

CHAPTER 6C-8 EDUCATIONAL DELIVERY

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6C-8.001 University Calendars.

(1) Each university shall operate under the general provisions described in Rule 6A-10.019, F.A.C., and shall operate on a year-round calendar which provides two hundred twenty (220) days of classroom instruction including examinations, or two hundred ten (210) days of instruction excluding examinations; provided, however, that upon request by the university exceptions to this requirement may be approved by the Board and may include but shall not be limited to such matters as experimentation, innovation, research, energy conservation or more efficient utilization of resources.

(2) Effective August, 1985, the common entry periods shall be:

(a) The first three (3) weekdays after August 22;

(b) The first three (3) weekdays after January 4;

(c) The first three (3) weekdays after May 5.

(3) Each calendar shall also include the following:

(a) Pre-established dates for issuing either certificates, diplomas, or degrees which will permit students to utilize the entry period which minimizes loss of time to students in completing the transfer between programs of institutions;

(b) A summer program for teachers, school personnel and other students scheduled to begin no earlier than June 15 and close no later than August 15;

(c) Additional periods throughout the fiscal year in which a student can begin a program.

(4) An official copy of the annual calendar adopted by each university shall be filed with the Board in a manner prescribed by the Commissioner upon the recommendation of the Chancellor.

Specific Authority 240.209(1), (3)(m) FS. Law Implemented 240.209(1), (3)(m), 240.227(17), 229.053(2)(c) FS. History—Formerly 6C-2.56, 11-18-70, Amended and Renumbered 12-17-74, Amended 6-25-80, 8-11-85, Formerly 6C-8.01.

6C-8.002 Continuing Education.

(1) The Chancellor shall coordinate credit and non-credit continuing education courses in all fields which the Board shall consider necessary to improve and maintain the educational standards of the State of Florida.

(2) Administration and Coordination

(a) The Chancellor shall be responsible for coordinating, on a statewide basis, the continuing education programs of the universities. These responsibilities are:

1. Studies of the systemwide operation, long range planning and projections, periodic evaluations of existing programs, and research relating to continuing education and adult learning;

2. The approval of any credit course offerings outside of designated geographic areas and those courses which have not been approved as on-campus offerings for a particular institution.

(b) Specific responsibilities of the presidents are:

1. To develop rules and procedures for conducting all credit offerings in a defined geographic area and non-credit continuing education offerings.

2. To establish a Continuing Education Activity as part of the Auxiliary Budget Entity for the purpose of planning, offering, and recovering all costs of non-credit courses. The costs of these courses may be recovered from non-E & G sources such as grants, contracts, directly from participants, and combinations of these sources. The Continuing Education Activity within the Auxiliary Budget Entity may also be used for the purpose of planning, offering, and recovering all costs of sponsored credit institutes and programs as provided by paragraph 6C-7.008(1)(a), F.A.C. Likewise, the Auxiliary Budget Entity may be used for the recovery of any additional fees established by the president for off-campus credit courses as provided by subsection 6C-7.003(30), F.A.C., or for continuing education credit courses as provided by subparagraph 6C-8.002(2)(b)4., F.A.C.

3. To approve the use of auxiliary funds from the Continuing Education Activity for instructional compensation of regularly appointed faculty, or of adjunct faculty, who teach non-credit Continuing Education courses and for the recovery of Educational and General costs for providing services to Continuing Education students.

4. To approve continuing education credit courses and to establish the fees for these activities when there is a demonstrated and justified need. Such courses shall not in any way be in competition with, or replace, the regular on-campus program of Educational and General credit courses taken by degree seeking and special students. Accordingly, continuing education credit courses shall be scheduled and offered in such a way as to prevent any negative effect on any university's achievement of its legislatively funded enrollment plan. Any fees charged students for continuing education credit activities, which are higher than the normal Board approved fees for similar credit activities offered in the regular on-campus program, shall be established solely for the purpose of recovering all increased costs which result from offering these courses as continuing education activities.

5. To file with the Chancellor an annual report of all credit and non-credit activity.

(c) Enrollments in non-credit courses and in sponsored credit institutes and programs will not be funded from Educational and General (E & G) resources and will not count as part of the university's E & G enrollment plan; i.e., they do not generate E & G funded FTE. Only students whose costs for participating in these courses have been paid will be enrolled in non-credit courses or sponsored credit institutes and programs.

