

**OPERATION OF THE CONSORTIUM FOR CONTINUING
HIGHER EDUCATION IN NORTHERN VIRGINIA**

**REPORT OF THE
STATE COUNCIL OF HIGHER EDUCATION
FOR VIRGINIA**



Senate Document No. 7

COMMONWEALTH OF VIRGINIA
Department of Purchases and Supply
Richmond
1973

State Council of Higher Education for Virginia

**Report on the Operation of The Consortium
for Continuing Higher Education
in Northern Virginia**

as directed by Senate Joint Resolution 67

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

10th Floor, 911 East Broad Street, Richmond, 23219

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January 1973

The Honorable Linwood Holton
Governor of Virginia

Members of the General Assembly
of Virginia

Gentlemen:

The State Council of Higher Education for Virginia is pleased to present a report on the operation of the Consortium for Continuing Higher Education in Northern Virginia as directed by Senate Joint Resolution No. 67 of the 1972 General Assembly.

We wish to thank the four member institutions of the Consortium -- George Mason University, the University of Virginia, Virginia Polytechnic Institute and State University, and Northern Virginia Community College -- for their support in making this cooperative venture in the area of continuing education a reality. This effort has been of assistance to the State Council in developing a Statewide Plan for Regional Consortia for the Coordination of Continuing Higher Education Offerings.

Therefore, in compliance with the Resolution, we present this report.

Sincerely,

A handwritten signature in cursive script that reads "A. Melvin Miller".

A. Melvin Miller
Chairman

AMM/dtb

Enclosure

State Council of Higher Education for Virginia
Report on the Operation of The Consortium for Continuing Higher
Education in Northern Virginia

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I. *Legislative Charge*

The 1972 session of the General Assembly enacted Senate Joint Resolution Number 67 (S.J.R. 67) which urged the immediate establishment of a cooperative center or consortium for continuing higher education in Northern Virginia under the aegis of George Mason University (see Appendix A for copy of S.J.R. 67). The resolution further called for the participation of George Mason University, University of Virginia, and Virginia Polytechnic Institute and State University in the development of the Consortium. Final approval of the Consortium plan was vested in the State Council of Higher Education. The State Council of Higher Education was additionally charged by S.J.R. 67 to report the results of the operation of the Consortium to the Governor and the 1973 session of the General Assembly.

II. *Organization of the Consortium*

Following passage of S.J.R. 67, the State Council staff drafted a preliminary plan for establishing a cooperative center or consortium in Northern Virginia. Copies of this plan were sent to the Presidents of the above named institutions and Northern Virginia Community College. Dr. Lorin Thompson, President of George Mason University and Dr. Daniel E. Marvin, Jr., Associate Director of the State Council of Higher Education, called an organizational meeting for April 11, 1972 at George Mason University. Institutional representatives agreed at this meeting to initiate the appropriate steps necessary to establish a consortium for continuing higher education to include George Mason University, the University of Virginia, Virginia Polytechnic Institute and State University, and Northern Virginia Community College. The decision to include Northern Virginia Community College was carefully evaluated by the member institutions, since Senate Joint Resolution No. 67 did not specifically call for its inclusion. The State Council's statutory responsibilities for coordinating continuing education and the statutes in the Code of Virginia defining the community colleges' role in continuing education and their relationship to the senior institutions offering continuing education courses were the major factors in the decision to include the Community college. Since nothing in S.J.R. 67 dictated against including other institutions the representatives of the institutions specifically mentioned in S.J.R. 67 agreed that a consortium of higher education in Northern Virginia would not be complete without the Northern Virginia Community College. This initial organizational meeting provided discussion of the overall continuing education efforts in Northern Virginia and identified specific actions needed for compliance with S.J.R. 67.

Members of the State Council staff worked closely with institutional representatives and at a May 10, 1972 meeting, a formalized *Statement of Agreement* was finalized by representatives of the member institutions (see Appendix B for copy of agreement). This *Statement of Agreement* was then submitted to and approved by the respective Board of Visitors of each member institution, thus formally establishing the Consortium.

Additional meetings of the Consortium were held to develop the

- A. Policies and Procedures for its Operation (Appendix C).
- B. Duties and Responsibilities of Consortium Administrator (Appendix D).
- C. Guidelines for a Community Advisory Committee (Appendix E).

On June 28, 1972, Dr. Lorin A. Thompson, President of George Mason University, and Chairman of the Board of Directors of the Consortium for Continuing Higher Education in Northern Virginia, wrote Dr. Marvin of the Council staff clearly stating his belief that "we have satisfied the provisions that were contained in S.J.R. 67 to establish the Consortium under the aegis of George Mason University by July 1, 1972."

In accordance with the provisions of S.J.R. 67 the State Council of Higher Education reviewed and approved the Plan for the creation of the Northern Virginia Consortium by adopting the following resolution:

The State Council of Higher Education for Virginia hereby approves the establishment of the Consortium for Continuing Higher Education in Northern Virginia by George Mason University, the University of Virginia, Virginia Polytechnic Institute and State University and Northern Virginia Community College.

III. *Operation of the Consortium*

The membership of the Consortium at the initial meeting defined the emphasis of the Consortium as being the "coordination of high quality programs with maximum transferability of credit." To realize this coordination the Consortium has adopted several specific agreements.

In the area of transferability of credits, this agreement provides for up to one-half of the work toward a masters degree to be accepted by other Consortium members toward a degree; whereas, previously the policy had generally been for institutions to accept only 6 semester hours of transfer credit. Transfer credits may also come from other accredited colleges and universities.

At the same time, students at the undergraduate level have been given an opportunity to take concurrent study from member institutions which should facilitate their earning of degrees. George Mason University allows ninety hours to be transferred from another accredited institution at the undergraduate level while Northern Virginia Community College requires only one year of residency to fulfill the requirements for an associate degree.

As a first step these agreements among the member institutions are encouraging. However, as the Consortium progresses it is desirable that additional agreements between the departments and between schools of the member institutions be implemented to foster greater transferability of credits as the Consortium further assesses the needs in the Northern Virginia area. Such agreements would extend the efforts to provide the most educational services for the least expenditures.

The Southern Association of Colleges and Schools has recently revised Standard X of the Standards of the College Delegate Assembly. These revisions provide for the elimination of the residency requirements of institutions for graduate study. This action should encourage additional

innovative approaches enabling graduate degree seekers to pursue their part time work without interruption and with the assurance that they will not have to take leave from work to finish their degrees. The Consortium has recently appointed a committee from the member institutions to develop a proposal for a non-traditional type degree. Such a degree program should be offered under the auspices of George Mason University and provide opportunities for students to earn credits from other institutions, both members and non-members of the Consortium. Final approval of this program will rest with the State Council of Higher Education.

