October 28, 2016

Dr. Cheryl B. Schrader
Chancellor
Missouri University of Science and Technology
206 Parker Hall
300 W. 13th St.,
Rolla, MO 65409-0910

Dear Chancellor Schrader:

Attached is a copy of the Multi-Location Visit Report completed following the visit to Missouri University of Science and Technology. As detailed in the report, the pattern of operations at the locations appears to be adequate and no further review or monitoring is necessary.

Within the Multi-Location Visit Report, you will find brief comments on the instructional oversight, academic services, student services, facilities, marketing and recruitment information and adequacy of assessment of student performance. Please consider these comments as advice for continued improvement of the additional locations.

Per HLC policy, completion of these visits and fulfillment of the requirement will be noted in your institution’s history record and the completed report will be included in your institution’s permanent file.

If you have any questions or comments regarding the Multi-Location Visit or the attached report, please contact Pat Newton-Curran (pnewton@hlcommission.org).

Sincerely,

Higher Learning Commission
Multi-Locaiton Visit Peer Review Report

Institution: Missouri University of Science & Technology

Additional Locations Visited:

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Location Address (street, city, state and ZIP code)</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missouri State University</td>
<td>901 South National Ave, Springfield MO 65987</td>
<td>Oct 6, 2016</td>
</tr>
</tbody>
</table>

Peer Reviewer

Name: Steven D Lewis
Institution: Three Rivers Community CollegeTitle: Associate Professor

Instructions

In order to document effective administrative systems for managing multiple additional locations, please complete the following. For each item, check adequate or attention needed, and indicate in Comments the institution’s strengths and/or opportunities for improvement in controlling and delivering degree programs off-campus. If comments pertain to a specific location, they should be included along with the identity of that location.

Submit the completed report in PDF format at http://www.hlcommission.org/document_upload. When submitting, be sure to select the following: Role – Peer Reviewer, HLC Process – Required Reports, File Type – Multi-Location Report. The report is due within 30 days after the last additional location is visited.

Overview Statement

Provide information about current additional locations and the institution’s general approach to off-campus instruction. Describe the growth pattern at the institution since the last review of off-campus instruction. Provide information about the involvement of external organizations or other higher education institutions.

Judgment of reviewer. Check appropriate box: ☒ Adequate ☐ Attention Needed

Comments:
The university provides various engineering programs at these two locations. The MSU location offers the BS degree in electrical engineering and civil engineering; the Ft. Leonard Wood location offers certificates and the MS degree in engineering management, civil engineering, environmental engineering, and geological engineering. The institution also offers degree programs at the Engineering Education Center in St. Louis, MO and at the American Education Center in Sri Lanka (currently in teach-out status).

The approach to off-campus instruction is generally to provide engineering programs to areas of the state that would benefit from that opportunity but that do not have the resources to provide the programs themselves. A consortial arrangement was created in 2009 at the Missouri State University location whereby MSU provides undergraduate general education and lower level engineering coursework for the BS degrees, and Missouri S&T offers the upper level coursework. Students are dually enrolled in both institutions, and each institution contributes resources and student services as designated in the Memorandum of Understanding and the Cooperative Engineering Program Operations Manual. MSU provides most student services in this agreement. Plans are underway to offer the mechanical engineering program as well. The decision to expand the programmatic offering is based upon needed state funding and from inquiries from area industry.

The location at Fort Leonard Wood, Missouri was established in 1971. The university does not foresee expanding the program offerings here, and the established programs are meeting a need among the students who, in turn, commit to using this degree and related skills in military service for a specified length of time.

All engineering programs are accredited by ABET (Accreditation Board of Engineering and Technology).

Institutional Planning

What evidence demonstrates that the institution effectively plans for growth and maintenance of additional locations? Identify whether the institution has adequate controls in place to ensure that information presented to students is adequate. Describe whether the financial planning and budgeting process has proven effective at additional locations.

Judgment of reviewer. Check appropriate box: ☒ Adequate ☐ Attention needed

Comments:

The planning and budgeting processes at off-campus locations are consistent with the practices on campus. The university's funding of these programs is based upon state appropriations which have been designated to offering these programs; however, if state funds were to be reduced, the programs would be viable enough to be continued.

Facilities

What evidence demonstrates that the facilities at the additional locations meet the needs of the students and the curriculum? Consider, in particular, classrooms and laboratories (size, maintenance, temperature, etc.); faculty and administrative offices (site, visibility, privacy for meetings, etc.); parking or access to public transit; bookstore or text purchasing services; security; handicapped access; and other (food or snack services, study and meeting areas, etc.)
Judgment of reviewer. Check appropriate box:  ☒ Adequate       ☐ Attention needed

Comments:

The facilities at these locations are modern and appropriate to their purpose. Classrooms include necessary space, technology, and equipment. Buildings are ADA compliant and provide adequate office space for faculty and staff.

The location at MSU features several lab spaces with modern tools, machines, and other equipment that mirror or surpass those available at the main Rolla campus. Students suggested a better study space and lounge for students.

The Ft. Leonard Wood location does not contain any lab spaces, and any lab courses completed require that students travel 30 minutes to the Rolla campus, which is required of most programs.

Instructional Oversight

What evidence demonstrates that the institution effectively oversees instruction at the additional locations? Consider, in particular, consistency of curricular expectations and policies, availability of courses needed for program and graduation requirements, faculty qualifications, performance of instructional duties, availability of faculty to students, orientation of faculty/professional development, attention to student concerns.

