

Infinity College Teach Out Plan

In the event that Infinity College should need to discontinue operations, the following proposed protocols would come to effect.

Infinity College will continue to provide the necessary resources and support to COE and Louisiana Board of Regents in meeting all requirements.

This plan provides details regarding:

1. administration and organization
2. currently enrolled students
3. transfer and enforcement of policies
4. faculty and program of study
5. maintenance of records and reports
6. total program evaluation

Administration and Organization

The Administration and Faculty of Infinity College will continue to adhere to and remain accountable for complying with COE and Louisiana Board of Regents while completing the teach-out plan. The College administration will provide direct support to the currently appointed program director in fulfilling his/her responsibilities and duties until all students enrolled have completed their studies. Infinity College will provide sufficiency of resources while currently enrolled students complete their studies. Resource support provided financial, personnel, equipment, facilities, and organizational support. Infinity College will maintain a sufficient number of faculty by continuing to employ, recruit and maintain qualified faculty.

Currently Enrolled Students

Infinity College has maintained and will continue to maintain open communication with all currently enrolled students. These students will be informed about the status of Infinity College, and be able to address concerns to the Director and President. Infinity College will not admit additional students. Currently Enrolled Students will receive instruction under the curriculum plan that is currently in place.

Transfer and Enforcement of Policies

Infinity College will discuss the possibility that students may express an interest in transferring to another institution. Collaboration will be ongoing to determine the feasibility of transfer. Infinity College will provide assistance to facilitate the transfer process should the students currently enrolled desire to transfer to another institution; however, Infinity College will inform students that the gaining institution establishes rules for acceptance of any coursework completed by the closing institution, outside of the multiple established articulation agreements. Infinity College will continue to maintain and enforce student policies, which include those relating to dismissal,

progression, and graduation. Infinity College will continue to maintain and file signed receipts for student acknowledgement of program policies. Students will continue to have the opportunity to contribute to development of academic policies and procedures, evaluation of teaching effectiveness, evaluation of faculty, courses, learning resources as well as evaluation of Infinity College.

Faculty

Infinity College will maintain a sufficient number of qualified faculty members to continue to meet the instructional needs of the program. Documentation of faculty qualifications, licensure, continuing education and evaluations will be maintained in accordance with existing institutional practice. The faculty organization will continue to function with written bylaws in place, which may be updated, revised, or edited as needed to ensure the effective functioning of the faculty and Infinity College. Minutes of faculty meetings and committee meetings will continue to be filed and available for review. Faculty will continue to implement evaluation methods and utilize tools in place to measure students' achievement.

Maintenance of Records and Reports

All current records will be maintained in a secure manner to prevent loss, destruction or unauthorized use. All records will be maintained for the required specified time and will remain accessible to those with a need for access (e.g., Program Director, Coordinator). Infinity College will maintain currently enrolled student application and admission documents, and signed receipts of written student policies. Infinity College will also continue to maintain the records listed below in accordance with required guidelines:

1. Faculty records
2. Faculty meeting minutes
3. College catalogs, program of study, mission and goals, curriculum and course outlines
4. Memoranda of agreements with affiliating agencies
5. Strategic planning documents and program evaluations