A related development is increased accessibility to degree programs. This agreement enhances the opportunities for students to obtain graduate degrees from member institutions through the transferring of credits from one institution to another. The State Council has supported efforts, through the activities of its advisory committee on Education for Health Professions and Occupations, to study and develop a joint curriculum program for nursing education in Northern Virginia. Such a program would involve a combined effort on the part of the University of Virginia's and Virginia Commonwealth University - Health Science Division's nursing schools to jointly offer these programs in the Northern Virginia area. The Consortium has endorsed this concept and is actively engaged in the planning process. This initial progress is indicative of the type of cooperative efforts that the State Council envisions in the future throughout the Commonwealth as additional Consortia are developed. Such cooperation between the two nursing schools could foster further cooperation and coordination of offerings in other areas (i.e., geriatrics, pharmacy, and dentistry), and the Consortium appears to be an effective mechanism for this coordination. Evidence for such cooperation has already been expressed by the Committee on Education for Health Professions and Occupations. The Committee passed at its November 13, 1972 meeting the following motion in support of coordinating continuing education for physicians through the Regional Consortia:

The three medical schools, the Medical Society for Virginia and the Old Dominion Medical Society are requested to form a Committee to discuss with this Committee the development of a coordinated plan for continuing education for physicians through the Regional Consortia.

This motion refers to the State Plan for Regional Consortia for the Coordination of Continuing Higher Education Offerings which has been adopted for implementation by the State Council of Higher Education (see Appendix F for copy of State Plan).

Another major agreement among the member institutions is in the area of counseling of students. An academic counseling service for continuing education students is to be established and maintained at George Mason University. Such an office will be available to all students in Northern Virginia, regardless of where they are taking courses or matriculating for a degree. The Consortium is also publishing a handbook on admissions/transfer information and other policies of the member institutions to be used by counselors at each institution in advising students.

Because of time limitations it was agreed that a Consortium Schedule of classes would not be published for the Fall, 1972. However, agreement was reached and a Consortium Schedule (joint announcement) was

published for the 1973 spring semester/winter quarter. This schedule lists the graduate level courses, upper division undergraduate offerings, and the availability of lower-division undergraduate course offerings. This kind of joint announcement listing courses from the participating institutions is unique in Virginia and is expected to be extremely beneficial to current and prospective students. More than 115,000 announcements were printed for publication in the Star-News (Washington newspaper) for distribution to the Northern Virginia citizens. It is the opinion of the State Council that this type of joint announcement be part of the ongoing operation of the Consortium and continued efforts be exerted to ensure its efficiency and effectiveness. The Consortium also periodically publishes a newsletter to inform area residents of the Consortium's resources.

In an effort to eliminate unnecessary duplication, the Consortium Administrator reviews all proposed courses in advance of each term. The Board of Directors reviewed the Fall 1972 listing which set forth the different courses and identified the various institution's offering the same course (s). It was found that there was some duplication of effort, and it is the intent of the Consortium to eliminate such duplication as demonstrated in their policies and procedures and by their actions. It is the position of the State Council that such offerings should be reviewed prior to the beginning of the term in which they will be offered, and the Council staff will encourage and participate in this type of review. The policies and procedures of the Consortium read as follows in regard to the elimination of duplicate offerings:

Decisions regarding duplication may be necessary when several institutions propose to offer the same course. The decision as to which institution or institutions should offer the course in question should be made after carefully reviewing historical data on enrollment, projected enrollment by each institution proposing the course, accessibility to students, institutional expertise, and program objectives. Specific procedures for directing such cases should be developed by the Board.

Although the Consortium has made great headway in coordinating continuing education offerings within a short period of time, it is the opinion of the State Council staff that one of the early agenda items should focus attention on the development of "specific procedures" for deciding which institution should offer such course when there is duplication of effort. The recently adopted State Council Policies and Procedures for Continuing Education provide guidance in this area (Appendix G).

In the area served by the Consortium institutions, registrations for credit classes offered after 4:30 p.m. or on Saturday for the Fall 1972 semester increased by 18.9 percent over Fall 1971. This represents 3008 additional registrations from Fall 1971 to Fall 1972. There is no way of knowing whether this increase was due in part to the Consortium efforts or to other variables such as an increased interest in the whole area of continuing education. During the Fall registration, arrangements were made for many students to take courses at member institutions when the course was cancelled by their own institution because of lack of enrollment or other reasons.

Graduate and upper-division education courses for Fall 1972 showed a decrease of 6 to 8 percent from the registration figures of the Fall 1971. If this decrease is determined to indicate a saturation of the market, it would

be the State Council's recommendation that the member institutions evaluate the emphasis of their programs and consider other academic disciplines with greater demand. On the other hand, if the decrease represents a tight job market in Northern Virginia, where the emphasis by the several school boards is for teachers to be enrolled in degree programs before graduate hours count toward additional pay increments, then the Consortium effort to allow credits to be accumulated from three graduate institutions to enable teachers to earn advanced degrees should prove of assistance. This is a matter for additional investigation by the Consortium. (For additional analysis on enrollment; see Appendix H).

The major emphasis of S.J.R. 67 was related to credit offerings of the institutions. However, it is also necessary that the member institutions coordinate their activities in the area of non-credit public service offerings. Since the Policies and Procedures of the Northern Virginia Consortium do not take this extremely important area into consideration, it will be necessary for the Consortium to revise its policies and procedures in the area of public service offerings to bring them into agreement with the State Council's Policies and Procedures for the Coordination of Continuing Education Offerings.

The member institutions hired a full-time administrator in July, 1972. Mr. Dean E. Brundage, past Director of the Northern Virginia Center for Continuing Education of the University of Virginia was selected by the Consortium members to be the administrator. The administrator is responsible to the Board of Directors for all Consortium activities. The Consortium administrator is officially an employee of George Mason University. George Mason University in turn receives payment from each of the Consortium members for their equal share of the expenditures of the Consortium. The administrative expenses (administrator's salary, secretary's salary, travel expenses, etc.) are paid out of a budget of \$32,000 which is provided equally by the four member institutions.

The State Council recognizes that Consortia will require financial resources, however, the benefits significantly exceed costs of such a cooperative venture. Although the costs for the Northern Virginia Consortium are greater than originally estimated by the State Council, it should be noted that this Consortium provides nearly 40% of the continuing education offerings in the state with approximately 20% of the state's population. Inasmuch as the Northern Virginia Consortium has been successful, the State Council has used the basic concepts involved in its organization and applied it in its statewide plan for coordinating continuing education. However, the State Council does not believe that the remaining five consortia should be exact duplicate models of the Northern Virginia Consortium. The reasons supporting diversity are numerous; however, four of the best reasons relate to the nature of the institutions, programs offered, the geographical regions served, and the population. Therefore, it is the contention of the State Council that each Consortium will be of some additional expense to the State but it be incumbent upon the member institutions of all consortia and the State Council to keep such expenditures at a nominal rate.

Administrative efficiencies should be realized in other areas from the Consortium's activities. For example, there will be a sharing of computer and library facilities through the cooperative efforts of the member institutions. Educational television station WNTV-Channel 53 has recently become operational in Northern Virginia and has expressed interest in the

activities of the Consortium. Expertise of this kind can be used in the development and presentation of new programs and should be utilized whenever feasible, especially since their emphasis is on continuing education. The coordination between the Consortium and Channel 53 is enhanced by the Consortium Administrator serving as Chairman of an advisory committee to Channel 53. The advisory committee advises the station on continuing education needs in the area. Two specific actions have already resulted from Channel 53 activities:

1. Project 360 is a program to begin in January and last for 56 weeks and is intended to help those who are undereducated or seeking new directions in their careers.
2. On December 9, 1972 Channel 53 televised an all day conference funded by Title I of the Higher Education Act of 1965 on Health Care needs in Northern Virginia.