(3) Other Requirements Regarding Credit Activities

(a) Courses for credit offered through the Continuing Education Activity, away from the university campuses, or through sponsored credit institutes and programs shall be accorded the same status as their counterpart courses offered on the main campus. Normally, only courses in the existing university approved curriculum shall be offered as continuing education credit courses. Modifications to this requirement shall be approved by the Chancellor, as prescribed by Chancellor's Memorandum. The university offering such courses shall be responsible for ensuring that the faculty, support services, and physical facilities shall be of such quality to assure full comparability of the course offered to its regular on-campus counterpart. Courses for which degree credit is offered shall meet the same standards as other regular credit courses.

(b) Each university will be responsible for serving a designated geographic area of the State. Institutional responsibilities for ensuring that services are provided shall be in accordance with the following assignments.

1. Regional Responsibilities.

a. Florida A & M University – Baker County, Calhoun County, Columbia County, Dixie County, Franklin County, Gadsden County, Gilchrist County, Hamilton County, Jackson County, Jefferson County, Lafayette County, Leon County, Liberty County, Madison County, Suwannee County, Taylor County, Union County, Wakulla County.

b. University of South Florida – Charlotte County, Collier County, DeSoto County, Glades County, Hardee County, Hendry County, Hernando County, Highlands County, Hillsborough County, Lee County, Manatee County, Pasco County, Pinellas County, Polk County, Sarasota County.

c. Florida Atlantic University – Broward County, Indian River County, Martin County, Okeechobee County, Palm Beach County, St. Lucie County.

d. University of West Florida – Bay County, Escambia County, Gulf County, Holmes County, Okaloosa County, Santa Rosa County, Walton County, Washington County.

e. University of Central Florida – Brevard County, Citrus County, Flagler County, Lake County, Levy County, Marion County, Orange County, Osceola County, Seminole County, Sumter County, Volusia County.

f. Florida International University – Dade County, Monroe County.

g. University of North Florida – Alachua County, Bradford County, Clay County, Duval County, Nassau County, Putnam County, St. Johns County.

2. Statewide Responsibilities.

a. The University of Florida, Florida State University, and Florida A & M University (with reference to its historic mission) shall be responsible for providing such programs and services on their respective campuses and in their local communities. Further, they shall be responsible for providing, on a statewide basis, such programs and services which cannot be provided by the other universities. The activities of the cooperative extension service will continue to be the responsibility of the Institute of the Food and Agricultural Sciences of the University of Florida without regard to the geographical area in which those activities occur.

b. Each university with regional responsibilities may offer off-campus within its region and without prior approval any credit course which has been authorized by appropriate curriculum committees to be offered on-campus.

c. Each university may offer credit courses outside of its geographic boundaries upon appropriate approval by the Chancellor. Courses in this category will be approved only where demonstrated need warrants institutional geographic overlap.

d. A university which has capability in specific disciplines not available in any other university may offer instruction in these disciplines in any part of the State without prior approval.

(4) Correspondence Study Policies

(a) The University of Florida shall administer the Department of Correspondence Study Program for the State University System.

(b) The Department of Correspondence Study at the University of Florida shall submit an annual report listing all activities and a fiscal statement representing the income and expenditures of the Department for the fiscal year to the Chancellor.

(5) Off-Campus Center – Each center in which off-campus credit courses are offered shall be organized and administered by one of the universities, as approved by the Board. All courses offered in a center shall carry residence credit.

Specific Authority 240.209(1), (3)(j), (q) FS. Law Implemented 240.209(1), (3)(j) FS. History—Formerly 6C-2.59, 11-18-70, Amended 11-20-70, Amended and Renumbered 12-17-74, Amended 12-30-79, 8-11-85, Formerly 6C-8.02, Amended 10-17-89, 9-23-93.

6C-8.009 Definition and Process for Establishing Educational Sites.

(1) The following definitions and processes for establishment shall apply to educational locations of public universities within the state:

(a) Main campus is defined as the focal point of university educational and administrative activities, authorized by Section 240.2011, F.S. Lower-division courses are offered only on the main campus of each university unless the university receives specific Board of Regents approval to offer lower-division courses at a branch campus, center or site. Approval will be based on a consideration of the following: the university's mission; an assessment of student demand; availability of necessary facilities, equipment and faculty; discussion with the educational institutions impacted by the proposed course offerings; and PEPC's review of those course offerings. The Board of Regents approval is subject to review and action by the State Board of Education if the request for review and action occurs within 30 days of the Board of Regents decision. If no request for review is made by a member of the State Board of Education, then the Board of Regents determination shall automatically become effective 30 days from the date of the Board of Regents decision to approve.

