fund them. Therefore, projects intended to meet existing needs of a program or service versus projected needs will be given priority. Those projects that would have an immediate impact on unmet programmatic or service needs, or statewide initiatives will also be given priority.

The following table provides the method for distribution of points for each capital request:

Degree of Need	Points
Primarily meets short-term needs of program or service (<5 years)	8-10 pts.
Primarily meets mid-term needs of program or serv. (≥5 yrs. to 10 yrs.)	4-7 pts.
Prim. meets long-range needs of program or serv. (>10 yrs. to 20 yrs.)	1-3 pts.
Prim. meets needs of prog. or serv. past long-range needs (>20 yrs.)	0 pts.

This criterion is not intended to discourage proper planning and programming of facilities. The consideration of a program or service's future expansion needs will be recognized when appropriate. Points awarded in this criterion will focus on the primary reason a project is requesting funding. The Commission recognizes that proper planning of a facility may require long-range expansion space to be incorporated into a project that primarily addresses short-term needs.

CRITERION NO. 5: QUALITY OF FACILITY

Maximum Possible Points: 10 points

Process for Awarding Points:

This criterion quantifies the degree to which the project provides a suitable quality physical environment. The quality of facilities available to a program or service can be measured in two areas:

- 1) By the condition of the primary or secondary structural and facility service systems (5 possible points); and
- 2) The functional layout of the facilities (5 possible points).

The following tables provide the method for distribution of points for each capital request:

Condition of Primary, Secondary and Service Systems	Points
Facility in poor condition (cost of repairs >10% of replacement value)	5 pts.
Facility in fair condition (cost of repairs >5% to 10% of facility replacement value)	3 pts.
Facility in good condition (cost of repairs >0% to 5% of facility replacement value)	1 pt.
Facility in excellent condition (cost of repairs is 0% of facility replacement value)	0 pts.

The condition of existing facilities will be determined based on the following sources:

- 1) A recent (within the last five years) *Facilities Audit Survey*;
- 2) *LB 309 Task Force for Building Renewal Budget Request*; or
- 3) Institutional or Commission staff estimates.

The cost of repairs should not consider alterations in room layout or other remodeling costs.

Functional Layout of Space	Points
Addresses inadequate flexibility or layout of existing space	2.0 pts.
Addresses accessibility deficiencies with existing space	1.0 pt.
Addresses inadequate utility services or infrastructure needs (including instructional technology needs) of program	1.0 pt.
Addresses insufficient fixed or specialized equipment needs of program	0.5 pts.
Addresses environmental problems with existing space (acoustical problems, poor illumination, etc.)	0.5 pts.
Sum of points allocated for functional layout of space	5 pts.

Planning and programming requests will be allocated points based on the perceived quality of the spaces where the program or service is presently located.

Fire & life safety, deferred maintenance, ADA, and energy conservation project point totals for this criterion will be determined based on the following table:

Fire & Life Safety, Deferred Maint., ADA, and Energy Conservation	Points
Fire & Life Safety Projects - Class I	10 pts.
Deferred Maintenance Projects - Class I	9 pts.
American w/ Disabilities Proj. - Class I & Energy Conserv. Projects - Class I	8 pts.
Fire & Life Safety Projects - Class II & III	7 pts.
Deferred Maintenance Projects - Classes II & III	4 pts.
Energy Conservation Projects - Classes II & III	3 pts.
American with Disabilities Act Projects - Classes II & III	2 pts.

Points will not be awarded to or counted against land acquisition projects.

CRITERION NO. 6: AVOID UNNECESSARY DUPLICATION

Maximum Possible Points: 10 points

Process for Awarding Points:

Projects will receive the maximum points possible for this criterion if the project contains no unnecessary duplication of facilities. This criterion quantifies the degree to which a project increases access or serves valid needs while avoiding unnecessary duplication. The number of points deducted from the maximum allowed will be based on how much space or funds related to a request is an unnecessary duplication.

Unnecessary duplication will not substantially increase access and/or serve valid needs. The Commission will consider unnecessary duplication in existing public and/or private facilities in Nebraska, neighboring states, or consortia such as the Midwestern Higher Education Commission Compact, which are reasonably accessible to the institution.

The following table provides the method for distribution of points for each capital request:

Amount of Unnecessary Duplication	Points
Space or funding contains no unnecessary duplication	10 pts.
Space or funding contains > 0% to 2% unnec. duplication	8 pts.
Space or funding contains > 2% to 5% unnec. duplication	5 pts.
Space or funding contains > 5% to 10% unnec. duplication	2 pts.
Space or funding contains >10% to 15% unnec. duplication	1 pt.
Space or funding contains >15% unnecessary duplication	0 pts.

Comments:

This criterion allows the Commission to approve a generally needed project with a small amount of duplication. Minor amounts of unnecessary duplication are then addressed through this prioritization process.

CRITERION NO. 7: APPROPRIATE QUANTITY OF SPACE

Maximum Possible Points: 5 points

Process for Awarding Points:

This criterion quantifies the degree to which the project effectively accommodates space needs. The quantity of space proposed for a program can be justified by at least one of the following three methods:

- 1) Use of governing-board-adopted and/or externally mandated space or land guidelines;
- 2) Use of utilization reports; and
- 3) By requirements determined by professional planners.

The following table provides the method for distribution of points for each capital request:

Justification for Quantity of Space Needs	Points
Amount of space required for a program is justified by space or land guidelines as applicable	2 pts.
Amount of space required for a program is justified by utilization reports as applicable	2 pts.
Amount of space required for a program is justified by professional planners in the program statement when space or land guidelines do not apply to a particular type of space	1 pt.
Sum of points allocated for quantity of space needs	5 pts.

Space that does not easily conform to space or land guidelines or utilization reporting formats will not adversely affect the number of points allocated to a project. An example of a type of space that would not conform to both qualitative measures would be research laboratory space. Utilization reports for this type of space are not practical since research space is generally not shared. A project that included only research laboratory space would receive five points if it is verified by appropriate space guidelines and professional planners. The Commission will also consider the adaptability of existing space in renovation projects when comparing space guidelines with the amount of space proposed.

Fire & Life Safety, Deferred Maintenance, Code Compliance, and Energy Conservation projects will not be included in this criterion since they do not address an institution's space needs.

CRITERION NO. 8: STATEWIDE ROLE AND MISSION

Maximum Possible Points: 5 points

Process for Awarding Points:

In determining priorities for individual requests, the Commission will consider the relative priorities of role and mission categories from a broad statewide perspective. The priorities are not intended to reflect any individual institution, but the overall role of these areas in meeting the needs of Nebraska's citizens **residents**.

The following table establishes broad statewide priorities for role and mission categories as it is reflected in each capital request:

Statewide Role and Mission Categories	Points
Undergraduate Instructional Space and Academic Support Space	5 pts.
Graduate or Professional Instructional Space; Student Support Space and Basic or Technology Transfer Research Space	4 pts.
Public Service Space and Applied Research Space	3 pts.
Administrative or Operational Support Space	2 pts.

Projects that include combinations of two or more of the listed categories will be weighted to attain an average point total. The Commission will only weight multiple categories in a project when each category comprises a minimum of 10% of the project. The weighting of projects will use square foot comparisons where possible, with an institution's cost estimate used as an alternate method when necessary. The following examples are provided for each category:

- Undergraduate Instructional Space - Includes classrooms, class laboratories, classroom service, class laboratory service, and faculty offices used to support undergraduate instruction.
- Academic Support Space - Includes space for learning or student assistant centers (includes tutoring services, study skills' services, etc.), libraries, academic computing services, museums or galleries, educational media services, academic administration, etc.
- Student Support Space - Includes space for counseling and career guidance services, social and cultural centers, financial aid services, non-self-supporting intercollegiate athletics, student service administration, etc. The following self-supporting functions are excluded: dormitories or residence halls, student unions, student medical services, student auxiliary services (includes child care services, bookstores, etc.), recreational facilities, etc.