Finally, there has been established a Community Advisory Committee to the Consortium. The purpose of the Community Advisory Committee is to advise the Consortium Board regarding the needs and interests in higher education of the Northern Virginia community at large and to serve as a representative community voice in regard to Consortium programs and activities. The Committee serves in an advisory capacity and has no administrative or legislative authority. Members of the Committee are as follows:

Delegate Mary Marshall - Arlington
Senator Charles L. Waddell - Loudon County
Dr. S. John Davis - Fairfax County
Mr. John Gibson - Alexandria
Mrs. Elizabeth Campbell - Arlington
Mr. George Richardson - Arlington
Mr. H. Gray Gillen - Arlington
Mr. Franklin P. Iams - Falls Church
Mrs. Barbara Hanson - Arlington
Dr. Carl Madden - Arlington
Mrs. Roberta Tankel - Fairfax County
Vacant - Prince William

Such an advisory committee is highly desirable and should allow the Consortium to be more responsible to its constituency.

IV. *Conclusions and Recommendations*

The State Council of Higher Education is of the opinion that the Consortium for Continuing Higher Education in Northern Virginia is fulfilling the objectives for which it was created. Faced with a widespread interest in part-time study, these four institutions are making a cooperative effort to insure that it is easier for a part-time student to earn his or her degree. The State Council has developed a State Plan for Regional Consortia for the Coordination of Continuing Higher Education Offerings based in part on the principles of the Consortium for Northern Virginia (see Appendix F). In addition to the recommendations presented earlier in the body of the report there are several issues presented below from which additional emphasis and progress should be forthcoming:

1. The Consortium for Continuing Higher Education in Northern Virginia should continue its plans to develop and implement a non-traditional degree program with minimum residency requirements. Curriculum

“packages” might also be developed offering specialized programs that no single institution would have resources to undertake. Shared use of facilities, exchanging faculty members, and group approaches to common problems are all viewed as avenues for exploration by the Consortium.

2. Ever increasing efforts should be applied to eliminate unnecessary duplication of efforts.
3. Efforts should be made to facilitate the registration of students for course offerings of member institutions. Some provisions should be made to enable students to enroll for courses offered by Consortium members at any member institution.
4. The Consortium should consider developing a procedure by which permanent records for part time students who take courses from several institutions can be maintained and retrieved at a single location.
5. Member institutions are encouraged to continually evaluate the Policies and Procedures of their institution and the Consortium in order that they be compatible in both policy and administration.

The future success of the Consortium will continue to be determined by the willingness of the participating institutions to cooperate and to share institutional autonomy for the common good. Past achievements have indicated that the institutions have the capacity to serve greater numbers of people through such cooperative efforts and bring higher education even closer to the citizen in a more coordinated manner.

APPENDIX A

SENATE JOINT RESOLUTION NO. 67

1
2 *Urging certain institutions of higher education to establish a cooperative*
3 *center for continuing education in Northern Virginia.*

4
5 Offered February 21, 1972
6

7 Patrons—Messrs. Brault, DuVal, Bendheim, Smith, Holland, Waddell,
8 Gartlan and Hirst

9
10 Referred to the Committee on Rules
11

12 Whereas, increasing numbers of Virginia's citizens are seeking oppor-
13 tunities to continue their education on a part-time basis at State-supported
14 institutions of higher education; and

15 Whereas, the Commission for Economy in Governmental Expendi-
16 tures undertook a study of continuing education, submitting its findings
17 to the Governor and to the General Assembly and urged further study in
18 its report of 1970; and

19 Whereas, the General Assembly of Virginia, through Senate Joint
20 Resolution 29, 1970, directed the Virginia Advisory Legislative Council to
21 make a further study of continuing education in the Commonwealth; and

22 Whereas, the study has been completed and a report submitted to the
23 Governor and the General Assembly; and

24 Whereas, this Virginia Advisory Legislative Council report notes the
25 modest cost of continuing education to the State, endorses increased sup-
26 port of continuing education, but cites concern over possible duplication
27 of efforts by State institutions of higher education in some regions of the
28 State; and

29 Whereas, State planning for the development of the George Mason
30 University has for many years envisioned the emergence of George Mason
31 as the major regional university in Northern Virginia; and

32 Whereas, the University of Virginia, through the School of General
33 Studies, has for many years operated a Center for Continuing Education
34 in Northern Virginia which now enrolls approximately five thousand stu-
35 dents each semester in a broad array of undergraduate and graduate
36 courses as well as in noncredit courses; and

37 Whereas, the curricula and human resources of the University of Vir-

1 ginia ought to continue to be made available through the School of General
2 Studies to help to provide for the diverse needs of Northern Virginians, as
3 well as Virginians elsewhere; and

4 Whereas, Virginia Polytechnic Institute and State University has
5 opened an office in Reston and has organized graduate classes in Business
6 Administration, Education, Economics, Engineering, Urban Affairs and
7 other fields, which are contributing significantly to the education of hun-
8 dreds of adults in Northern Virginia; and

9 Whereas, there is concern over duplication of administrative and
10 curricula efforts among the State-supported senior institutions of higher
11 education in continuing education at a time when economy of operation is
12 essential; and

13 Whereas, there is pronounced need for cooperation and coordination
14 among institutions serving this populous region so as to encourage the
15 mutual acceptance and interchangeability of course credits and for in-
16 creasing opportunities for adults to earn undergraduate and graduate de-
17 grees, whether off-campus or resident in character; and

18 Whereas, universities in many parts of the nation are joining together
19 in varying cooperative arrangements and consortia; and

20 Whereas, it appears that the administrative structures for continuing
21 education of the three senior State-supported institutions active in Northern
22 Virginia are at a stage in their development at which they might effectively
23 be brought together; and

24 Whereas, such cooperation holds much promise for providing maxi-
25 mum educational opportunities for adult students and for the development
26 of needed programs and services while, at the same time, effecting consid-
27 erable savings in costs to the Commonwealth, now, therefore, be it

28 Resolved, by the Senate of Virginia, the House of Delegates concurring,
29 That the George Mason University, the University of Virginia, and Vir-
30 ginia Polytechnic Institute and State University are urged to establish
31 forthwith, subject to the approval of the State Council of Higher Educa-
32 tion, a consortium or cooperative center for continuing education with
33 main offices at George Mason University. Said cooperative center, under
34 the aegis of George Mason University, shall become operative July one,
35 nineteen hundred seventy-two so as effectively to coordinate the continuing
36 education offerings of the participating universities and to serve as a model
37 for further joint programs in other areas of the State, and the State Council
of Higher Education shall report to the Governor and the General Assembly not
later than January 1, 1973 the results of the operation of said cooperative center.

