

**FLORIDA BOARD OF GOVERNORS
PROPOSAL TO RECLASSIFY A TYPE I, II, OR III CAMPUS OR A SPECIAL
PURPOSE CENTER**

University of Central Florida
University Submitting Proposal

UCF Leesburg
Educational Site Name

Type III

**9501 U.S. Highway 441, Leesburg, FL
34788**

Current Type of Educational Site

Physical Address (US Site: address, city, state, zip)
(International site: street address, number , city,
county/province, country)

0025

Fall 2023

Current Site ID

Reclassification Effective Term
(First date and term under new classification)

Close Site

Proposed Type of Educational Site

The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary actions to accommodate students and faculty will have been met prior to final reclassifying the educational site.

06/29/2023

Alexander Cartwright
Digitally signed by Alexander Cartwright
Date: 2023.06.07 17:36:13 -04'00'
2023-6-7
President **Date**

Date Approved by the University Board of Trustees

Alex Martins

Michael D. Johnson
Digitally signed by Michael D. Johnson
Date: 2023.06.06 09:44:19 -04'00'
2023-6-6
Vice President for Academic Affairs **Date**

Signature of Chair, Board of Trustees

Alex Martins
06/30/2023 18:02 EDT

Date

Provide current headcount (HC) and full-time equivalent (FTE) student enrollment at the educational site. Provide current headcount (HC) and full-time equivalent (FTE) of faculty and staff employed at the educational site. Indicate the current expenditures by fund source for the educational site.

Students, Faculty, and Staff		
CURRENT	HC	FTE
Undergraduate	0	0
Graduate	0	0
Faculty	0	0
Staff	0	0
PROPOSED	HC	FTE
Undergraduate	0	0
Graduate	0	0

Site Expenditures				
E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
0	0	0	0	0
E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
00	0	0	0	0

Faculty	0	0
Staff	0	0

I. Introduction

- A. Provide a short description of the educational site for which the request to reclassify is being made, including the main purpose for this site (research, instruction, administration, student services, etc.).**

Primary purpose: Instruction & Student Services

- UCF Leesburg is located on the Leesburg campus of Lake-Sumter State College.
- The site previously existed primarily for purposes of instruction and also to provide academic support services for the university's DirectConnect to UCF® partnership with the state college.
- UCF last offered in-person courses on site in fall 2017 and has no plans to resume any in-person instruction or other activity at this location. As such, the university seeks to close the UCF Leesburg site and remove it from the UCF educational sites inventory. This action requires UCF Board of Trustees and Florida Board of Governors approval in accordance with BOG-8.009 (Educational Sites).

II. Need and Demand Assessment

- A. Provide a narrative rationale for the request to reclassify the educational site that includes a need and demand assessment. The need and demand assessment for reclassifying an educational site to a new category in the taxonomy might address reduced or increased demand for access at a particular location or increased costs for instructional delivery that cannot be offset by increased enrollments.**

The UCF Leesburg educational site most recently hosted programming toward the Bachelor of Science in Elementary Education degree program. Students were also able to apply elementary education coursework toward a bachelor's in interdisciplinary studies degree.

In 2016, a new university budget model led colleges to consider resource realignment and redirect academic program offerings from low enrolled sites like UCF Leesburg to other approved locations. As a result, the university discontinued elementary education programming at the UCF Leesburg educational site effective spring 2018.

The university considered adding alternative programming, but ultimately none emerged as a good fit.

III. Academic Programs and Courses

- A. Provide a list of the degree programs, partial programs, or college credit certificates and courses currently offered at the site. Identify any degree programs to be closed or implemented as a result of reclassifying the educational site. Explain the extent to which the proposed reclassification will have an impact on overall university enrollments, enrollment planning, and degree production.**

As noted above, UCF previously offered some coursework on the UCF Leesburg site for the Bachelor of Science in Elementary Education degree program. Students were also able to apply elementary education coursework toward a bachelor's in interdisciplinary studies major. However, as a result of low demand, since spring 2018, UCF has offered no educational programming at UCF Leesburg.

The university implemented a teachout plan to ensure this change did not interfere with students' ability to complete their degree programs. Then and now, elementary education programming is available at other approved UCF locations across Central Florida, including the main Orlando campus. The same options are also available to students pursuing an interdisciplinary studies major.

Closing the educational site at this time will have no impact on current enrollments, enrollment planning, or expected degree production. Additionally, the site closure will not result in corresponding program closures or new program implementations.

- B. Provide an explanation of the manner in which the University intends to accommodate any students or faculty who will be adversely affected by reclassification of the educational site. Describe the steps that have been taken to inform students and faculty of the President's intent to recommend to the Board of Trustees that the site be reclassified.**

No students, faculty members, or staff members were adversely affected by the cessation of in-person course offerings or academic support services at UCF Leesburg, nor will any be impacted by the site closure.