- Graduate or Professional Instructional Space - Includes classrooms, class laboratories, classroom service, class laboratory service, and faculty offices used to support graduate or professional instruction.
- Basic or Technology Transfer Research Space - Includes research laboratories, research laboratory service, and offices used to support all “organized research” as specified in the Office of Management and Budget (OMB) Circular A-21, including both “sponsored research” (sponsored by federal and non-federal agencies or organizations) and “university research” (institutional research and development separately budgeted by the institution under an internal application of institutional funds).
- Public Service Space - Includes space for direct patient care, community services, cooperative extension services, public broadcasting services, etc.
- Applied Research Space - Includes space for departmental research used for instructional improvement and research that is not separately budgeted by the institution per OMB Circular-21.
- Administrative or Operational Space - Includes space for executive management, administrative computing services, student admissions or records, physical plant administration, facility maintenance services, custodial services, utility services, landscape or grounds services, central stores services, etc.

Comments and Possible Future Refinements to the Process:

A review of the above priorities in the Commission's *Comprehensive Statewide Plan* confirms the Commission's statewide perspective of these role and mission categories.

Existing role and mission statutes for the University of Nebraska lists the following priorities in section 85-942:

“It is recognized that as the state's land grant institution the University of Nebraska is engaged in instruction, research, and public service, and that these three parts of the university's mission are interdependent. However, when viewed in its entirety, the university's first priority will be undergraduate instruction, the university's second priority will be graduate and professional instruction and research, and the university's third priority will be public service.”

Existing role and mission statutes for the Nebraska state colleges lists the following priorities in section 85-951:

“The state colleges, collectively and individually, will have as their first priority the provision of baccalaureate general academic, baccalaureate occupational, and baccalaureate professional degree programs in education. The colleges' second instructional priority will be master's programs in education and other areas authorized by the Legislature. Such colleges' third priority will be the continuation and development of applied research and public service activities. The colleges' fourth priority will be the awarding of the specialist degree in education.”

Similar to the first criterion regarding Statewide Facilities Category Ranking, this criterion should be reviewed on a biennial basis. Commission recommendations may involve statutory revisions.

CRITERION NO. 9: FACILITY MAINTENANCE EXPENDITURES

Maximum Possible Points: 5 points

Process for Awarding Points:

This criterion quantifies the degree to which an institution supports well-maintained facilities. A formula based on dollars expended for facility maintenance as a percentage of the current replacement value (CRV) of an institution's state-owned and operated facilities. Dollars expended will be determined from the mean average of the most recently completed biennium as reported in the institution's biennial *Operating Budget Request* and Physical Plant Operations and Maintenance Summaries of the *Supplemental Forms* as follows:

- 1) Program Classification System (PCS) program number 707-Physical Plant Operations, sub-program summary number 72-Building Maintenance from each institution's biennial *Operating Budget Request* will be included;
- 2) The portion of PCS program 707, sub-program 76-Major Repairs and Renovations of each institution's biennial *Operating Budget Request* used for facility maintenance as reported in the Physical Plant Operations and Maintenance Summaries of the *Supplemental Forms* will be included. Institutions may be requested to identify the amount expended for facility maintenance projects within this sub-program by project and year;
- 3) The portion of departmental or administrative unit funds excluded from PCS sub-program numbers 72 and 76 used for facility maintenance as reported in the Physical Plant Operations and Maintenance Summaries of the *Supplemental Forms* will be included. University campuses will report departmental facility maintenance information from accounts 552630 - R&M Building and Other Structure and 553440 - Construction & Maintenance Supplies. Institutions may be requested to identify the amount expended for facility maintenance by administrative unit and year; and
- 4) Plant Fund Transfer Projects that are primarily (over 50%) facility maintenance projects as reported in the Physical Plant Operations and Maintenance Summaries of the *Supplemental Forms* will be included. Individual Plant Transfer Fund Projects will be identified in each institution's biennial *Operating Budget Request*. These Plant Fund Transfer Projects must be based on the facility maintenance definition in the Association of Higher Education Facilities Officers (APPA) study, *Facilities Performance Indicators*.

Current replacement value (CRV) of state-owned and operated facilities will be determined from the Statewide Facilities Database and institutional reports. The average CRV at an

institution will be determined for the same years from which the maintenance expenditures were taken, and will be verified with sector facilities representatives.

An institution's expenditures for facilities maintenance as a percentage of their current replacement value (CRV) of state-owned and operated facilities will be used to determine the number of points awarded. The following table provides the formula for the distribution of points for each capital request:

Facility Maintenance Formula	Points
Institution's facility maint. expenditures are $\geq 1.00\%$ of CRV	5.0 pts.
Institution's facility maint. expenditures are $\geq 0.95\%$ to $< 1.00\%$ of CRV	4.5 pts.
Institution's facility maint. expenditures are $\geq 0.90\%$ to $< 0.95\%$ of CRV	4.0 pts.
Institution's facility maint. expenditures are $\geq 0.85\%$ to $< 0.90\%$ of CRV	3.5 pts.
Institution's facility maint. expenditures are $\geq 0.80\%$ to $< 0.85\%$ of CRV	3.0 pts.
Institution's facility maint. expenditures are $\geq 0.75\%$ to $< 0.80\%$ of CRV	2.5 pts.
Institution's facility maint. expenditures are $\geq 0.70\%$ to $< 0.75\%$ of CRV	2.0 pts.
Institution's facility maint. expenditures are $\geq 0.65\%$ to $< 0.70\%$ of CRV	1.5 pts.
Institution's facility maint. expenditures are $\geq 0.60\%$ to $< 0.65\%$ of CRV	1.0 pt.
Institution's facility maint. expenditures are $\geq 0.50\%$ to $< 0.60\%$ of CRV	0.5 pts.
Institution's facility maint. expenditures are $< 0.50\%$ of CRV	0.0 pts.

Institutions that expend more than 2.2% (mid-point of a recommended range) of their total general and cash fund appropriation for facility maintenance, as averaged over the same period, will automatically receive 5 points for this criterion. This is intended to account for a reasonable effort by institutions to maintain their facilities based on available resources.

CRITERION No. 10: ONGOING COSTS

Maximum Possible Points: 5 points

Process for Awarding Points:

This criterion quantifies the degree to which a project will affect ongoing operating and maintenance commitments for State tax funds. The following table provides the method for distribution of points for each capital request:

Ongoing Costs	Points
Eliminates state funding requirements for facilities operations & maintenance (O&M) costs through use of alternative funding sources or is an LB 309 Energy Conservation - Class I Project	5 pts.
Reduces the level of increased state funding requirements for facilities O&M costs through use of alternative funding sources or is an LB 309 Energy Conservation - Class II or III Project	4 pts.
Does not increase state funding requirements for facilities O&M costs	3 pts.
Justifiable request for increased state funded facilities O&M costs	2 pts.
Unjustifiable request for increased state funded facilities O&M costs	0 pts.

Comments:

The Commission supports institutional initiatives to limit the incremental increase for state funding for new and renovated facility O&M costs. This criterion's intent is to maintain an awareness of future State funding obligations created by construction of additional institutional space. An incentive is provided to reduce future State funding obligations.

Examples of an unjustifiable request for increased state funded facilities O&M costs would include: 1) A request for state funds that exceeds the Commission's estimate for facilities O&M costs by more than 10 percent, or 2) a request for state funding for facilities O&M costs for a type of space that generally utilizes self-supporting or other non-tax funding sources as outlined in the *Statewide Facilities Plan*.