APPENDIX B

The Consortium for Continuing Higher Education in Northern Virginia

Introduction

The Consortium for Continuing Higher Education in Northern Virginia is the result of an inter-institutional cooperative agreement between George Mason University, Northern Virginia Community College, the University of Virginia, and Virginia Polytechnic Institute and State University. The purpose of the Consortium shall be to provide coordinated high quality programs with maximum transferability of credit for those courses offered for credit in Northern Virginia by the four participating state-supported institutions. Those credit courses to be coordinated by the Consortium shall include all credit courses offered by the participating state-supported institutions which are: offered off-campus; offered on-campus primarily intended for adult, part-time, or continuing education students; or offered on-campus after 4:30 p.m.

This Consortium was developed as a response to Senate Joint Resolution No. 67 passed by the 1972 session of the General Assembly and in order to maximize the educational opportunities and provide needed programs and services for the citizens of Northern Virginia. Senate Joint Resolution No. 67 urges that institutions of higher education offering courses for continuing education in Northern Virginia "establish forthwith, subject to the approval of the State Council of Higher Education for Virginia, a consortium or cooperative center for continuing education with main offices at George Mason University. Said cooperative center, under the aegis of George Mason University, shall become operative July 1, 1972. . ."

Statement of Agreement

The state-supported institutions of higher education currently offering academic credit in Northern Virginia hereby agree to enter into an inter-institutional cooperative agreement to establish the Consortium for Continuing Higher Education in Northern Virginia. This Consortium is created in response to Senate Joint Resolution No. 67, passed by the 1972 session of the General Assembly, and in order to maximize educational opportunities and provide needed programs and services for the citizens of Northern Virginia. The Consortium has the following goals and objectives:

1. To provide maximum higher educational opportunities for the adult, part-time, or continuing education student of Northern Virginia.
2. To encourage mutual acceptance and interchangeability of course credits between participating institutions.
3. To facilitate the earning of degrees by adult, part-time, or continuing education students.

4. To make efficient and appropriate use of the resources of all institutions offering courses within the region.
5. To work cooperatively with the State Council of Higher Education for Virginia and other concerned state agencies to promote the systematic and coordinated growth of continuing higher education in Northern Virginia.

We agree that the Policies and Procedures for the Consortium for Continuing Higher Education in Northern Virginia shall be established by a Board of Directors. This Board shall consist of:

- A. The president or his designated representative of each of the participating state-supported institutions.
- B. A representative of the staff of the State Council of Higher Education for Virginia shall be an ex-officio member of the Board with voice but without vote.

The Chairman of the Board for the Consortium for Continuing Higher Education in Northern Virginia shall be the President of George Mason University or his designated representative.

The Board of Directors shall establish all Policies and Procedures necessary for the effective operation for the Consortium for Continuing Higher Education in Northern Virginia. These Policies and Procedures must be consonant with legislative requirements and the Policies and Procedures established by the State Council of Higher Education for Virginia in the coordination of continuing education activities. The Board of Directors shall establish an advisory committee for continuing higher education with membership broadly representative of the Northern Virginia area.

(s) Lorin A. Thompson
Lorin A. Thompson - George Mason University

(s) Richard J. Ernst
Richard J. Ernst - Northern Virginia Community College

(s) Vincent Shea
Vincent Shea, Acting President - University of Virginia

(s) T. Marshall Hahn, Jr.
T. Marshall Hahn, Jr. - Virginia Polytechnic Institute and
State University

APPENDIX C

Consortium for Continuing Higher Education in Northern Virginia

Policies and Procedures

The Graduate Area

Introduction

Member institutions offering graduate level courses in Northern Virginia are George Mason University, University of Virginia, and Virginia Polytechnic Institute and State University. Each institution has its own student admission and performance criteria, reflective of the academic programs offered and the mission of the institution. The policies and procedures adopted by the Consortium shall facilitate access to higher education through the cooperating institutions.

Admissions

Applicants shall seek admission by satisfying the requirements of the selected institution in which the degree is sought. It shall be the responsibility of the member institution to provide for (a) guest matriculate (concurrent enrollment--an enrollee, while working for a degree at one institution, with prior approval may be admitted and receive credit for courses from another sister institution), (b) degree students, and (c) non-degree students, with appropriate intrainstitutional pathway whereby individuals in category (c) may apply for change to (b).

The committee recommends that representatives from the institutions offering graduate work shall define the provisions for on-site registration. We note that two of the senior institutions already make provisions for on-site registration.

Courses to be Offered

Participating institutions will share lists of proposed courses in sufficient time so that the Consortium Administrator may review them and subsequently, if needed, confer with the institutions involved. The Administrator shall have the responsibility of informing the Consortium Board and the appropriate member institutions of areas of excessive course offerings and the areas where insufficient educational offerings are provided.

Transfer Credits

Transfer credits may come from a Consortium member institution and/or from other accredited colleges/universities. Up to one-half of the work offered for a degree may be accepted from a Consortium member or members in 1972-1973. This maximum includes the hours (up to and including 6 semester-hours) allowed by transfer from without the Consortium.

Faculty

Consortium members shall observe the prescription for graduate faculty as set forth in Standard Ten of the Standards of The College Delegate Assembly of The Southern Association of Colleges and Schools (December 1, 1971).

Graduate Counseling

Each student will be assigned a graduate adviser at his "home" institution. The adviser will assist the student in planning a formal course of study leading to a degree and shall recommend (via the department chairman) to the graduate dean of that institution credits to be allowed by transfer. The student must have the prior approval of the graduate adviser (and graduate dean where required) in order to undertake concurrent enrollment at a Consortium member institution. The granting of such approval shall specify that the student is in good standing at his "home" institution.

Application and Registration Procedures and Fees

Students will observe the regular procedures and fees applied by institutions offering courses for which they are enrolled. The Administrator will not be responsible for the collection or accounting for fees nor will he be responsible for transcripts of students records of achievement.

The Undergraduate Area

Member institutions offering undergraduate courses in Northern Virginia are George Mason University, University of Virginia, and Northern Virginia Community College. Any undergraduate student in good standing at one of the three member institutions offering undergraduate courses may with the permission of his Dean, adviser or other appropriate official register for concurrent study at a member institution.

Such concurrent study would be subject to reasonable limits in keeping with the student's course load at his home institution his past academic performance, job and family responsibilities and similar responsibilities.

Guest matriculants" will pay the usual fees and tuition charged by the host institution.

APPENDIX D

Duties and Responsibilities of the Consortium Administrator

The administrator will be employed by the Consortium Board and will report to Board on policy and administrative matters. The Consortium will maintain offices at George Mason University. The administrator will maintain regular operational contact with the Chairman of the Board who is the President of George Mason University.

The administrator will:

1. Serve as the chief executive officer of the Consortium Board bringing to the Board such matters as require the attention of Board members. He will keep necessary secretarial and accounting records and will implement policy decisions made by the Board.
2. Report directly to the Board on policies and procedures annually.
3. Act as the executive secretary to the Citizens Advisory Committee. He will obtain and provide assistance to the lay members and facilitate their work in every way possible.
4. Establish and maintain close liaison with the administrators, professional staff and participating faculty of the member institutions of the Consortium.
5. Assess -- in concert with the leadership and staff of the member institutions, with business, government and the professions and the public at large -- continuing higher education needs in Northern Virginia.
6. Coordinate, where feasible, such inter-institutional planning as may be appropriate to meet those needs for continuing education which have been identified.
7. Provide, where needed, such liaison and follow-up as may be helpful in the implementation of those plans which have been cooperatively devised.
8. Coordinate evaluations of Consortium sponsored programs on a periodic basis and make appropriate presentations to the Board.
9. Bring together individuals with common responsibilities at the member institutions such as admissions officers, counselors, registrars and others to discuss Consortium policies and practices which affect their work. The administrator will take steps to assure sound inter-institutional communications and understanding.