(b) Branch campus is defined as an instructional and administrative unit of a university that offers students upper-division and graduate programs as well as a wide range of support services. Distance learning techniques may be used to complement on-site instruction at all types of campuses. Branch campuses may be of various types to meet the particular needs of a region:

1. Type I Branch Campus is defined as a major university operation which provides a broad range of instruction, numerous full and partial degree programs, research, and a full complement of student services in university administered facilities, which are mostly university owned or shared with a public community college. For efficiency of operation and provision of an adequate range of programs these campuses should obtain a funded enrollment level of 2,000 FTE.

2. Type II Branch Campus is a large university operation, providing a range of instructional programs, many of which lead to a degree at the branch campus, some research, and full support services in university controlled facilities. Funded enrollment is between 1,000 and 2,000 FTE.

3. Type III Branch Campus provides instruction in high demand disciplines, as well as necessary support services. Instructional and administrative functions are provided in facilities which may or may not be controlled by the university. Distance learning techniques may be used to provide a significant portion of the instructional program. Funded enrollment is between 300 and 1,000 FTE.

(c) Establishment of a new branch campus requires approval by the Board of Regents. In its request for authority to establish a new branch campus, a university shall submit a report regarding the long-term requirements for programs and facilities relating to its mission statement and course offerings, including a three-year PECO project priority list and a plan for long-term facilities needs. In addition, the Postsecondary Education Planning Commission must recommend establishment of the campus to the State Board of Education under the provisions of subsection 240.147(7), F.S., and the Legislature must appropriate funds for its establishment.

(d) Center is defined as an instructional unit of a university or universities that offers a limited range of instructional programs or courses. Funded enrollment at a center will be fewer than 300 FTE.

(e) Special purpose center is defined as a unit of a university that provides certain special, clearly defined programs or services, such as research, cooperative extension, or public service apart from the main campus, branch campus, or center.

(f) Establishment of new centers and special purpose centers which entail the expenditure of state funds for facilities requires an assessment of long-term needs for facilities and approval by the Board of the three-year PECO project priority list. In submitting its request for authority to establish a Center, a university shall submit a report regarding the long-term requirements for programs and facilities relating to the mission statement and course offerings.

(g) Instructional site is defined as an instructional unit of a university that offers a very limited range of instructional programs or courses, generally of short duration, in facilities not owned by the institution. Universities shall retain the ability to establish instructional sites to meet demonstrated needs without the necessity for approval of the Board.

(h) Special purpose site is defined as a unit of a state university that provides services of an educational nature that are other than instruction, research or administration. Universities shall retain the ability to establish special purpose sites to meet demonstrated needs without the necessity for approval of the Board.

(2) All new campuses, centers, and special purpose centers approved by the Board shall be submitted, along with the required review by the Postsecondary Education Planning Commission, to the State Board of Education for approval.

(3) The Board will review these definitions and processes periodically to determine whether changes are necessary.

Specific Authority 240.209(1), (3)(o) FS. Law Implemented 240.209(1), (3)(o), 240.2011 FS. History—New 4-9-87, Amended 6-8-92, 2-15-94, 12-2-99.

6C-8.010 Incentive/Efficiency Program.

(1) Goal – The goal of the Incentive/Efficiency Program (IEP) is to improve the quality of the State University System through the reallocation of existing resources and the generation of new revenue. The IEP provides incentives to all employees to identify and implement procedures or ideas that generate new revenue or eliminate or reduce expenditures without reducing the quality of essential services.

(2) Definition – The term, “net savings or new revenue” as used in this rule, shall mean the estimated permanent savings or permanent new revenue generated, in the first year of full implementation of an employee suggestion for reducing expenditures or generating new revenue, less a pro rata share of the total investment necessary to implement the suggestion, if any, prorated on the basis of the estimated useful life of the investment.