OTHER PRIORITIZATION CONSIDERATIONS: ESSENTIAL SEQUENCING OF MULTIPLE PROJECTS

Comments: Projects that require a phasing sequence with other projects in the Commission's prioritized list will be listed in the order required. An example of a phasing requirement would be a utility plant expansion request that would need to be completed before a new facility request could come on line due to insufficient existing utilities capacities. If the priorities established by the process stated in this document do not rank projects in the appropriate phasing sequence, then the project rankings will be revised accordingly. This will be accomplished by ranking all other projects involved in the phasing sequence behind the initial phase project. If the second phase project has a higher percentage point total, then it will be moved and ranked immediately after the first phase project. This rationale will continue for the third and subsequent phase projects as necessary.



Key Deadlines Concerning Commission Recommendations for Public Postsecondary Education Operating and Capital Construction Budget Requests for the 2015-2017 Biennium

May 1, 2014 – The Commission approves 1) the statewide *Areas of Emphasis* and 2) the *Prioritization Process to Sequence Appropriations for Approved Capital Construction Projects* for developing 2015-2017 biennial budget recommendations.

May 2, 2014 – Commission staff submits the *Institutional Biennial Operating Budget Procedures* to the University, State Colleges and community colleges.

June 16, 2014 - The University and State Colleges submit complete proposals for capital construction projects requesting state funds in their 2015-2017 biennial budget requests for construction, acquisition and/or facilities operating and maintenance (O&M) costs over the statutory threshold requiring Commission review and approval.

August 15, 2014 – The University and State Colleges submit an outline of their 2015-2017 biennial operating and capital construction budget requests to the Commission.

September 15, 2014 – The community colleges submit an outline of their 2015-2017 biennial operating budget requests to the Commission.

September 15, 2014 - The University and State Colleges submit their 2015-2017 biennial operating and capital construction budget requests to the Governor, Legislature and Commission. The community colleges submit their 2015-2017 biennial operating budget requests to the Governor, Legislature and Commission.

September 16, 2014 - The University and State Colleges present their 2015-2017 biennial operating and capital construction budget requests to Commissioners. The community colleges present their 2015-2017 biennial operating budget requests to Commissioners.

October 14, 2014 - The Commission approves 1) the 2015-2017 Biennial *Public Postsecondary Operating Budget Recommendations* and 2) the 2015-2017 Biennial *Capital Construction Budget Recommendations and Prioritization* for submittal to the Governor and Legislature.

October 15, 2014 – Statutory deadline for the Commission submittal of 1) the 2015-2017 Biennial *Public Postsecondary Operating Budget Recommendations* and 2) the 2015-2017 Biennial *Capital Construction Budget Recommendations and Prioritization* to the Governor and Legislature.

TITLE 281 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
CHAPTER 7 – RULES AND REGULATIONS FOR THE POSTSECONDARY
INSTITUTION ACT

001 AUTHORIZATION TO OPERATE

001.01 Any postsecondary institution intending to operate in the State of Nebraska by establishing a physical presence in this state must receive an authorization to operate from the Commission.

001.02 Unless otherwise specified in an interstate reciprocity agreement, the provisions of this chapter shall not apply to:

001.02A Any institution or organization which offers education or instruction and which is licensed and regulated solely by an agency of the federal government with respect to curriculum and qualifications of instructional staff;

001.02B Any private postsecondary career school as defined in the Private Postsecondary Career School Act, except for purposes of interstate reciprocity agreements for the provision of postsecondary distance education across state boundaries entered into and administered pursuant to subsections (5) and (6) of section 85-2405;

001.02C Institutions solely offering a short course or seminar if instruction for the short course or seminar takes no more than twenty classroom hours and the institution offers no more than two courses as defined by the commission in a calendar year;

001.02D Institutions offering courses or programs on a military installation solely for military personnel or civilians employed on such installation;

001.02E An educational experience arranged for an individual student, such as a clinical, practicum, residency, or internship;

001.02F Institutions offering courses exclusively online or through the United States mail or similar delivery service which do not require the physical meeting of a student with instructional staff; or

001.02G Institutions offering a course or program that requires students to physically meet in one location for instructional purposes not more than once during the course term.

001.03 The following institutions shall be deemed to have an authorization to operate on a continuing basis:

001.03A All out-of-state public postsecondary institutions with a physical presence that for at least twenty academic years have continuously offered one or more four-year undergraduate programs in Nebraska in compliance with state and federal law;

001.03B All private postsecondary institutions with a physical presence that for at least twenty academic years, under the same ownership, have continuously offered one or more four-year undergraduate programs in Nebraska in compliance with state and federal law; and

001.03C All Nebraska public postsecondary institutions.

001.04 An institution with a recurrent authorization to operate may request authorization to operate on a continuing basis if it has, for at least twenty academic years under the same ownership, continuously offered one or more graduate or four-year undergraduate programs with a physical presence in Nebraska in compliance with state and federal law. The request shall take the form of a letter to the commission. The commission will review the request, which shall include any further information as required by the commission.

002

STATUTORY AUTHORITY

This rule is adopted pursuant to authority vested in the Coordinating Commission for Postsecondary Education in Neb. Rev. Stat. §§ 85-1411, 85-2405, and 85-2406.

003

DEFINITIONS

003.01 Authorization to operate means either an authorization to operate on a continuing basis or a recurrent authorization to operate.

003.02 Authorization to operate on a continuing basis means approval by the Commission to operate a postsecondary institution in this state without a renewal requirement.

003.03 Change of ownership means a change in the person, entity or governing body that has an ownership interest in an institution.

003.03A Change in ownership includes, but is not limited to, the following transactions:

- 1) The sale or transfer to, or acquisition by, a new owner of all, or a substantial portion, of the institution's assets;
- 2) Stock transactions including Initial Public Offerings of stock as well as transactions wherein an individual, entity, or group acquires and controls 50 percent or more of the total outstanding shares of stock of the institution, or an individual, entity or group increases or decreases ownership or control of shares to greater or less than 50 percent of the total outstanding shares of the stock of the institution;
- 3) Change in corporate form, including, but not limited to, change from Sole Proprietorship to Partnership or Corporation, Limited Partnership to Corporation, Limited Liability Corporation to a Corporation, Not-for-Profit Corporation controlled by members to one controlled by a Board of Directors;

- 4) Any of the transactions in items 1 through 3 above involving a parent corporation that owns 90 percent or more of the institution and controls the institution, or in any intermediate subsidiary of a parent corporation where that subsidiary has a controlling relationship to the institution and where the transaction may reasonably affect the control of the institution as determined by the commission or by the U.S. Department of Education.

003.03B Change in ownership does not include:

- 1) A transfer of ownership or stock that occurs as a result of the retirement or death of an owner or stockholder if transfer is to a member of the owner's family who has been directly and constantly involved in the management of the institution for a minimum of two years preceding the transfer. For purposes of this section, a member of the owner's family is a parent, sibling, spouse, child or grandchild; spouse's parent or sibling; or sibling's or child's spouse.
- 2) The merger or consolidation of an institution with another institution holding a current authorization to operate from the commission.

003.04 Commission means the Coordinating Commission for Postsecondary Education.

003.05 Establishing a physical presence means:

003.05A Offering a course for college credit or a degree program in this state that leads to an associate, baccalaureate, graduate, or professional degree, including:

- 1) Establishing a physical location in this state where a student may receive synchronous or asynchronous instruction; or

- 2) Offering a course or program that requires students to physically meet in one location for instructional purposes more than once during the course term; or

003.05B Establishing an administrative office in this state, including:

- 1) Maintaining an administrative office in this state for purposes of enrolling students, providing information to students about the institution, or providing student support services;
- 2) Providing office space to staff, whether instructional or non-instructional staff; or
- 3) Establishing a mailing address in this state.