10. Attend, upon invitation and so far as practical, staff and faculty meetings of Consortium members when these deal with continuing education matters relating to the activities of the Consortium.
11. Negotiate contributions to the Consortium from the members in money, services, equipment, space and personnel.
12. Seek grants.
13. Relate, as far as possible, the resources of the Consortium to educational television and radio.
14. Play an active role in informing the public of continuing education opportunities through speeches, radio and television appearances, the press, brochures and individual contacts with Northern Virginians.
15. Make it work!

APPENDIX E

Guidelines For Community Advisory Committee To Consortium For Continuing Higher Education in Northern Virginia

Purpose

The purpose of the Community Advisory Committee is to advise the Consortium Board regarding the needs and interests in higher education of the Northern Virginia community at large and to serve as a representative community voice in regard to Consortium programs and activities. The Committee serves in an advisory capacity and has no administrative or legislative authority.

Specific Functions and Responsibilities of the Committee

The Community Advisory Committee:

1. Serves as a communication channel between the Consortium and the community;
2. Advises in the designing of educational offerings appropriate for the higher education needs within the community;
3. Advises in the evaluation of the Consortium activities and recommends changes as necessary to keep the total program vital;
4. Keeps the Consortium informed as to the changing needs and interests within the entire community related to higher education;
5. Provides means for the Consortium to inform the community of programs and activities and upon request suggests ways for improving public relations and information concerning given Consortium activities;
6. Assists in other matters when requested by the Consortium.

Membership of the Community Advisory Committee

1. All members shall be officially appointed by the Chairman of the Consortium Board with the concurrence of the entire Board membership.
2. The membership consists of persons who represent a broad spectrum of the Northern Virginia citizenry in relation to educational background, needs, and/or status and geographic location.
3. The Committee shall consist of twelve members.

4. To allow for continuity of the Committee membership, the terms of service shall rotate. With the initial appointment of members, the membership rotation shall be started as follows:

one-half to serve 1 year
one-half to serve 2 years

The term of service for this initial establishment of the Committee shall be decided by random selection. Thereafter, each member shall be asked to serve a term of two years. A member may be asked to serve more than one term. However, not more than two terms shall be successive.

5. The members shall serve without financial compensation.
6. The Executive Secretary of the Consortium shall serve as an ex officio member of the Committee.
7. Membership terms on the Committee shall begin September 1.

Advisory Committee Officers

1. The Committee Officers shall consist of a Chairman, Vice-Chairman, and Secretary.
2. The Chairman shall be elected from the Committee membership and shall serve a term of one year as Chairman.
3. The Vice-Chairman shall be elected from the membership and shall serve a term of one year.
4. The Executive Secretary of the Consortium shall serve as Secretary to the Committee.

Duties of Officers

The Chairman shall:

1. Preside at all meetings of the Committee;
2. Plan, with the Secretary, the meeting agenda;
3. Set the tone of the meeting as informal, seminar-type meetings for maximum exchange of ideas;
4. Call the meetings of the Committee.

The Vice-Chairman shall:

1. Preside in the absence of the Chairman;
2. Fulfill any other duties designated by the Chairman.

The Secretary shall:

1. Prepare and mail all announcements, minutes and other information to all Committee members, Consortium Board Members, and others who need to be informed of the Committee functionings;
2. Aid the Chairman in establishing the agenda and details for the Committee meetings;
3. Keep an active and up-dated list of Committee membership;
4. Prepare all materials for distribution to Committee members prior to meetings;
5. Coordinate and communicate the business of the Committee with appropriate Consortium personnel.

Meetings of the Community Advisory Committee

The Community Advisory Committee should meet a minimum of four times each year at a time convenient to the membership.

Procedure For Identifying, Selecting, and Appointing Committee Members

Identification

The prospective members of the Community Advisory Committee shall be identified by the Consortium member institutions. Consideration should be given to the following factors concerning selection of Committee members:

1. Each member should be in a position to represent a segment of the Northern Virginia population or a geographical area;
2. Each member should be interested in and have a commitment to Continuing Higher Education;
3. Each member should be aware of the time commitment;
4. Each member should exhibit a sense of civic responsibility;
5. Within the total membership, the entire Northern Virginia area should be represented;
6. As much as possible, the entire range of interests in higher education should be represented in the membership.

Process of Appointment to Community Advisory Committee

Each member institution shall prepare a list of prospective members which shall be forwarded by the respective members of the Consortium Board to the Board Chairman. The list shall contain the following information:

1. Name
2. Business and home address and phone
3. Position of employment
4. Biographical statement relating to qualifications for Committee membership

Each nominee to be considered will be contacted by the Executive Secretary of the Consortium to inquire as to his willingness to serve.

The Chairman of the Consortium Board will propose a final list of members, selected from the nominees submitted by the institutions, to the Board membership for review and concurrence.

The letter of appointment shall come from the Chairman of the Board stating the length of the term of appointment.

The process of appointment shall be completed prior to September 1 of each year.

A vacancy occurring in the Committee at any time other than the normal rotation of membership will be filled by appointment of the Chairman of the Board. Such an appointment must be approved by the members of the Board.



APPENDIX F

COORDINATION OF CONTINUING HIGHER EDUCATION IN VIRGINIA

A State Plan for Regional Consortia for Continuing Higher Education

The 1966 session of the General Assembly of Virginia assigned to the State Council of Higher Education responsibility for coordinating "off-campus extension and public service of all state-controlled institutions of higher education including all credit and non-credit courses. The Council shall establish and maintain the Extension and Public Service Advisory Committee composed of college and university representatives and such other members as the Council may select to advise the Council . . ." The 1970 session of the General Assembly by Senate Joint Resolution No. 29 directed the Virginia Advisory Legislative Council to further study continuing education. The 1972 session of the General Assembly passed Senate Joint Resolution No. 44 urging that the State Council of Higher Education and the state-supported institutions of higher education "increase their attention to and efforts in continuing education, and work towards the end that the quality and prestige of continuing education be comparable to that of regular degree programs, that full degree credit be given in place of extension credit, that meaningful programs be devised, answerable to the needs of the communities in which they are offered, and that facilities and resources be used fully and economically."

Senate Joint Resolution No. 44 further resolved that "the State Council of Higher Education is urged to coordinate activities in continuing higher education in a flexible manner, in order to prevent the duplication of effort, but preserving variety where courses are similar in general description but significantly different in direction; to seek to insure that each course or program is offered by the appropriate institution on the basis of quality and economy; and to encourage institutions to work toward interchangeability of credit. . ."