Judgment of reviewer. Check appropriate box:  ☒ Adequate       ☐ Attention needed

Comments:

The course work at off-campus locations mirrors that taught on the main campus. Most courses are taught by full-time faculty, many of whom drive to the off-campus locations or transmit a live class via distance television network. All faculty meet equivalent credentialing requirements, performance evaluations, and expectations that are expected of any other faculty teaching this coursework. New faculty are provided a faculty mentor their first year of employment.

Institutional Staffing and Faculty Support

What evidence demonstrates that the institution has appropriately qualified and sufficient staff and faculty in place for the location, and that the institution supports and evaluates personnel at off-campus locations? Consider the processes in place for selecting, training, and orienting faculty at the location.

Judgment of reviewer. Check appropriate box:  ☒ Adequate       ☐ Attention needed

Comments:

Each off-campus location employs at least one staff person to serve student needs and provide administrative assistance. Staff and faculty are appropriate credentialed and trained in the expectations of their work. Faculty evaluations rely predominately on student opinion surveys of instruction college-wide.

Student Support
What evidence demonstrates that the institution delivers, supports, and manages necessary student services at the additional locations? Consider, in particular, the level of student access (in person, by computer, by phone, etc.) to academic advising/placement, remedial/tutorial services, and library materials/services. Also, consider the level of access to admissions, registration/student records, financial aid, and job placement services, as well as attention to student concerns.

Judgment of reviewer. Check appropriate box: ☒ Adequate ☐ Attention needed

Comments:

As part of the consortial agreement between Missouri S&T and Missouri State University, MSU provides all of the standard student support services offered to the students in these programs. While students report that this arrangement sometimes results in confusion on the part of the MSU staff, the agreement is solid and the process appears to work well. Missouri S&T provides some IT assistance at MSU, as well as laptop computers for faculty and staff.

At the Ft. Leonard Wood location, all student support services are provided by Missouri S&T staff on site.

Regardless of location, students are encouraged to participate in career fairs on the Rolla campus and other activities associated with their respective engineering department.

Evaluation and Assessment

What evidence demonstrates that the institution measures, documents, and analyzes student academic performance sufficiently to maintain academic quality at the additional locations? How are measures and techniques employed at a location equivalent to those for assessment and evaluation on the main campus? Consider, in particular, the setting of measurable learning objectives, the actual measurement of performance, and the analysis and use of assessment data to maintain/improve quality.

Judgment of reviewer. Check appropriate box: ☒ Adequate ☐ Attention needed

Comments:

Assessment of student learning is largely informed by expectations and requirements of the ABET engineering accreditation requirements. This includes an exit exam for graduates and an exit survey that includes questions about soft skills learned. Regardless of course location, all students complete the same kinds of assessments, and assessment data is collected among all locations and used to assess student learning and course content. Faculty, regardless of location, are involved in a collaborative grading session of specific final exams for some of the engineering programs.

Continuous Improvement

What evidence demonstrates that the institution encourages and ensures continuous quality improvement at its additional locations? Consider in particular the institution's planning and evaluation processes that ensure regular review and improvement of additional locations and ensure alignment of additional locations with the mission and goals of the institution as a whole.

Judgment of reviewer. Check appropriate box: ☒ Adequate ☐ Attention needed

Comments:
Faculty, administration, and other personnel visit the off-campus sites regularly to determine any needs. These include budgetary needs, equipment upgrades, changes to facilities, student concerns, and curricular changes. The university provided sufficient evidence that it is continually monitoring needs for change and is able to accommodate those needs with allocated funds for off-campus programs.

Marketing and Recruiting Information

What evidence confirms that the information presented to students in advertising, brochures, and other communications is accurate?

**Judgment of reviewer.** Check appropriate box:  ☑ Adequate    ☐ Attention needed

**Comments:**

Detailed program requirements and other marketing information provided appear to be current and accurate.
Summary Recommendation

Select one of the following statements. Include, as appropriate, a summary of findings.

- Overall, the pattern of this institution’s operations at its additional locations appears to be adequate, and no further review or monitoring by the Higher Learning Commission is necessary.

- Overall, the pattern of this institution’s operations at its additional locations needs some attention as defined in this report. The institution can be expected to follow up on these matters without monitoring by the Higher Learning Commission. The next scheduled comprehensive review can serve to document that the matters identified have been addressed. [Identify specific areas needing organizational attention.]

- The overall pattern of this institution’s operations at its additional locations is inadequate and requires attention from the Higher Learning Commission. [Identify the specific concerns and provide a recommendation for HLC follow-up monitoring.]

Summary of Findings:

Missouri University of Science and Technology provides equivalent instruction and instructional support to its students and faculty at off campus sites in comparison to operations on its main campus in Rolla, Missouri. The academic programs and other processes at the off-campus locations follow good practice and meet HLC expectations.
Notification Program for Additional Locations Approval Form

Complete this form only if an institution has been granted access to the Notification Program for Additional Locations. The Institutional Status and Requirements Report for the institution will indicate whether the institution has access to the Program under “Location Stipulation.”

☐ Yes  ☐ No  The institution has been accredited by HLC for at least 10 consecutive years with no record of any action during that period for sanction or show-cause.

☐ Yes  ☐ No  HLC has not required monitoring of issues related to the quality of instruction or to the oversight of existing additional locations or campuses in the past 10 years.

☐ Yes  ☐ No  The institution has demonstrated success in overseeing at least three locations.

☐ Yes  ☐ No  The institution has no other HLC or other legal restrictions on additional locations and/or programs offered off campus.

☐ Yes  ☐ No  The institution has appropriate systems to ensure quality control of locations that include clearly identified academic controls; regular evaluation by the institution of its locations; a pattern of adequate faculty, facilities, resources and academic/support systems; financial stability; and long-range planning for future expansion.