003.06 Executive director means the executive director of the commission or his or her designee.

003.07 Interstate reciprocity agreement means an arrangement among member states, districts, and/or territories that establishes comparable national or regional standards for offering postsecondary distance education courses and programs in member states.

The commission shall enter into such an agreement after consultation with the state department of education if such an agreement would include private postsecondary career schools and with postsecondary institutions upon which the agreement may have an impact.

003.08 Level of authorization to operate means the type of institutional offerings. The three levels shall be:

003.08A establish an administrative office,

003.08B offer less than a complete program, or

003.08C offer one or more complete programs.

- 1) The commission shall specify the academic degree level at which the institution is authorized by the commission to award credentials. These levels shall be less than associate, associate, baccalaureate, master's, and doctorate, and may be limited by the commission to certain programs or academic disciplines as defined by program title and/or CIP code (Classification of Instructional Programs from the U.S. Department of Education).

003.09 Nebraska public postsecondary institution means any public institution established, operated, and governed by this state or any of its political subdivisions that provides postsecondary education.

003.10 New campus means a facility

003.10A that meets the following criteria:

- 1) Students can complete at least one full program (certificate, diploma, degree) at the location,
- 2) The facility is either owned by an institution or under lease for a period of at least 5 years, and
- 3) The location has its own faculty, administrative head, academic resources, and student services; or

003.10B that is deemed to be a new or branch campus by the institution's accrediting body.

003.11 Out-of-state public postsecondary institution means any public institution with a physical presence in Nebraska that is established, operated, and governed by another state or any of its political subdivisions and that provides postsecondary education.

003.12 Postsecondary institution means any private postsecondary institution, out-of-state public postsecondary institution, or Nebraska public postsecondary institution exempt from the Private Postsecondary Career

School Act.

003.13 Private postsecondary institution means any Nebraska or out-of-state nonpublic postsecondary institution with a physical presence in Nebraska, including any for-profit or nonprofit institution, that provides postsecondary education.

003.14 Recurrent authorization to operate means approval by the commission to operate a postsecondary institution in this state, including establishing a new campus or an administrative office, until a renewal of such authorization is required.

003.14A Modification of a recurrent authorization to operate means approval by the commission of an institution holding a recurrent authorization to operate that seeks to conduct activities outside the scope of its existing authorization, including, but not limited to, establishing a new campus and offering programs at a different level of authorization.

003.14B Renewal of a recurrent authorization to operate means approval by the commission of an institution previously authorized to operate at the time such authorization expires.

004

APPLICATION

004.01 Prior to establishing a physical presence in the state, any out-of-state public postsecondary institution or private postsecondary institution shall apply to the commission for a recurrent authorization to operate in the state.

004.02 After receiving a recurrent authorization to operate in the state, any institution seeking to conduct activities outside the scope of its existing authorization must apply for a modification of the recurrent authorization to operate.

004.03 After receiving a recurrent authorization to operate in the state, all

institutions shall apply to the commission to renew their recurrent authorization to operate on a schedule specified by the commission, but at least 90 days prior to the expiration of the authorization. If an institution has satisfied the conditions identified in 001.04, it may request authorization to operate on a continuing basis rather than renewal.

004.04 Any Nebraska public postsecondary institution, any private postsecondary institution that has its principal place of business in Nebraska, and any private postsecondary career school that has its principal place of business in Nebraska that wishes to participate in an interstate reciprocity agreement for providing postsecondary distance education shall apply to the commission for approval to participate in the agreement.

005

APPLICATION PROCEDURE

005.01 Any institution seeking a recurrent authorization to operate, a modification of a recurrent authorization to operate, a renewal of a recurrent authorization to operate, or participation in an interstate reciprocity agreement shall complete the application form and pay the application fee. Copies of the application forms for a recurrent authorization to operate and modification or renewal of a recurrent authorization to operate are included in appendices A, B, and C. Application to participate in an interstate reciprocity agreement shall be developed by the commission in accordance with the specifications of the interstate reciprocity agreement. The applicant will provide all information requested as a part of the application procedure before the application will be reviewed by the commission.

005.02 A non-refundable fee for costs to review and evaluate applications shall be submitted with each application. Fees shall be set every two years at a regularly scheduled meeting of the commission and posted on the commission website. Re-submission of an application following its withdrawal by institutions seeking authorization or participation in an interstate reciprocity agreement requires an additional fee.

006

MINIMUM STANDARDS FOR AUTHORIZATION TO OPERATE

An institution seeking a recurrent authorization to operate, a modification of a recurrent authorization to operate, or a renewal of a recurrent authorization to operate must demonstrate:

006.01 The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations.

006.02 The quality and adequacy of teaching faculty, library services, and support services.

006.03 The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution's ability to generate and sustain enrollment.

006.04 The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered.

006.05 Assurances regarding transfer of credits earned in the program to the main campus of such institution and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere.

006.06 Whether such institution and, when appropriate, the program, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education.

006.07 The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices, loan procedures, and tuition and fee policies.

006.08 The tuition refund policy for an institution that does not participate in federal financial aid programs described in Title IV of the federal Higher

Education Act of 1965, 20 U.S.C. 1001 et seq., as such act existed on January 1, 2011.

006.09 Any other standards deemed necessary by the commission.

007 MINIMUM STANDARDS FOR PARTICIPATION IN AN INTERSTATE RECIPROcity AGREEMENT

An institution seeking to participate in an interstate reciprocity agreement must demonstrate compliance with all specifications of the agreement as identified by the member states, districts, and/or territories, including:

007.01 The financial soundness of the institution.

007.02 Whether such institution is accredited by an accrediting body recognized by the U.S. Department of Education.

007.03 Other requirements specified in the interstate reciprocity agreement.

008 PUBLIC HEARING – NEW CAMPUS

Upon receipt of a complete application for a recurrent authorization to operate or modification of a recurrent authorization to operate that includes a request to establish a new campus, the commission shall set a time and a place for a public hearing. The hearing shall be scheduled following a completed review of the application, including any further information submitted by the applicant as required by the commission and any investigation of the applicant as the commission may deem necessary or appropriate, and shall be conducted according to the Administrative Procedure Act. A representative of the institution shall be present during the public hearing and provide information as requested.

009 COMMISSION ACTION

009.01 The commission shall either approve or deny all applications and requests. Such action shall take place during a regularly scheduled commission meeting, except for approval of participation in an interstate reciprocity agreement which shall be made by the executive director on behalf of the commission. If the application for participation in an interstate reciprocity agreement is made by a private postsecondary career school, the executive director shall consult with the state department of education prior to acting on the application.

009.02 The recurrent authorization to operate shall be for a period of no more than five years. The commission may set terms or conditions on the authorization. Approval of participation in an interstate reciprocity agreement shall be for the period of time determined by the member states, districts, and/or territories and specified in the agreement.

009.03 A recurrent authorization to operate or an authorization to operate on a continuing basis shall be granted to the owner or governing body of an institution and shall be non-transferrable. Should ownership of an institution change, the new owner shall have 30 days from the date of the transfer of ownership to apply to the commission for a recurrent authorization to operate. A sample of the authorization form is included in Appendix D.

009.04 All contacts with the commission will be made through the Executive Director or his/her designee. The Executive Director or his/her designee shall notify the applicant in writing of the action by the commission.