The 1972 session also acted favorably on Senate Joint Resolution No. 67 calling for "the immediate establishment of a cooperative center or consortium for continuing education with main offices at George Mason University and under the aegis of George Mason University." In establishment of a cooperative center the joint resolution further calls for the participation of George Mason University, the University of Virginia, and Virginia Polytechnic Institute and State University, and final approval of the State Council of Higher Education. This cooperative center should become operative July, 1972, to coordinate the continuing education offerings of the participating universities and to serve as a model for future joint programs of other areas of the state. The resolution identifies a number of premises upon which the establishment of a consortium or cooperative center is based. These premises include

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emergence of George Mason University as the major regional university of Northern Virginia, concern over duplication of administrative and curriculum efforts, consideration of interchangeability of credits, establishment of degree programs, trends elsewhere in the nation, combining administrative structures, maximizing educational opportunities, and reducing costs. The State Council of Higher Education recognizes its statutory responsibility for the coordination of continuing education activities of state-supported colleges and universities.

Finally, House Bill 1054, a substantial amendment to Section 23-9.10 of the existing Code is currently pending before the House Education Committee.

With the increasing demands and interests by the citizens of the Commonwealth and the growing expression of interest by the General Assembly, it is important that the institutions of higher education and the State Council of Higher Education cooperate fully to develop a functional plan for the comprehensive coordination of continuing higher education.

REGIONAL CONSORTIA FOR CONTINUING HIGHER EDUCATION

The objective of this plan shall be to provide adequate opportunities for the continuing education of the adult population of the Commonwealth with maximum economy compatible with the maintenance of quality and with optimum utilization of the facilities and the expertise of the various state-supported institutions of higher education. It shall be understood that adequate opportunities must include appropriate credit and degree programs at both the undergraduate and graduate level as well as a broad selection of non-credit programs.

The state shall be divided along planning district lines to form six regional consortia districts. Each district shall contain a number of state-supported institutions of higher education, and a senior state-supported institution shall serve as the focal point for development of each regional consortium.

Those senior institutions designated below should be encouraged to develop non-traditional degree programs at the baccalaureate and master's level. Such programs should be designed to provide maximum higher educational opportunities for the earning of degrees by continuing education students. These degree programs should be of high quality consistent with university standards and will require State Council of Higher Education approval prior to initiation.

<u>Planning District</u>	<u>Area</u>	<u>Institution</u>
1, 2, 3, 4, 5, 12	Western	VPI&SU
6, 7, 9	Valley	Madison
10, 11, 13, 14, 16, 17, 18	Central	UVa
15, 19	Capitol	VCU
20, 21, 22	Tidewater	ODU
8	Northern	GMU

With the approval of the State Council of Higher Education there shall be established in each region a consortium for continuing higher education. These consortia shall provide a framework through which all institutions in a region, state-supported as well as private, can cooperatively coordinate continuing education offerings. Although certain senior state-supported institutions shall be designated as the focal point for the development of the consortia, the cooperative arrangement of the consortia shall rely upon the cooperation of the member institutions in a partnership of equals.

Each consortium shall be composed of those state-supported institutions located within the consortium region and those state-supported institutions offering significant off-campus course work within the consortium region. Each consortium shall be governed by a Board of Directors. The Board will be composed of the president or his designated representative of each state-supported institution of higher education which is a member of the consortium. A representative of the State Council of Higher Education's staff, who shall have voice but no vote, shall also be a member of the Board. The Chairman of the Regional Consortium shall be the president of the designated senior institution located in that region or his designee. Each regional consortium shall operate within the Policies and Procedures developed by the Continuing Education Advisory Committee and approved by the State Council of Higher Education.

Responsibilities of each consortium include the following:

1. To assess the needs for continuing higher education programs in the consortium region.
2. To provide maximum higher education opportunities for continuing education students.
3. To encourage mutual acceptance and interchangeability of course credits among participating institutions.
4. To facilitate the earning of degrees at all levels by continuing education students.
5. To make efficient and appropriate use of the resources of all state-supported institutions offering courses within the consortium region.
6. To approve or disapprove specific course offerings by member institutions engaged in continuing higher education activities in the consortium region.
7. To publish periodically an announcement, listing offerings available in the consortium region for continuing education students.
8. To ensure counseling services by participating institutions for continuing education students.
9. To ensure the maintenance of academic records by participating institutions for continuing education students.

10. To facilitate inter-institutional cooperation in the development of community service programs for the consortium region.
11. To evaluate, where appropriate, the effectiveness of continuing education offerings and activities conducted through the consortium.
12. To report semi-annually to the State Council of Higher Education the on-going activities of the consortium.
13. To report to the State Council of Higher Education on the desirability and need for educational services from state-supported institutions not engaged in continuing higher education within the consortium region when educational expertise is not available within the member institutions of the consortium.

RESPONSIBILITIES OF THE STATE COUNCIL OF HIGHER EDUCATION

A. Responsibility for Regional Consortia

The State Council of Higher Education for Virginia is statutorily charged with the coordination of continuing education offerings of state-supported institutions of higher education. Coordination of such activities can logically be divided into three levels:

1. The coordination of regional and statewide non-credit public service offerings.
2. The coordination of on-going instructional activities by member institutions of regional consortia.
3. The coordination of off-campus credit offerings in new locations by institutions not members of the consortium in which they propose to offer courses.

In discharging its statutory responsibility for coordination, the Council will delegate certain responsibilities to the institutions and coordinating consortia while setting broad operating policies for statewide coordination.

1. The Coordination of Regional and Statewide Non-Credit Public Service Offerings.

Non-credit public service offerings by state-supported institutions are primarily the responsibility of the governing boards of each college or university. With the advent of the Continuing Education Unit, each institution will be required to evaluate its non-credit public service offerings and assign Continuing Education Unit values to appropriate activities. Public service activities can be coordinated through regional consortia under policies and procedures established by the consortia, the

State Council of Higher Education, and the Southern Association of Colleges and Schools.

2. The Coordination of On-Going Instructional Activities by Member Institutions of Regional Consortia.

Each regional consortium shall be the primary organization responsible for the coordination of on-going continuing education programs within the region. Each regional consortium should have final authority (within the State Council of Higher Education's Policies) for the coordination of continuing higher education activities of those institutions which are members of the consortium.

3. The Coordination of Off-Campus Credit Offerings in New Locations by Institutions Not Members of the Consortium in Which They Propose to Offer Courses.

The State Council of Higher Education shall be responsible for the approval of state-supported institutions of higher education offering off-campus credit courses at locations serviced by consortia of which they are not members.

Senior Colleges and Universities

Regional consortia may advise the State Council on requests by senior institutions to offer off-campus credit courses at locations serviced by consortia of which they are not members; however, the decision to approve a state-supported institution to offer course work within the geographic region of another regional consortium should rest with the State Council.

Community Colleges

Community colleges shall be authorized to offer off-campus courses within their service districts. A community college, while a member of the consortium region in which its main campus is located, may also offer courses within those parts of its service district lying within a consortium region of which the community college is not a member. Those community colleges non-resident within a consortium region in which a portion of their service district is located shall have a liaison representative to attend this consortium's meetings for purposes of coordination. These course offerings will be subject to coordination by the appropriate consortium, and only in cases of appeal will State Council of Higher Education approval be necessary.