In-person courses at UCF Leesburg were taught by faculty members who continued to teach elementary education classes at other approved UCF locations.

Students previously enrolled at UCF Leesburg either completed coursework in their major prior to the cessation of on-site instruction or had the opportunity to complete their program coursework at other UCF instructional sites.

Academic support staff continue to provide services at other UCF locations and/or remotely.

As such, there are no currently impacted students, faculty members, or staff members to notify about the site closure.

(X) The University certifies that it has a plan for complying with all related regulations of the Southern Association of Colleges and Schools and any other relevant discipline-based accrediting agencies for reclassifying an educational site.

IV. Administration and Student Support Services

A. Describe any changes in the administrative structure of the reclassified site and how it will relate to the central administration of the university.

Closing the UCF Leesburg educational site has no impact on any UCF administrative structure. UCF retains its DirectConnect to UCF® partnership with Lake-Sumter State College and as such, will continue to offer support for aspiring DirectConnect to UCF® students at this partner campus. This is accomplished primarily through UCF Connect, an academic support unit that reports to the senior vice president for student success, whom in turn reports to UCF's provost and executive vice president for academic affairs.

UCF Connect continues to serve as the relationship manager for all DirectConnect to UCF® partnerships and oversees all associated operations. Accordingly, while no UCF personnel are physically located at the Lake-Sumter campus, remote coaching remains available by appointment with a UCF Connect Success Coach and plans include installing an interactive TV (similar to a kiosk) to assist students in accessing information on UCF, understanding the DirectConnect to UCF® transfer process, and connecting to a success coach, who will guide them through the admissions and enrollment processes for a successful transition to UCF.

V. Budget and Facilities

A. Include an explanation of how reclassification will result in any increase, decrease, or repurposing of facilities at the site. Describe any lease or joint-use agreements that will be modified or terminated as a result of reclassification, including land leases from the State of Florida (Board of Trustees of the Internal Improvement Trust Fund).

Classes at UCF Leesburg were held in joint use facilities owned by Lake-Sumter State College. All space leased by UCF was returned to the state college and reverted to exclusive use by the host campus. Formal inter-institutional agreements were modified accordingly.

- B. Provide a narrative description of how the operational budget for the educational site will be affected by reclassification. Describe the impact that reclassifying the educational site will have on the overall university budget. Identify any special funding necessary to implement reclassification of the educational site.**

The site closure has no impact on UCF's overall or other operational budgets.

Educational Site Reclassification

(3) The following approval processes for establishing, **reclassifying**, relocating, and closing educational sites apart from the main campus apply to the State University System:

(a) Each board of trustees shall adopt regulations consistent with this paragraph for the establishment, **reclassification**, relocation, and closing of educational sites apart from the main campus, including international educational sites and educational sites located in other states, and for the acquisition of real property on which such educational sites will be located.

(b) As an initial part of the process that may lead to the acquisition, establishment, **reclassification**, relocation, or closing of additional campuses or special purpose centers, the president of each university shall consult with the Chancellor to inform system-wide strategic planning.

(c) Instructional sites and special purpose sites may be established and closed by universities consistent with regulations established by their respective boards of trustees. If an instructional or special purpose site scheduled for closing has been funded by the Legislature or established pursuant to law, the university shall provide documentation to the Board of Governors justifying the closure, and shall initiate a dialogue with legislative leadership regarding the closure.

(d) Establishing, **reclassifying**, relocating, or closing an additional campus or special purpose center, including acquiring real property for such educational sites, shall be approved by the university board of trustees and, subsequently, the Board of Governors. No capital outlay funds shall be requested of the Legislature or expended, except for planning, prior to such approvals being obtained.

(e) Proposals for the establishment, relocation, and **reclassification** of additional campuses and special purpose centers shall be submitted to the university's board of trustees and, subsequently, to the Board of Governors, using the format(s) developed by the Office of the Board of Governors, in conjunction with university academic affairs officers. Such format(s) shall include, at a minimum, the following elements: Accountability, Needs Assessment, Academic Programs, Administration, Budget and Facilities, Student Services, and Monitoring of Implementation.

(5) Each university shall annually monitor enrollment at its additional campuses. If enrollments fall below the minimum designated for the site as defined in (1) for three consecutive years, the university shall develop and implement a plan for increasing enrollment, **reclassifying** the site, or closing the site. An exception shall be made for a Type III Campus that was approved by the Board of Governors for establishment at an enrollment level below the minimum designated in (1). In that case, if enrollments fall below the Board of Governors-approved minimum for that site for three consecutive years, the university shall develop and implement a plan for increasing enrollment, **reclassifying** the site, or closing the site.