010

REPORTING

010.01 Each institution holding a recurrent authorization to operate shall provide a report in a form prescribed by the commission annually from the date of the recurrent authorization. The reports shall include the number of students enrolled and the number of students graduated for each program offered by the institution in Nebraska. The report shall also include other

information specified by the commission in the recurrent authorization to operate.

010.02 Each institution participating in an interstate reciprocity agreement shall report to the commission any information or data specified in the agreement in the time frame designated in the agreement.

011 ACTIVITIES REQUIRING COMMISSION NOTIFICATION

011.001 An institution authorized to operate shall provide notification in writing to the commission at least 30 days prior to initiating the following activities:

- 1) Changing address or location
- 2) Opening a new instructional site

011.002 An institution holding a recurrent authorization to operate shall provide notification in writing to the commission at least 30 days prior to initiating these additional activities:

- 1) Offering new programs within the scope of the institution's existing authorization
- 2) Changing the administrative head of the Nebraska campus or location.

012 VIOLATION OF THE POSTSECONDARY INSTITUTION ACT

012.01 Any postsecondary institution with a recurrent authorization to operate which ceases to meet any of the requirements of the Postsecondary Institution Act, any rules or regulations adopted and promulgated under the act, or any terms or conditions specified by the commission for authorization to operate under the act, shall be subject to the hearing process and commission review pursuant to section 85-2414.

012.02 Any person claiming damage or loss as a result of any act or practice by a postsecondary institution which is a violation of the Postsecondary Institution Act, of the rules and regulations adopted and promulgated under the act, or of standards established pursuant to section 85-2406, may, upon exhausting institutional complaint processes, file a

complaint with the commission against such institution pursuant to section 85-2418.

012.03 Any person claiming damage or loss as a result of any act or practice by a Nebraska public postsecondary institution or a private postsecondary institution that has its principal place of business in Nebraska and is participating in an interstate reciprocity agreement that is a violation of any rules, regulations, or conditions specified for participation in the interstate reciprocity agreement may, upon exhausting institutional complaint processes, file a complaint with the commission against such institution pursuant to section 85-2418 and procedures identified in the interstate reciprocity agreement. The commission shall document all complaints and actions taken and follow any additional procedures required under the interstate reciprocity agreement.

012.04 Any person claiming damage or loss as a result of any act or practice by a private postsecondary career school that has its principal place of business in Nebraska and is participating in an interstate reciprocity agreement that is a violation of any rules, regulations, or conditions specified for participation in the interstate reciprocity agreement may file a complaint with the state board of education pursuant to section 85-1635 and procedures identified in the interstate reciprocity agreement.

013

RIGHT TO APPEAL

Any person aggrieved or adversely affected by any final action of the commission or action taken by the executive director on behalf of the commission may appeal such action. The appeal shall be in accordance with the Administrative Procedure Act.

TITLE 281, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 7
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
RULES AND REGULATIONS FOR THE POSTSECONDARY INSTITUTION ACT

TITLE 281 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
 CHAPTER 7 – RULES AND REGULATIONS FOR THE POSTSECONDARY
 INSTITUTION ACT

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SUBJECT	STATUTORY AUTHORITY	CODE SECTION
Authorization to Operate	Neb. Rev. Stat. §§ 85-2403, 85-2405, 85-2407, 85-2408, 85-2412	001
Statutory Authority	Neb. Rev. Stat. §§ 85-1411, 85-2405, 85-2406	002
Definitions	Neb. Rev. Stat. § 85-2403, 85-2405, 85-2412, 85-2415	003
Application	Neb. Rev. Stat. §§ 85-2405, 85-2408, 85-2416	004
Application Procedure	Neb. Rev. Stat. §§ 85-2405, 85-2416	005
Minimum Standards for Authorization to Operate	Neb. Rev. Stat. § 85-2402, 85-2406	006
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Public Hearing – New Campus	Neb. Rev. Stat. § 85-2412	008
Commission Action	Neb. Rev. Stat. §§ 85-2405, 85-2412, 85-2413, 85-2415	009
Reporting	Neb. Rev. Stat. § 85-2405	010
Activities Requiring Commission Notification	Neb. Rev. Stat. § 85-2405	011
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Right to Appeal

Neb. Rev. Stat. §§ 85-2417, 85-2419

013

DRAFT

TITLE 281 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
 CHAPTER 7 – RULES AND REGULATIONS FOR THE POSTSECONDARY
 INSTITUTION ACT

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SUBJECT	STATUTORY AUTHORITY	CODE SECTION
Activities Requiring Commission Notification	Neb. Rev. Stat. § 85-2405	011
Application	Neb. Rev. Stat. §§ 85-2405, 85-2408, 85-2416	004
Application Procedure	Neb. Rev. Stat. §§ 85-2405, 85-2416	005
Authorization to Operate	Neb. Rev. Stat. §§ 85-2403, 85-2405, 85-2407, 85-2408, 85-2412	001
Commission Action	Neb. Rev. Stat. §§ 85-2405, 85-2412, 85-2413, 85-2415	009
Definitions	Neb. Rev. Stat. § 85-2403, 85-2405, 85-2412, 85-2415	003
Minimum Standards for Authorization to Operate	Neb. Rev. Stat. § 85-2402, 85-2406	006
Minimum Standards for Participation in an Interstate Reciprocity Agreement	Neb. Rev. Stat. § 85-2405	007
Public Hearing – New Campus	Neb. Rev. Stat. § 85-2412	008
Reporting	Neb. Rev. Stat. § 85-2405	010
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Statutory Authority	Neb. Rev. Stat. §§ 85-1411, 85-2405, 85-2406	002

Violation of the
Postsecondary Institution
Act

Neb. Rev. Stat. §§ 85-2405, 85-2406,
85-2414, 85-2418, 85-2420, 85-2421

012

DRAFT

TITLE 281 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
CHAPTER 7 – RULES AND REGULATIONS FOR THE POSTSECONDARY
INSTITUTION ACT

001 AUTHORIZATION TO OPERATE

001.01 Any postsecondary institution intending to operate in the State of Nebraska by establishing a physical presence in this state must receive an authorization to operate from the Commission.

001.02 Unless otherwise specified in an interstate reciprocity agreement, the provisions of this chapter shall not apply to:

001.02A Any institution or organization which offers education or instruction and which is licensed and regulated solely by an agency of the federal government with respect to curriculum and qualifications of instructional staff;

001.02B Any private postsecondary career school as defined in the Private Postsecondary Career School Act, except for purposes of interstate reciprocity agreements for the provision of postsecondary distance education across state boundaries entered into and administered pursuant to subsections (5) and (6) of section 85-2405;

001.02C Institutions solely offering a short course or seminar if instruction for the short course or seminar takes no more than twenty classroom hours and the institution offers no more than two courses as defined by the commission in a calendar year;

001.02D Institutions offering courses or programs on a military installation solely for military personnel or civilians employed on such installation;

001.02E An educational experience arranged for an individual student, such as a clinical, practicum, residency, or internship;

001.02F Institutions offering courses exclusively online or through the United States mail or similar delivery service which do not require the

physical meeting of a student with instructional staff; or

001.02G Institutions offering a course or program that requires students to physically meet in one location for instructional purposes not more than once during the course term.

001.03 The following institutions shall be deemed to have an authorization to operate on a continuing basis:

001.03A All out-of-state public postsecondary institutions with a physical presence that for at least twenty academic years have continuously offered one or more four-year undergraduate programs in Nebraska in compliance with state and federal law;

001.03B All private postsecondary institutions with a physical presence that for at least twenty academic years, under the same ownership, have continuously offered one or more four-year undergraduate programs in Nebraska in compliance with state and federal law; and

001.03C All Nebraska public postsecondary institutions.