B. Responsibility of the Continuing Education Advisory Committee

The State Council of Higher Education shall maintain a Continuing Education Advisory Committee with responsibilities including both credit and non-credit continuing education offerings. The Committee shall be advisory to the State Council on all matters relating to the

education of continuing education students. Responsibilities of the Continuing Education Advisory Committee shall include:

- a) developing basic Policies and making appropriate recommendations for the progressive development and operation of regional cooperation under the plan of organization for regional consortia.
- b) reviewing the progress and actions of such regional consortia as are established. All actions of regional consortia are subject to review by the Continuing Education Advisory Committee and the State Council of Higher Education.
- c) recommending and assisting in the development of statewide cooperative programs where large-scale efforts are required. This includes recommending statewide cooperative efforts for Federal support programs.
- d) advising the State Council on: 1) studies in continuing higher education with respect to needs, institutional resources, cost/benefits, national trends and other areas of significance to continuing education in Virginia; 2) annual collection and analysis of data regarding existing continuing education and public service offerings.
- e) providing representation for various continuing education committees, task forces, and functions as requested by the State Council.

Membership on the Continuing Education Advisory Committee shall include a representative from each senior state-supported institution and four representatives from the Virginia Community College System.

A standing subcommittee of the Continuing Education Advisory Committee shall be the Coordinating Committee for Regional Consortia. Membership shall include one representative from each regional consortium, as nominated by the respective Boards of Directors and appointed by the Director of the State Council of Higher Education, and a non-voting chairman from the staff of the State Council of Higher Education. The Coordinating Committee shall hear appeals of decisions of the various regional consortia in accordance with procedures to be established by the Committee, and shall deal with matters of inter-consortium concern. No institution shall have more than one representative on the Coordinating Committee.

APPENDIX G

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

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STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA POLICIES FOR THE COORDINATION OF CONTINUING EDUCATION OFFERINGS OF STATE-CONTROLLED INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

Introduction

Continuing education offerings are defined as educational experiences both credit and non-credit provided by institutions of higher education primarily for adult citizens who are fully employed or for whom education is not their immediate and primary interest. For purposes of coordination continuing education offerings will be divided into off-campus credit offerings and both on-campus and off-campus non-credit public service offerings for which the Continuing Education Unit may be awarded.

A. Off-campus credit offerings.

The main college campus shall be defined as the primary physical area where resident research and instruction occurs. Off-campus credit offerings are defined as instructional activities for which credit is given but which are offered in a location other than the campus or on property contiguous to the campus.

B. Non-credit public service offerings.

Non-credit public service offerings are defined as those continuing education activities not for credit provided off-campus or on-campus by an institution of higher education. Such activities governed by this definition are those which are organized and administered for instructional purposes and for which Continuing Education Units may be awarded.

Coordination of continuing education offerings should be accomplished through Regional Consortia for Continuing Higher Education. The organization and operating procedures of Regional Consortia for Continuing Higher Education must be consistent with the Policies presented below and must have final approval from the State Council of Higher Education for Virginia.

Consistent with its statutory responsibility to provide a rational pattern of continuing education offerings throughout the Commonwealth, the State Council of Higher Education for Virginia shall maintain a Continuing Education Advisory Committee. This Committee will transmit its advice and recommendations to the State Council of Higher Education for Virginia and thereby assist the Council in successfully discharging its coordinating responsibilities.

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Planning Virginia's Progress in Higher Education

In order to insure maximum understanding, separate policies are developed for (I) off-campus credit offerings and (II) public service offerings.

I. Off-Campus Credit Offerings.

- A. Off-campus credit offerings shall capitalize upon the strengths, locations, and identities of individual institutions. In responding to demonstrated needs, institutions will offer off-campus credit courses on the basis of their particular academic competencies.
- B. Off-campus credit offerings should be provided within the region of a consortium after it has been determined by the consortium that on-campus college programs offered by institutions resident within the region are insufficient to meet student needs for courses or programs.
- C. The Community College Act of 1966 provides for the offering of lower division courses for credit, including college transfer courses, occupational-technical courses, and general and continuing education courses for adults in the above fields, by the state system of community colleges in response to local needs. Pursuant to that act, lower division continuing education courses should be the primary responsibility of the community colleges. Senior colleges should offer off-campus credit courses at the lower division level only after ascertaining through the consortium that community colleges are unable to meet student needs for the courses or programs requested.
- D. As provided in the Community College Act of 1966, whenever practicable the community colleges shall provide facilities for upper division and graduate off-campus credit offerings by senior institutions.
- E. Authorization for an institution of higher education to offer off-campus credit offerings within the consortium region of which that institution is a member shall be determined by the consortium. In arriving at decisions on specific course offerings, institutions shall be eligible to vote on specific course offerings if they offer courses at that level, or courses which articulate with the level of course being considered. Institutions which wish to offer off-campus credit courses in a region served by a consortium of which they are not a member must have State Council approval in advance of such offerings.
- F. The State Council of Higher Education will survey at least semi-annually the off-campus credit offerings of all institutions of higher education and publicly report such findings at least annually.

II. Public Service Offerings.

Public service programs are defined as those offerings which do not carry academic credit but which provide continuing education opportunities off-campus or on-campus by an institution of higher education in a manner to capitalize on its particular competencies and resources. Such public services include conferences, institutes, seminars, workshops, non-credit courses and special training programs. Not included for purposes of these policies are student activity programs, individual faculty or staff consultant services, faculty addresses and publications, research activities, and programs of a general nature open to the public or available through the mass media.

Public service offerings, within the above definition, may be grouped into two categories:

- a. Those for which the Continuing Education Unit (CEU) is awarded in conformity with standards and guidelines of the Southern Association of Colleges and Schools.
- b. Those which are less formally structured and do not meet the criteria established for the Continuing Education Unit.

Under its authority set forth in Section 23-9.10 of the Code of Virginia as amended and reenacted by the General Assembly of 1973, the State Council of Higher Education shall coordinate those public service offerings by Virginia public institutions of higher education for which the Continuing Education Unit is provided. The State Council of Higher Education may collect information on activities which are less formally structured and do not meet the criteria established for the CEU. The following definitions, policies, and procedures relating to the CEU shall apply.

1. The Continuing Education Unit -- Definition

One Continuing Education Unit represents ten contact hours of participation in an organized education experience under responsible sponsorship, capable direction, and qualified instruction. (A decimal fraction of a unit may be awarded for an offering of shorter duration.)

2. Eligible Offerings

Continuing Education Units shall be awarded only for educational programs which meet the basic criteria presented below. Programs can be classified in either of the following areas.

Area I: Programs which are wholly structured to provide skills and/or knowledge for occupational improvements in fields, such as

The Professions
Business and Industry
Government
Education

Law and Law Enforcement
Clerical Services
Trades and Technologies
Health Services
Agriculture and Food Production

Area II: Programs specifically organized to provide help in the solution of problems confronting the State, such as

Health and Safety
Human Relations and Communications
Education
Criminal Justice
Community Development and Housing
Aging
Citizenship
Environment
Agriculture and Production

Activities classified in the above categories for which Continuing Education Units are to be awarded will meet at least the following standards:

1. The non-credit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.
3. Content is selected and is organized in a sequential manner.
4. There is evidence of pre-planning which should include the opportunity for input by the target group to be served, the faculty area having content expertise, and continuing education personnel.
5. The activity is instructional and is approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
6. There is provision for registration for individual participants.
7. Evaluation procedures are utilized, and criteria are established for awarding Continuing Education Units to individual students prior to the beginning of the activity.