(3) Administration

(a) Each president shall appoint an IEP Steering Committee and Program Administrator to be responsible for the IEP including recommending and administering internal procedures, ensuring appropriate evaluations, following up on recommendations to adopt or not adopt a suggestion and promoting the program.

(b) The Board may allocate funds specifically for the support and operation of the IEP.

(4) Eligible Participants – All current employees of the State University System are eligible to submit suggestions that generate net savings or new revenue. Two or more eligible employees may submit a joint suggestion.

(5) Eligible Suggestions – To be eligible, a suggestion must be implemented by a university or the Board Office. The following shall not be eligible for cash awards through the program:

(a) Suggestions that deal with issues which are also being pursued as a personal grievance or that deal with the compensation and classification of positions;

(b) Suggestions which the employee develops as a result of assigned responsibilities; and

(c) Suggestions which are a duplicate of, or significantly similar to, a suggestion which has been implemented by another university of the State University System and about which the university has been notified by the Board.

(6) Suggestion Processing

(a) Employee suggestions shall be processed, a final determination made, and the suggestion implemented in an expeditious manner.

(b) A suggestion which is not implemented will be kept on file for one year from the date it was originally received by the Program Administrator or the Steering Committee, whichever is earlier. The original proposer will be eligible for an award as provided in this rule if the suggestion is implemented during this period. Thereafter, the suggestion must be resubmitted by an eligible employee before it can be reconsidered.

(c) Suggestions will be recognized through cash and other awards. Cash awards for eligible suggestions shall be based upon net savings or new revenue.

(d) The acceptance of an award for any suggestion implemented through this program shall constitute an agreement by the employee that the employee waives all claims, immediate and future, on the State of Florida, regardless of the use of the suggestion.

(7) Use of Net Savings or New Revenue – The total resources allocated to the budget(s) of a university will not be reduced as a result of net savings or new revenue generated under the program.

(a) The net savings or new revenue may be used as follows:

1. Up to ten percent may be used as a cash bonus for the employee or employees who made the suggestion;

2. Up to ten percent may be used for Administrative Incentive bonuses;

3. Up to twenty percent may be used for bonuses for individuals in the work unit(s) which will generate the net savings or new revenue; and

4. The balance of the net savings or new revenue may be used to address critical funding needs related to the implementation of the university and system master plans.

(b) Notwithstanding the provisions of paragraph (7)(a), above, an employee’s bonus for each implemented suggestion shall be limited to the smaller of \$25,000 or ten percent of the net savings or new revenue. Further, no employee shall receive a bonus for submitting an implemented suggestion and, for the same suggestion, a bonus from the Administrative Incentive Component.

(8) Administrative Incentive Component – This component is intended to provide an incentive for administrators to foster an atmosphere in which the identification of opportunities to reallocate resources and generate new resources in support of university goals and priorities are encouraged and in which appropriate responses to these opportunities are developed and implemented. In order to stimulate this type of activity, the contributions of each organizational unit to the IEP shall be evaluated on an annual basis and incentive bonuses provided to supervisors of employees who have submitted suggestions that have been implemented. Administrative incentives shall be limited to the immediate supervisor of an employee who submitted an implemented suggestion and to the next higher level supervisor. Supervisors at the level of Vice President or above, however, shall not be eligible for an administrative incentive under this program.

(9) Implementation Plan – Each university president shall submit an Implementation Plan, as well as amendments thereto, to the Chancellor for approval. The Implementation Plan will provide for:

(a) Promotion of the Program;

(b) Appropriate safeguards regarding conflict of interest in decisions leading to cash awards;

- (c) A procedure for appeal of decisions made by the IEP Steering Committee;
- (d) Procedures for allocating net savings or new revenue along with appropriate safeguards to assure that the quality of essential services are maintained and/or improved as a result of such allocations; and
- (e) Identification of employees who are eligible to receive administrative incentive bonuses and the calculation and distribution of such bonuses.

(10) Adopted Suggestions

- (a) Each university shall report quarterly to the Board information about suggestions implemented along with the net savings or new revenue, use of net savings or new revenue, and incentive awards provided through the IEP.
- (b) The Board's Finance Committee shall review each implemented suggestion and shall distribute a copy of such suggestions to each university.

Specific Authority 240.209(1), (3)(q) FS. Law Implemented 240.2112 FS., Chapter 93-242, Laws of Florida, 1993. History—New 10-17-89, Amended 2-15-94.