001.04 An institution with a recurrent authorization to operate may request authorization to operate on a continuing basis if it has, for at least twenty academic years under the same ownership, continuously offered one or more graduate or four-year undergraduate programs with a physical presence in Nebraska in compliance with state and federal law. The request shall take the form of a letter to the commission. The commission will review the request, which shall include any further information as required by the commission.

002

STATUTORY AUTHORITY

This rule is adopted pursuant to authority vested in the Coordinating Commission for Postsecondary Education in Neb. Rev. Stat. §§ 85-1411, 85-2405, and 85-2406.

003

DEFINITIONS

003.01 Authorization to operate means either an authorization to operate on a continuing basis or a recurrent authorization to operate.

003.02 Authorization to operate on a continuing basis means approval by the Commission to operate a postsecondary institution in this state without a renewal requirement.

003.03 Change of ownership means a change in the person, entity or governing body that has an ownership interest in an institution.

003.03A Change in ownership includes, but is not limited to, the following transactions:

- 1) The sale or transfer to, or acquisition by, a new owner of all, or a substantial portion, of the institution's assets;
- 2) Stock transactions including Initial Public Offerings of stock as well as transactions wherein an individual, entity, or group acquires and controls 50 percent or more of the total outstanding shares of stock of the institution, or an individual, entity or group increases or decreases ownership or control of shares to greater or less than 50 percent of the total outstanding shares of the stock of the institution;
- 3) Change in corporate form, including, but not limited to, change from Sole Proprietorship to Partnership or Corporation, Limited Partnership to Corporation, Limited Liability Corporation to a Corporation, Not-for-Profit Corporation controlled by members to one controlled by a Board of Directors;
- 4) Any of the transactions in items 1 through 3 above involving a parent corporation that owns 90 percent or more of the institution and controls the institution, or in any intermediate subsidiary of a parent corporation where that subsidiary has a controlling relationship to the institution and where the transaction may reasonably affect the control of the institution as determined by the commission or by the U.S. Department of Education.

003.03B Change in ownership does not include:

- 1) A transfer of ownership or stock that occurs as a result of the retirement or death of an owner or stockholder if transfer is to a member of the owner's family who has been directly and constantly involved in the management of the institution for a minimum of two years preceding the transfer. For purposes of this section, a member of the owner's family is a parent, sibling, spouse, child or grandchild; spouse's parent or sibling; or sibling's or child's spouse.
- 2) The merger or consolidation of an institution with another institution holding a current authorization to operate from the commission.

003.04 Commission means the Coordinating Commission for Postsecondary Education.

003.05 Establishing a physical presence means:

003.05A Offering a course for college credit or a degree program in this state that leads to an associate, baccalaureate, graduate, or professional degree, including:

- 1) Establishing a physical location in this state where a student may receive synchronous or asynchronous instruction; or
- 2) Offering a course or program that requires students to physically meet in one location for instructional purposes more than once during the course term; or

003.05B Establishing an administrative office in this state, including:

- 1) Maintaining an administrative office in this state for purposes of enrolling students, providing information to students about the institution, or providing student support services;
- 2) Providing office space to staff, whether instructional or non-instructional staff; or

3) Establishing a mailing address in this state.

003.06 Executive director means the executive director of the commission or his or her designee.

003.07 Interstate reciprocity agreement means an arrangement among member states, districts, and/or territories that establishes comparable national or regional standards for offering postsecondary distance education courses and programs in member states.

The commission shall enter into such an agreement after consultation with the state department of education if such an agreement would include private postsecondary career schools and with postsecondary institutions upon which the agreement may have an impact.

003.08 Level of authorization to operate means the type of institutional offerings. The three levels shall be:

003.08A establish an administrative office,

003.08B offer less than a complete program, or

003.08C offer one or more complete programs.

- 1) The commission shall specify the academic degree level at which the institution is authorized by the commission to award credentials. These levels shall be less than associate, associate, baccalaureate, master's, and doctorate, and may be limited by the commission to certain programs or academic disciplines as defined by program title and/or CIP code (Classification of Instructional Programs from the U.S. Department of Education).

003.09 Nebraska public postsecondary institution means any public institution established, operated, and governed by this state or any of its political subdivisions that provides postsecondary education.

003.10 New campus means a facility

003.10A that meets the following criteria:

- 1) Students can complete at least one full program (certificate, diploma, degree) at the location,
- 2) The facility is either owned by an institution or under lease for a period of at least 5 years, and
- 3) The location has its own faculty, administrative head, academic resources, and student services; or

003.10B that is deemed to be a new or branch campus by the institution's accrediting body.

003.11 Out-of-state public postsecondary institution means any public institution with a physical presence in Nebraska that is established, operated, and governed by another state or any of its political subdivisions and that provides postsecondary education.

003.12 Postsecondary institution means any private postsecondary institution, out-of-state public postsecondary institution, or Nebraska public postsecondary institution exempt from the Private Postsecondary Career School Act.

003.13 Private postsecondary institution means any Nebraska or out-of-state nonpublic postsecondary institution with a physical presence in Nebraska, including any for-profit or nonprofit institution, that provides postsecondary education.

003.14 Recurrent authorization to operate means approval by the commission to operate a postsecondary institution in this state, including establishing a new campus or an administrative office, until a renewal of such authorization is required.

003.14A Modification of a recurrent authorization to operate means approval by the commission of an institution holding a recurrent authorization to operate that seeks to conduct activities outside the scope of its existing authorization, including, but not limited to, establishing a new campus and offering programs at a different level of authorization.

003.14B Renewal of a recurrent authorization to operate means approval by the commission of an institution previously authorized to operate at the time such authorization expires.

004 APPLICATION

004.01 Prior to establishing a physical presence in the state, any out-of-state public postsecondary institution or private postsecondary institution shall apply to the commission for a recurrent authorization to operate in the state.

004.02 After receiving a recurrent authorization to operate in the state, any institution seeking to conduct activities outside the scope of its existing authorization must apply for a modification of the recurrent authorization to operate.

004.03 After receiving a recurrent authorization to operate in the state, all institutions shall apply to the commission to renew their recurrent authorization to operate on a schedule specified by the commission, but at least 90 days prior to the expiration of the authorization. If an institution has satisfied the conditions identified in 001.04, it may request authorization to operate on a continuing basis rather than renewal.

004.04 Any Nebraska public postsecondary institution, any private postsecondary institution that has its principal place of business in Nebraska, and any private postsecondary career school that has its principal place of business in Nebraska that wishes to participate in an interstate reciprocity agreement for providing postsecondary distance education shall apply to the commission for approval to participate in the agreement.

005 APPLICATION PROCEDURE

005.01 Any institution seeking a recurrent authorization to operate, a modification of a recurrent authorization to operate, a renewal of a recurrent authorization to operate, or participation in an interstate reciprocity agreement shall complete the application form and pay the

application fee. Copies of the application forms for a recurrent authorization to operate and modification or renewal of a recurrent authorization to operate are included in appendices A, B, and C. Application to participate in an interstate reciprocity agreement shall be developed by the commission in accordance with the specifications of the interstate reciprocity agreement. The applicant will provide all information requested as a part of the application procedure before the application will be reviewed by the commission.

005.02 A non-refundable fee for costs to review and evaluate applications shall be submitted with each application. Fees shall be set every two years at a regularly scheduled meeting of the commission and posted on the commission website. Re-submission of an application following its withdrawal by institutions seeking authorization or participation in an interstate reciprocity agreement requires an additional fee.