Individuals who participate in Areas I and II activities will have individual records of their involvement submitted to and available from the institution. Continuing Education Units will be assigned to programs in advance and shall be awarded to individual participants who meet the criteria which have been determined in advance for satisfactory completion.

Virginia public institutions of higher education shall develop procedures for implementation of the Continuing Education Unit program in accordance with the policies of the State Council of Higher Education and the standards of the Southern Association of Colleges and Schools. Such procedures shall be submitted to the State Council for review by or before July 1, 1973 which shall be the effective beginning date for the program in Virginia.

The State Council of Higher Education shall collect data for the Continuing Education Unit activities of all public institutions at least semi-annually, and shall report these activities to the Governor, the General Assembly, and the Commonwealth at large, recording both head-count and full-time-equivalent enrollment utilizing formulae consistent with those applicable to credit enrollments in off-campus and on-campus continuing education activities.

Regional Consortia for Continuing Higher Education and the Continuing Education Advisory Committee shall advise the State Council of Higher Education on the supervision and development of the Continuing Education Unit programs by state-controlled institutions of higher education.

III. Procedures for Appeal.

A standing subcommittee of the Continuing Education Advisory Committee shall be the Coordinating Committee for Regional Consortia. Membership shall include one representative from each regional consortium, as nominated by the respective Boards of Directors and appointed by the Director of the State Council of Higher Education for Virginia, and a non-voting chairman from the staff of the State Council of Higher Education. The Coordinating Committee shall hear appeals of decisions of the various regional consortia in accordance with procedures to be established by the Committee, and shall deal with matters of inter-consortium concern. No institution shall have more than one representative on the Coordinating Committee.

APPENDIX H

Comparison of Enrollments¹ and Courses
for Fall 1971 and Fall 1972 (for all members of Consortium)²

	<u>Fall 1971</u>		<u>Fall 1972</u>		Per Cent Increase From 1971-72
	Number	Per Cent of Total	Number	Per Cent of Total	
<u>Courses Taught</u>					
Lower Level	474	70.9	612	73.6	29.1
Upper Level	64	9.5	59	7.0	(7.8)
Graduate Level	130	19.6	161	19.4	23.8
Total	668	100.0	832	100.0	24.5
<u>Enrollment</u>					
Lower Level	11,821	74.3	14,472	76.5	22.4
Upper Level	1,499	9.4	1,319	6.9	(12.0)
Graduate Level	2,592	16.3	3,129	16.6	20.7
Total	15,912	100.0	18,920	100.0	18.9

¹ Figures are for Credit Courses only.

² George Mason University, University of Virginia Center, Northern Virginia Community College, and Virginia Polytechnic Institute and State University

APPENDIX H

INSITUATION Combined QTR. or SEMESTER Fall 1971

ACADEMIC DISCIPLINES (HEGIS Classification)	HEAD-COUNT ENROLLMENT AND COURSES BY LEVEL							
	LOWER		UPPER		GRADUATE		TOTAL	
	Enroll.	Courses	Enroll.	Courses	Enroll.	Courses	Enroll.	Courses
Code								
0100 Agriculture & Natural Resources								
0200 Architecture & Environmental Design					88	5	88	5
0300 Area Studies	44	2					44	2
0400 Biological Sciences	354	9	20	1	52	5	426	15
0500 Business & Management	544	18	367	13	21	1	932	32
0600 Communications								
0700 Computer & Information Sciences	16	1	28	2			44	3
0800 Education			399	16	2,145	97	2,544	113
0900 Engineering	143	9			19	1	162	10
1000 Fine & Applied Arts	521	23	100	4	38	6	659	33
1100 Foreign Languages	336	18					336	18
1200 Health Professions								
1300 Home Economics					59	3	59	3
1400 Law								
1500 Letters	1,933	82	138	7	26	2	2,097	91
1600 Library Science			82	4			82	4
1700 Mathematics	986	53	35	3	88	7	1,109	63
1800 Military Sciences								
1900 Physical Sciences	309	15	51	2	23	1	383	18
2000 Psychology	802	23	39	2			841	25
2100 Public Affairs & Services			26	1			26	1
2200 Social Sciences	2,348	74	187	8	33	2	2,568	84
2300 Theology			27	1			27	1
4900 Interdisciplinary Studies	131	5					131	5
5000 Business & Commerce Technologies	1,710	67					1,710	67
5100 Data Processing Technologies	576	28					576	28
5200 Health Services & Paramedical Tech.	11	1					11	1
5300 Mechanical & Engineering Tech.	312	18					312	18
5400 Natural Science Technologies								
5500 Public Service Related Technologies	745	28					745	28
Totals	11,821	474	1,499	64	2,592	130	15,912	668

APPENDIX H

INSITUATION Com bined QTR. or SEMESTER Fall 1972

ACADEMIC DISCIPLINES (HEGIS Classification)	HEAD-COUNT ENROLLMENT AND COURSES BY LEVEL							
	LOWER		UPPER		GRADUATE		TOTAL	
	Enroll.	Courses	Enroll.	Courses	Enroll.	Courses	Enroll.	Courses
0100 Agriculture & Natural Resources								
0200 Architecture & Environmental Design			18	1	149	8	167	9
0300 Area Studies								
0400 Biological Sciences	744	32			34	4	778	36
0500 Business & Management	1,030	37	463	18	148	11	1,641	66
0600 Communications								
0700 Computer & Information Sciences	25	1			59	2	84	3
0800 Education	14	1	259	14	2,225	102	2,498	117
0900 Engineering	98	6			143	5	241	11
1000 Fine & Applied Arts	839	46	132	6	86	9	1,057	61
1100 Foreign Languages	172	8	13	1			185	9
1200 Health Professions			24	1			24	1
1300 Home Economics					37	5	37	5
1400 Law								
1500 Letters	2,251	105	94	5	23	1	2,358	111
1600 Library Science			82	3			82	3
1700 Mathematics	1,197	49			81	7	1,278	56
1800 Military Sciences								
1900 Physical Sciences	420	21	30	1	63	2	513	24
2000 Psychology	1,006	33	62	3	67	4	1,135	40
2100 Public Affairs & Services								
2200 Social Sciences	1,954	77	142	6	14	1	2,110	84
2300 Theology								
4900 Interdisciplinary Studies	101	4					101	4
5000 Business & Commerce Technologies	2,286	89					2,286	89
5100 Data Processing Technologies	487	24					487	24
5200 Health Services & Paramedical Tech.	38	2					38	2
5300 Mechanical & Engineering Tech.	430	23					430	23
5400 Natural Science Technologies	70	3					70	3
5500 Public Service Related Technologies	1,310	51					1,310	51
Totals	14,472	612	1,319	59	3,129	161	18,920	832