006

MINIMUM STANDARDS FOR AUTHORIZATION TO OPERATE

An institution seeking a recurrent authorization to operate, a modification of a recurrent authorization to operate, or a renewal of a recurrent authorization to operate must demonstrate:

006.01 The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations.

006.02 The quality and adequacy of teaching faculty, library services, and support services.

006.03 The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution's ability to generate and sustain enrollment.

006.04 The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered.

006.05 Assurances regarding transfer of credits earned in the program to the main campus of such institution and clear and accurate

representations about the transferability of credits to other institutions located in Nebraska and elsewhere.

006.06 Whether such institution and, when appropriate, the program, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education.

006.07 The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices, loan procedures, and tuition and fee policies.

006.08 The tuition refund policy for an institution that does not participate in federal financial aid programs described in Title IV of the federal Higher Education Act of 1965, 20 U.S.C. 1001 et seq., as such act existed on January 1, 2011.

006.09 Any other standards deemed necessary by the commission.

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MINIMUM STANDARDS FOR PARTICIPATION IN AN INTERSTATE RECIPROCITY AGREEMENT

An institution seeking to participate in an interstate reciprocity agreement must demonstrate compliance with all specifications of the agreement as identified by the member states, districts, and/or territories, including:

007.01 The financial soundness of the institution.

007.02 Whether such institution is accredited by an accrediting body recognized by the U.S. Department of Education.

007.03 Other requirements specified in the interstate reciprocity agreement.

008

PUBLIC HEARING – NEW CAMPUS

Upon receipt of a complete application for a recurrent authorization to operate or modification of a recurrent authorization to operate that includes a request to establish a new campus, the commission shall set a

time and a place for a public hearing. The hearing shall be scheduled following a completed review of the application, including any further information submitted by the applicant as required by the commission and any investigation of the applicant as the commission may deem necessary or appropriate, and shall be conducted according to the Administrative Procedure Act. A representative of the institution shall be present during the public hearing and provide information as requested.

009

COMMISSION ACTION

009.01 The commission shall either approve or deny all applications and requests. Such action shall take place during a regularly scheduled commission meeting, except for approval of participation in an interstate reciprocity agreement which shall be made by the executive director on behalf of the commission. If the application for participation in an interstate reciprocity agreement is made by a private postsecondary career school, the executive director shall consult with the state department of education prior to acting on the application.

009.02 The recurrent authorization to operate shall be for a period of no more than five years. The commission may set terms or conditions on the authorization. Approval of participation in an interstate reciprocity agreement shall be for the period of time determined by the member states, districts, and/or territories and specified in the agreement.

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010 REPORTING

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012.01 Any postsecondary institution with a recurrent authorization to operate which ceases to meet any of the requirements of the Postsecondary Institution Act, any rules or regulations adopted and promulgated under the act, or any terms or conditions specified by the commission for authorization to operate under the act, shall be subject to the hearing process and commission review pursuant to section 85-2414.

012.02 Any person claiming damage or loss as a result of any act or practice by a postsecondary institution which is a violation of the Postsecondary Institution Act, of the rules and regulations adopted and promulgated under the act, or of standards established pursuant to section 85-2406, may, upon exhausting institutional complaint processes, file a complaint with the commission against such institution pursuant to section 85-2418.

012.03 Any person claiming damage or loss as a result of any act or practice by a Nebraska public postsecondary institution or a private postsecondary institution that has its principal place of business in Nebraska and is participating in an interstate reciprocity agreement that is a violation of any rules, regulations, or conditions specified for participation in the interstate reciprocity agreement may, upon exhausting institutional complaint processes, file a complaint with the commission against such institution pursuant to section 85-2418 and procedures identified in the interstate reciprocity agreement. The commission shall document all complaints and actions taken and follow any additional procedures required under the interstate reciprocity agreement.

012.04 Any person claiming damage or loss as a result of any act or practice by a private postsecondary career school that has its principal place of business in Nebraska and is participating in an interstate reciprocity agreement that is a violation of any rules, regulations, or conditions specified for participation in the interstate reciprocity agreement may file a complaint with the state board of education pursuant to section 85-1635 and procedures identified in the interstate reciprocity agreement.

013

RIGHT TO APPEAL

Any person aggrieved or adversely affected by any final action of the commission or action taken by the executive director on behalf of the commission may appeal such action. The appeal shall be in accordance with the Administrative Procedure Act.

APPENDIX A

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A RECURRENT AUTHORIZATION TO OPERATE A
POSTSECONDARY INSTITUTION IN NEBRASKA**

For Institutions Applying to Offer One or More Courses or Programs

Procedures for Submitting the Application

1. Send the application form and all supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

OR

Submit the application via email to Kathleen Fimple at:
Kathleen.fimple@nebraska.gov with the fee sent by U.S. mail.

2. A non-refundable application fee for the Commission's administrative costs shall be submitted with each application. Make checks payable to "Coordinating Commission for Postsecondary Education."
3. All sections shall be clearly marked for easy location by the reviewer.
4. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A RECURRENT AUTHORIZATION TO OPERATE A
POSTSECONDARY INSTITUTION IN NEBRASKA**

For Institutions Applying to Offer One or More Courses or Programs

Date: _____

Name of Institution: _____

Street Address: _____

City/State/Zip Code: _____

Name of Owner of Institution: _____

**Owner's Mailing Address (if
different from above):** _____

Name of Contact person: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Web Site for Institution: _____

Proposed location in Nebraska: _____

**Will this be a new campus
(owned by the institution or
under long-term lease)** yes no

Proposed offerings: Course/s only (list courses below) Program/s
(please provide a copy of the institutional catalog)

Course/s:
(if not offering a program)

**Programs to be offered and
Awards to be conferred:**

Legal Status of the Institution:

- a. Nonprofit (please provide documents of incorporation, and if available §501(c)(3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)
- b. Forprofit (please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is ownership: proprietorship, partnership, corporation?

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years? YES NO

Please provide the following information in a narrative format. Include copies of pertinent documents where appropriate.

Each numbered, italicized item is a standard identified in state statute. Statutes charge the institution to “demonstrate that it can be maintained and operated in accordance with such standards.” (Neb. Rev. Stat. §85-2406) Each bulleted item should be addressed. Additional information under each numbered item may be included as appropriate to the application.

Institutions applying to offer courses only (not a complete degree program) need only respond to starred (*) items.

1. *The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations*
 - The most recent audited financial statements and a copy of the management letter*
 - Tuition and fees for the most recent academic year or term*
 - Proposed annual budget identifying all sources of income and all categories of educational and general expenditures for the programs in Nebraska
 - Explanation of how the interests of students will be protected if the institution were to discontinue its offerings in Nebraska
 - Student loan default rate and financial responsibility composite score from the U.S. Department of Education (if applicable)

2. *The quality and adequacy of teaching faculty, library services, and support services*
 - Number of faculty teaching in the program/s (course/s*)
 - Qualifications of each faculty member (vitae, resume, or other biographical information)*
 - Library and learning resources*
 - Written agreements with local libraries regarding shared resources
 - Agreements with online libraries or data sources
 - Support services for students such as academic or career advising*

3. *The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution’s ability to generate and sustain enrollment*
 - Curriculum description/s including a list of required and optional courses
 - Course descriptions*

- Any licensure or certification requirements for the field/s and the way in which the institution will meet them
 - Instructional equipment, especially that required for specific programs*
 - Assurance that the institution will be able to secure clinical placements for students in programs that require them
 - Estimated enrollments and the basis for the estimate*
 - Comparison of the program (or course/s*) with that offered on the main campus or other campuses of the institution (if applicable)
 - Relationship between the hours of instruction and the credits awarded*
4. *The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered*
- Description of the facility (include a floor plan if this is a new campus)*
 - Copies of leases or facility use agreements*
5. *Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere*
- Any articulation agreements with Nebraska postsecondary institutions*
 - Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships*
6. *Whether such institution and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education*
- Name of the body that accredits the institution*
 - Status of institutional accreditation, including the date of the most recent accreditation and any required reports or actions*
 - List of all programmatic accreditations related to the proposed program or courses*
 - Status of all programmatic accreditations, including the date of the most recent accreditation and any required reports or actions*
7. *The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices*
- Admission requirements for the institution and programs (if different)*
 - Anticipated methods of recruiting students in Nebraska*
 - Loan procedures

8. *The tuition refund policy for an institution that does not participate in federal financial aid programs described in Title IV of the federal Higher Education Act of 1965 as such act existed on January 1, 2011*
- Copy of the Title IV Program Participation Agreement with the US Department of Education (for institutions participating in federal financial aid programs) or a copy of the tuition refund policy if not participating in Title IV*

APPENDIX B

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR MODIFICATION OF A RECURRENT AUTHORIZATION TO
OPERATE**
(new course, program, degree, etc.)

Procedures for Submitting the Application

1. Send the application form and all supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

OR

Submit the application via email to Kathleen Fimple at:
Kathleen.fimple@nebraska.gov, with the fee sent by U.S. mail.

2. A non-refundable application fee for the Commission's administrative costs shall be submitted with each application. Make checks payable to "Coordinating Commission for Postsecondary Education."
3. All sections shall be clearly marked for easy location by the reviewer.
4. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR MODIFICATION OF A RECURRENT AUTHORIZATION TO
OPERATE**
(new course, program, degree, etc.)

Date: _____

Name of Institution: _____

Street Address: _____

City/State/Zip Code: _____

Name of Contact Person: _____

Web site for institution's
location in Nebraska: _____

Name of Contact Person: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Proposed Modification (name of
degree, program, new campus,
etc.):

Location in which the
courses/program will be offered: _____

Estimated enrollment: _____

Tuition to be charged:

**Fees, including those specific
to the program:**

Each numbered, italicized item below is a standard identified in state statute. Statutes charge the institution to “demonstrate that it can be maintained and operated in accordance with such standards.” (Neb. Rev. Stat. §85-2406) Each bulleted item should be addressed. Additional information under each numbered item may be included as appropriate to the application.

1. *The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations*
 - The most recent audited financial statements and a copy of the management letter

2. *The quality and adequacy of teaching faculty, library services, and support services*
 - Number of faculty teaching in the program/s
 - Qualifications of each faculty member (vitae, resume, or other biographical information)
 - Any new library and learning resources needed

3. *The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution’s ability to generate and sustain enrollment*
 - Curriculum description/s including a list of required and optional courses
 - Course descriptions
 - Any licensure or certification requirements for the field/s and the way in which the institution will meet them
 - Any new instructional equipment required for the program/degree
 - Assurance that the institution will be able to secure clinical placements for students if the program/degree requires them
 - Estimated enrollments and the basis for the estimate
 - Comparison of the program with that offered on the main campus or other campuses of the institution (if applicable)
 - Relationship between the hours of instruction and the credits awarded

4. *The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered*
 - Description of the facility if new or evidence that the existing facility is adequate
5. *Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere*
 - Any articulation agreements with Nebraska postsecondary institutions
 - Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships
6. *Whether such institution and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education*
 - Any programmatic accreditations for the new program/degree
 - Status of programmatic accreditation/s
7. *The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices*
 - Admission requirements for the program/degree
 - Anticipated methods of recruiting students in Nebraska

APPENDIX C

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

RENEWAL APPLICATION
FOR INSTITUTIONS HOLDING A RECURRENT AUTHORIZATION TO OPERATE IN
NEBRASKA

Procedures for Submitting the Application

1. Send the application form, fee, and any supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

OR

Submit the application via email to Kathleen Fimple at:
Kathleen.fimple@nebraska.gov, with the fee sent by U.S. mail.

2. A non-refundable application fee for the Commission's administrative costs shall be submitted with each application. Make checks payable to "Coordinating Commission for Postsecondary Education."
3. Clearly mark all supporting material for easy location by the reviewer.
4. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

RENEWAL APPLICATION
FOR INSTITUTIONS HOLDING A RECURRENT AUTHORIZATION TO OPERATE IN
NEBRASKA

Date: _____

Name of Institution: _____

Nebraska Street Address: _____

City/State/Zip Code: _____

Web site for institution's
location in Nebraska: _____

Name of Contact Person: _____

Title: _____

Address if different than above: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Name of Owner: _____

Mailing Address: _____

Corporate Address if different
from above (if applicable): _____

Please provide the information requested in sections 1 through 3.

- 1. Student Data** – For the most recent academic year (specify time frame used)
 - Number of students enrolled in the institution in the Nebraska location (headcount and FTE)
 - Number of students enrolled in each program offered in the Nebraska location (headcount and FTE)
 - Number of graduates from each program offered in the Nebraska location

- 2. Accreditation** (a copy of the statement/s of affiliation status may be used for this section if it contains the requested information)
 - Name of the body that accredits the institution
 - Status of institutional accreditation, including the date of the most recent accreditation and any required reports or actions
 - A list of all programmatic accreditations
 - Status of all programmatic accreditations, including the date of the most recent accreditation and any required reports or actions

- 3. Financial Soundness and Ability to Fulfill Commitments to Students**
 - The most recent audited financial statements for the Nebraska location and a copy of the management letter
 - Tuition and fees for the most recent academic year or term
 - Copy of the Title IV Program participation Agreement with the US Department of Education (for institutions participating in federal financial aid programs) or a copy of the tuition refund policy if not participating in Title IV
 - Student loan default rates for the Nebraska location
 - Relationship between the hours of instruction and the credits awarded

For sections 4 through 10:

- If there has been no change on an item, including all portions of multiple part items, since you last reported the specified information to the Commission, check the box in the left-hand column and go to the next item.
- If there has been a change, note the change on the application or provide an attachment describing the change.



4. Legal Status of the Institution

- a. Nonprofit (please provide documents of incorporation, and if available §501 (c) (3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)

- b. For-profit (please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is ownership:

- proprietorship, partnership, corporation?

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years?

- yes no



5. Program/s Offered

- The program title/s and associated award/s (degree, diploma, certificate)
- Curriculum description/s
- Any licensure or certification requirements for the field/s
- Admission requirements



6. Quality of Faculty

- Number of faculty teaching in the program/s
- Qualifications of each faculty member (vitae, resume, or other biographical information)



7. Library and Support Services

- Library and learning resources
- Written agreements with local libraries regarding shared resources
- Agreements with online libraries or data sources
- Support services for students such as academic or career advising
- Instructional equipment



8. Facilities

- The street address of any location where instruction takes place if different from the location listed on page 2
- Street address of the administrative offices if different from instructional location or corporate office listed on page 2
- Copies of leases or facility use agreements



9. Affiliations and Transfer of Credits

- Any articulation agreements with Nebraska postsecondary institutions

- Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships
- Any other affiliations or agreements for student activities such as internships, clinical placements, student teaching or observation, etc.

10. Other Information

The institution may provide any other information not requested above that is relevant to its renewal application.

APPENDIX D

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

AUTHORIZATION TO OPERATE

Institution:

Address:

Owner:

Level of authorization:

- Administrative office
- Less than a complete program

Limitations:

- One or more complete programs

Level: (check all that apply)

- Less than associate
- Associate
- Baccalaureate
- Master's
- Doctorate

Limitations:

Length of authorization:

Date issued:

Effective date: