



A G E N D A

PRESIDENTS MEETING

Tuesday, November 9, 2010 – 9:00 A.M. (CT)

1. Report on Complete College America Completion Academy (Chancellor Morgan)
2. Diversity Planning 2010 – 2015 (Vice Chancellor Wendy Thompson)
3. Update On Community College Capital Outlay Program (Vice Chancellor David Gregory)
4. Update on Funding Formula (Vice Chancellor Dale Sims)
5. Exception on Scholarship Limit (Vice Chancellor Dale Sims) – *See Attached*
6. Update on System-wide Compensation (Vice Chancellor Dale Sims)
7. Update on FLSA Audits (Vice Chancellor Dale Sims) – *See Attached*
8. Revisions to TBR Policy 2:01:00:00 - General Education Requirements and Undergraduate Degree Requirements (Vice Chancellor Paula Myrick Short) – *See Attached*
9. Revisions to TBR Policy 2:01:01:00 - Approval of Academic Programs, Units, and Modifications (Vice Chancellor Paula Myrick Short) – *See Attached*

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10. Revisions to TBR Policy 2:08:30:00 - Admission & Delivery of Services to International Students & for the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions (Vice Chancellor Paula Myrick Short) - *See Attached*
11. Revisions to TBR Guideline- A-010 - Submitting Proposals for New Academic Programs or Units, and for Modifications of Existing Academic Programs, Policies, or Units (Vice Chancellor Paula Myrick Short) – *See Attached*
12. TBR Facilities Use Policy as it Relates to Recognition by Institutions of Faculty Groups and External, Non-Affiliated Groups (General Counsel Chris Modisher)

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
November 2010**

DATE: Presidents Meeting (November 9, 2010)
Directors Meeting (November 10, 2010)

AGENDA ITEM: Exception on Scholarship Limit

ACTION: Approval

PRESENTER: Dale Sims

BACKGROUND INFORMATION:

Background. TBR institutions have received significant sums of American Recovery and Reinvestment Act (ARRA) funds. Institutions were required to establish multi-year plans specifying their planned use of these funds. Spending plans submitted for both FY 2009-10 and FY 2010-11 by several TBR institutions evidenced use of these federal funds for scholarship activities permitted under ARRA. These programs ranged from general scholarship activities to programs targeted at dual enrollment students. Pursuant to these plans, scholarship commitments were made to students.

The Administration's budget proposal for FY 2010-11 continued to allocate ARRA funding to TBR institutions. However, in passing the 2010-11 Appropriations Act, funding to TBR institutions anticipated to be from ARRA funds was converted to funding from non-recurring state appropriations. While this funding substitution had several potential positive effects on TBR institutions, it has resulted in a technical violation of existing Board policy by several institutions.

TBR Policy 3:04:01:00 governs Student Scholarships, Grants, Loans, and Financial Aid Programs at TBR institutions. Section II. A. sets general parameters for Institutional Scholarships and Grant Programs, including Item 1 which specifies that "State appropriations shall be expended or applied only to Access and Diversity grants." This

Board policy does not permit the use of state appropriations for general scholarship activities as has been planned by several TBR institutions.

Conclusion. As a result of the substitution of state non-recurring appropriations for ARRA appropriations, several TBR institutions are in apparent violation of the above referenced TBR policy.

Recommendation. Staff recommends that for FY 2010-11 the Board grant an exception to the prohibition contained in Policy 3:04:01:00, Section II. A, to permit TBR institutions to use non-recurring state appropriations substituted for ARRA funds for scholarship purposes originally planned by the institutions.

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
November 2010**

DATE: Presidents Meeting (November 9, 2010)
 Directors Meeting (November 10, 2010)

AGENDA ITEM: Update on FLSA Audits

ACTION: For Discussion Purposes Only

PRESENTER: Dale Sims

BACKGROUND INFORMATION:

The Tennessee Board of Regents Office of the General Counsel and Human Resources continue work on the system-wide FLSA audit of positions. The Information Technology position audits have been completed with each institution receiving a reply back to their submission and guidance on how to proceed. The “academic counseling” and “admission/enrollment counseling” classifications were selected for the second round with a memorandum from the Office of the General Counsel sent on October 5, 2010. Each institution was asked to complete this audit and submit a summary to Kae Carpenter in the Office of the General Counsel by November 19, 2010.

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
November 2010**

DATE: Presidents Meeting - November 9, 2010
Directors Meeting - November 10, 2010

AGENDA ITEM: Revisions to TBR Policy 2:01:00:00
Subject: General Education Requirements and Undergraduate
Degree Requirements

ACTION: Approval

PRESENTER: Vice Chancellor Paula Myrick Short

BACKGROUND INFORMATION:

Proposed revisions to TBR Policy 2:01:00:00 - General Education Requirements and Undergraduate Degree Requirements will be presented for your review and approval.

Policy 2:01:00:00

Subject: General Education Requirements and Undergraduate Degree Requirements

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (hereafter identified as the Tennessee Board of Regents System) will subscribe to common general education requirements at the lower-division. These requirements consist of forty-one (41) semester hours in the following subject categories and are required for completion of the Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Science in Teaching (A.S.T.), and all baccalaureate degrees.

Communication 9 semester hours*

Humanities and/or Fine Arts 9 semester hours (One course must be in literature.)

Social/Behavioral Sciences 6 semester hours

History 6 semester hours**

Natural Sciences 8 semester hours

Mathematics 3 semester hours

Total 41 semester hours

Courses specified as meeting general education requirements are published in the catalog of each institution and may be viewed on the web site of the Tennessee Board of Regents (www.tbr.edu).

Students pursuing a Bachelor of Arts degree shall be required to demonstrate proficiency in a foreign language equivalent to completion of two years of college-level work. Students pursuing an Associate of Arts degree shall be required to demonstrate proficiency in a foreign language equivalent to completion of one year of college-level work.

*Six (6) semester hours of English composition and three (3) semester hours in English oral presentational communication are required.

**Students who lack the required one unit (one year) of American history from high school as an admissions requirement must complete six (6) semester hours of American History or three (3) semester hours of American History and three (3) semester hours of Tennessee History to fulfill the history requirement in general education. Otherwise, students may choose from among the history courses approved at a particular institution to fulfill the six-semester hour requirement in history.

Undergraduate Degree Requirements and Provisions

All baccalaureate degrees offered by institutions in the Tennessee Board of Regents System shall require a maximum of 120 semester hours except in certain degree programs in which approval to exceed the maximum has been granted. The programs approved as exceptions to the maximum are identified in institutional catalogs

All associate degrees shall require a maximum of 60 semester hours except in certain degree programs in which approval to exceed the maximum has been granted. The programs approved as exceptions to the maximum are identified in institutional catalogs.

Credit hours earned in remedial or developmental courses are institutional credit; they are not applicable to credit hours required for any certificate, associate, or baccalaureate degree.

College courses taken to address course deficiencies in high school preparation and to meet minimum university admission requirements effective fall 1989 may be used concurrently to satisfy general education requirements specified above with the exception of foreign language. Relative to removing course deficiencies in foreign language, the following provisions apply:

1. Students who pursue programs leading to the Associate of Science or Bachelor of Science degrees may apply foreign language courses taken to remove the deficiencies as electives, if appropriate, or otherwise as add-on hours.
2. Students who pursue programs leading to the Associate of Arts and Bachelor of Arts degrees may apply foreign language courses taken to remove deficiencies toward fulfillment of degree requirements.

Transfer Provisions of General Education Courses

1. Students who complete the Associate of Arts or Associate of Science degree and transfer to a university within the Tennessee Board of Regents System will have satisfied all lower-division general education requirements.
2. Students who complete blocks of subject categories will have satisfied the general education requirements for the categories of note. For example, if the eight (8) semester hours of natural sciences are completed, then this block of the general education requirement is fulfilled upon transfer to an institution within the Tennessee Board of Regents System. When a subject category is incomplete, a course by-course evaluation will be conducted, and the student will be subject to specific requirements of the receiving institution.
3. Institutional/departmental requirements of the grade of "C" will be honored. If credit is granted for a course with the grade of "D," any specific requirements for the grade of "C" by the receiving institution will be enforced.
4. In certain majors, specific courses must also be taken in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education. In cases where specific courses are required as a part of general education for certain majors, the student is responsible for enrolling in the correct courses. Failure to fulfill specific major requirements in lower-division general education may result in the need to complete additional courses.

General Education Requirements for the Associate of Applied Science Degree

The Associate of Applied Science (A.A.S.) degree is not designed to transfer to baccalaureate programs; however, a general education component is required. The following distribution of general education courses is required for the A.A.S. degree in all community colleges within the Tennessee Board of Regents System.

English Composition 3 semester hours

*Humanities and/or Fine Arts 3 semester hours

*Social/Behavioral Sciences 3 semester hours

*Natural Science/Mathematics 3 semester hours

*One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics 3-4 semester hours

Total 15-17 semester hours

*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate of Arts, Associate of Science, or baccalaureate degrees.

Graduate

Graduate Degree Requirements and Provisions

Graduate degree requirements vary by discipline and level. Generally, master and doctoral programs require a 3.0 GPA or higher for graduation as stated by the institution.

Transfer Provisions for Graduate Courses

Transfer credit provisions are set by the institutions in keeping with best practice guidelines. As such, transfer of graduate credit is limited in a number of areas. For example, the number of hours that may be transferred, the equivalency of requirements, the procedures for acceptance of graduate transfer credits, the period in which courses may be taken and time limits on graduate work varies by institution, department and academic program.

In general, courses are eligible for transfer if the grade earned is a "B" or better.

Source: TBR Meetings, June 25, 1976; June 25, 1982; March 20, 1987; June 24, 1988; December 5, 1997; June 29, 2004; September 24, 2004; March 27, 2008; TBR Board Meeting September 25, 2009.

Policy 2:01:00:00

Subject: General Education Requirements and Degree Requirements

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**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
November 2010**

DATE: Presidents Meeting - November 9, 2010
Directors Meeting - November 10, 2010

AGENDA ITEM: Revisions to TBR Policy 2:01:01:00
Subject: Approval of Academic Programs, Units, and
Modifications

ACTION: Approval

PRESENTER: Vice Chancellor Paula Myrick Short

BACKGROUND INFORMATION:

Proposed revisions to TBR Policy 2:01:01:00 - Approval of Academic Programs, Units, and Modifications will be presented for your review and approval.

Policy 2:01:01:00

Subject: Approval of Academic Programs, Units, and Modifications

INTRODUCTION

T.C.A. § 49-8-101 et seq. authorized the establishment of the State University and Community College System of Tennessee. Among the powers given to the Tennessee Board of Regents (TBR) by this Act is the power "to prescribe curricula and requirements for diplomas and degrees."

Institutions have the authority to create new courses. However, if the development cost of a fully online course exceeds \$9,500 for the course, then justification must be submitted to the Office of Academic Affairs for approval. Institutions have the authority to terminate existing courses, determine course content or design, and carry out curriculum revisions less extensive than those the Board has reserved to itself or otherwise delegated. The Tennessee Higher Education Commission (THEC) must approve academic proposals specified in **THEC Policy No. A1:0 and A1:1, *New Program Review Criteria***. This policy should serve as a resource for the development of all academic proposals.

Section I. Process

A. Academic Proposals That Must Be Taken to the Board

Beyond those delegated responsibilities the Board reserves to itself the authority to review and approve all proposed academic actions pertaining to the establishment of new high quality academic degree programs.

B. Academic Proposals Approved by the Board through Delegated Authority

Other than new degree programs, academic proposals may be approved by the Board through delegated authority to the Chancellor. Summaries of these proposals will be reported monthly or as needed, to the Board, with a 30-day period for Board review. Board members may contact the Vice Chancellor for Academic Affairs with questions or concerns, and if desired, can require that the proposal be brought before the full Board at its next quarterly meeting. Institutions shall provide, to the Vice Chancellor for Academic Affairs, proposals related to the following:

- 1) Establishment of any Certificate of Credit included in the academic inventory or that will be included in the institution's *Catalog* or other recruitment materials and activities. The term "institutional certificate" applies should apply only to certificates awarding continuing education credit. If college credit is to be awarded and promoted as a certificate, the program of study is subject to Board approval.
- 2) Establishment of concentrations within an existing academic program.
- 3) Establishment of a new academic units such as colleges, schools, departments, institutes, centers within existing academic units, bureaus, etc., (see TBR Guideline A-040, and THEC Policy A1.3, New Units and A1.4, Off-Campus Instruction.)
- 4) Revision of any admission, retention, or graduation policy (both institutional and program specific)
- 5) Substantive revision of the curriculum of an existing academic program. (Substantive refers to changes impacting

18 or more semester credit hours at the undergraduate level or 9 or more at the graduate level from the last submission to the Board, and includes course rubrics, titles, descriptions, or content).

6) Consolidation of existing academic programs.

7) Extension of an academic degree program to an off-campus site.

8) Inactivation or termination of academic programs listed in the academic inventory.

9) Curriculum modifications that increase required hours for a degree to more than 60 for the associate degree and 120 for the baccalaureate degree, or more than the previously approved exceptions.

10) Current on-ground programs that will be converted to a fully online delivery format.

C. Academic Proposals Requiring Only Notification to Vice Chancellor

Changes to *existing* academic programs not listed above, that require no new costs or minimal costs that the campus will fund through reallocation of existing resources or through sources such as grants and gifts, may be approved through an established process by the institution. The Vice Chancellor for Academic Affairs must be informed of such changes prior to implementation and may refer the proposal for Board approval if deemed appropriate due to costs or other potential concerns.. Such action includes, but is not limited to, establishment of new minors and changes such as the modification of the title of an academic program or unit. Minors are typically developed by packaging existing courses and do not usually require new resources or additional costs.

Section II. Procedures

Institutions wishing to effect academic changes that fall into any of the above categories will, therefore, comply with the following procedures as well as those contained in TBR Guideline A-010 and found on the TBR Academic Affairs website.

A. Approval Route of Proposals

Proposals for academic actions that require approval by the Board of Regents shall be submitted to the Vice Chancellor for Academic Affairs for review and approval by the Board.

Subsequent to Board action, the Chancellor shall transmit to the Tennessee Higher Education Commission those proposals that require its approval along with the Board's recommendation. The TBR Academic Affairs staff will maintain communication with the Commission's staff relative to the proposal until formal action has been taken and will keep the institutions informed of its status.

B. Schedule for the Submission and Approval of Academic Proposals

The Board will consider academic degree proposals at each of its quarterly meetings. Proposals must, however, be submitted sufficiently in advance to permit adequate review by the staff. The time required for this review will vary according to the nature of the proposal, the number of proposals already under review, or other workload issues of TBR staff.

C. Review by and Selection of Consultants

TBR staff may engage qualified consultants to assist in the review of all proposals for new degree programs as deemed appropriate by the Vice Chancellor for Academic Affairs for both graduate and undergraduate. Consultants will file a written report on the quality of the proposed program and respond to any other relevant questions or issues addressed to them by TBR. Academic proposals must also comply with THEC policy A1:0 and A1:1. A site visit is typically required for new graduate degree programs.

While it is the responsibility of the institution to provide and support such consultants, the selection will be made by the TBR staff and the Vice Chancellor for Academic Affairs, in consultation with the institution. All costs associated with an external review are borne by the institution submitting the proposal.

Section III. General Criteria for Reviewing Academic Proposals

A summary of the major criteria used by the TBR staff in evaluating academic proposals is presented below.

- 1) The proposed action is central to the mission, role, and scope of the institution.
- 2) The need for the proposed program is supported by data documenting student interest, employer demand, societal needs, and administrative effectiveness.
- 3) The proposed action does not constitute unnecessary duplication of academic programs, research projects, or public services available at other public institutions. Partnerships or collaborations should be considered whenever needs might be met with greater efficiency.
- 4) The proposal should establish quality admission, retention and graduation standards.
- 5) The curriculum of the proposed program meets the stated objectives of the program and reflects breadth, depth, theory and practice at the appropriate level to the discipline and the degree.
- 6) The proposal documents the institution's ability to implement the proposed action in terms of: (a) fiscal resources, (b) library and other support resources, (c) physical facilities, and (d) qualified personnel.
- 7) The proposal includes information about appropriate articulation and/or affiliations.
- 8) The proposal includes information about the ~~online~~-delivery format ~~(if applicable)~~
- 9) The proposed program should clearly state the organizational structure and administrative responsibilities associated with its operation.
- 10) Proposals pertaining to academic programs should include a description of procedures for regular post-approval evaluation of the programs and units, including evaluation of the program's enrollment and productivity, and how the results will be used to enhance program quality.
- 11) Proposals should include information related to accreditation, both SACS and professional, and when applicable, provide a time frame for achieving the appropriate accreditation.

Section IV. Sources of Specific Criteria

Listed below are illustrative sources of specific criteria that serve as bases for staff decisions relative to academic proposals.

- (1) TBR Policy No. 2:01:00:00, Degree Requirements
- (2) TBR Policy No. 2:02:00:00, Associate Degree Programs
- (3) TBR Policy No. 2:01:00:03, Principles for Articulation in Vocational/Technical Education
- (4) TBR Guideline No. A-020, Interinstitutional Relationships and Off-Campus Affairs
- (5) TBR Guideline No. A-040, Evaluation of Bureaus, Centers, and Institutes
- (6) TBR Action (December 1986) endorsing TCGS Criteria as standards for both pre- and post-approved review of Master's programs.
- (7) THEC Policy No. A1:0, New Program Review Criteria (November 2002)
- (8) THEC Policy A1:3, New Units

Source: TBR Meeting, December 2, 1988, TBR Meeting, December 13, 2002, March 29, 2006; TBR Meeting, December 8, 2006; March 28, 2008

Policy 2:01:01:00

Subject: Approval of Academic Programs, Units, and Modifications

INTRODUCTION

T.C.A. § 49-8-101 et seq. authorized the establishment of the State University and Community College System of Tennessee. Among the powers given to the Tennessee Board of Regents (TBR) by this Act is the power "to prescribe curricula and requirements for diplomas and degrees."

Institutions have the authority to create new courses. However, if the development cost of a fully online course exceeds \$9,500 for the course, then justification must be submitted to the Office of Academic Affairs for approval. Institutions have the authority to terminate existing courses, determine course content or design, and carry out curriculum revisions less extensive than those the Board has reserved to itself or otherwise delegated. The Tennessee Higher Education Commission (THEC) must approve academic proposals specified in **THEC Policy No. A1:0 and A1:1, *New Program Review Criteria***. This policy should serve as a resource for the development of all academic proposals.

Section I. Process

A. Academic Proposals That Must Be Taken to the Board

Beyond those delegated responsibilities the Board reserves to itself the authority to review and approve all proposed academic actions pertaining to the establishment of new high quality academic degree programs.

B. Academic Proposals Approved by the Board through Delegated Authority

Other than new degree programs, academic proposals may be approved by the Board through delegated authority to the Chancellor. Summaries of these proposals will be reported monthly or as needed, to the Board, with a 30-day period for Board review. Board members may contact the Vice Chancellor for Academic Affairs with questions or concerns, and if desired, can require that the proposal be brought before the full Board at its next quarterly meeting. Institutions shall provide, to the Vice Chancellor for Academic Affairs, proposals related to the following:

- 1) Establishment of any Certificate of Credit included in the academic inventory or that will be included in the institution's *Catalog* or other recruitment materials and activities. The term "institutional certificate" applies only to certificates awarding continuing education credit. If college credit is to be awarded and promoted as a certificate, the program of study is subject to Board approval.
- 2) Establishment of concentrations within an existing academic program.
- 3) Establishment of new academic units such as colleges, schools, departments, institutes, centers within existing academic units, bureaus, etc., (see TBR Guideline A-040, and THEC Policy A1.3, New Units and A1.4, Off-Campus Instruction.)
- 4) Revision of any admission, retention, or graduation policy (both institutional and program specific)
- 5) Substantive revision of the curriculum of an existing academic program. (Substantive refers to changes impacting 18 or more semester credit hours at the undergraduate level or 9 or more at the graduate level from the last

submission to the Board, and includes course rubrics, titles, descriptions, or content).

- 6) Consolidation of existing academic programs.
- 7) Extension of an academic degree program to an off-campus site.
- 8) Inactivation or termination of academic programs listed in the academic inventory.
- 9) Curriculum modifications that increase required hours for a degree to more than 60 for the associate degree and 120 for the baccalaureate degree, or more than the previously approved exceptions.
- 10) Current on-ground programs that will be converted to a fully online delivery format.

C. Academic Proposals Requiring Only Notification to Vice Chancellor

Changes to *existing* academic programs not listed above, that require no new costs or minimal costs that the campus will fund through reallocation of existing resources or through sources such as grants and gifts, may be approved through an established process by the institution. The Vice Chancellor for Academic Affairs must be informed of such changes prior to implementation and may refer the proposal for Board approval if deemed appropriate due to costs or other potential concerns. Such action includes, but is not limited to, establishment of new minors and changes such as the modification of the title of an academic program or unit. Minors are typically developed by packaging existing courses and do not usually require new resources or additional costs.

Section II. Procedures

Institutions wishing to effect academic changes that fall into any of the above categories will, therefore, comply with the following procedures as well as those contained in TBR Guideline A-010 and found on the TBR Academic Affairs website.

A. Approval Route of Proposals

Proposals for academic actions that require approval by the Board of Regents shall be submitted to the Vice Chancellor for Academic Affairs for review and approval by the Board.

Subsequent to Board action, the Chancellor shall transmit to the Tennessee Higher Education Commission those proposals that require its approval along with the Board's recommendation. The TBR Academic Affairs staff will maintain communication with the Commission's staff relative to the proposal until formal action has been taken and will keep the institutions informed of its status.

B. Schedule for the Submission and Approval of Academic Proposals

The Board will consider academic degree proposals at each of its quarterly meetings. Proposals must, however, be submitted sufficiently in advance to permit adequate review by the staff. The time required for this review will vary according to the nature of the proposal, the number of proposals already under review, or other workload issues of TBR staff.

C. Review by and Selection of Consultants

TBR staff may engage qualified consultants to assist in the review of all proposals for new degree programs as deemed appropriate by the Vice Chancellor for Academic Affairs for both graduate and undergraduate. Consultants will file a written report on the quality of the proposed program and respond to any other relevant questions or issues addressed to them by TBR. Academic proposals must also comply with THEC policy A1:0 and A1:1. A site visit is typically required for new graduate degree programs.

While it is the responsibility of the institution to provide and support such consultants, the selection will be made by the TBR staff and the Vice Chancellor for Academic Affairs, in consultation with the institution. All costs associated with an external review are borne by the institution submitting the proposal.

Section III. General Criteria for Reviewing Academic Proposals

A summary of the major criteria used by the TBR staff in evaluating academic proposals is presented below.

- 1) The proposed action is central to the mission, role, and scope of the institution.
- 2) The need for the proposed program is supported by data documenting student interest, employer demand, societal needs, and administrative effectiveness.
- 3) The proposed action does not constitute unnecessary duplication of academic programs, research projects, or public services available at other public institutions. Partnerships or collaborations should be considered whenever needs might be met with greater efficiency.
- 4) The proposal should establish quality admission, retention and graduation standards.
- 5) The curriculum of the proposed program meets the stated objectives of the program and reflects breadth, depth, theory and practice at the appropriate level to the discipline and the degree.
- 6) The proposal documents the institution's ability to implement the proposed action in terms of: (a) fiscal resources, (b) library and other support resources, (c) physical facilities, and (d) qualified personnel.
- 7) The proposal includes information about appropriate articulation and/or affiliations.
- 8) The proposal includes information about the delivery format
- 9) The proposed program should clearly state the organizational structure and administrative responsibilities associated with its operation.
- 10) Proposals pertaining to academic programs should include a description of procedures for regular post-approval evaluation of the programs and units, including evaluation of the program's enrollment and productivity, and how the results will be used to enhance program quality.
- 11) Proposals should include information related to accreditation, both SACS and professional, and when applicable, provide a time frame for achieving the appropriate accreditation.

Section IV. Sources of Specific Criteria

Listed below are illustrative sources of specific criteria that serve as bases for staff decisions relative to academic proposals.

- (1) TBR Policy No. 2:01:00:00, Degree Requirements
- (2) TBR Policy No. 2:02:00:00, Associate Degree Programs
- (3) TBR Policy No. 2:01:00:03, Principles for Articulation in Vocational/Technical Education
- (4) TBR Guideline No. A-020, Interinstitutional Relationships and Off-Campus Affairs
- (5) TBR Guideline No. A-040, Evaluation of Bureaus, Centers, and Institutes
- (6) TBR Action (December 1986) endorsing TCGS Criteria as standards for both pre- and post-approved review of Master's programs.
- (7) THEC Policy No. A1:0, New Program Review Criteria (November 2002)
- (8) THEC Policy A1:3, New Units

Source: TBR Meeting, December 2, 1988, TBR Meeting, December 13, 2002, March 29, 2006; TBR Meeting, December 8, 2006; March 28, 2008

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
November 2010**

DATE: Presidents Meeting - November 9, 2010
Directors Meeting - November 10, 2010

AGENDA ITEM: Revision to TBR Policy 2:08:30:00
Subject: Admission & Delivery of Services to International
Students & for the Employment & Delivery of Services to
International Faculty & Academic Staff at TBR Institutions

ACTION: Approval

PRESENTER: Vice Chancellor Paula Myrick Short

BACKGROUND INFORMATION:

Proposed revision to TBR Policy 2:08:30:00 - Admission & Delivery of Services to International Students & for the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions will be presented for your review and approval.

Policy 2:08:30:00

Subject: Admission & Delivery of Services to International Students & for the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions

The Tennessee Board of Regents encourages its constituent institutions to receive international students and faculty into their communities in order to strengthen and expand the global academic market of ideas and knowledge. The TBR recognizes that international students and scholars have legitimate special needs, many of which are imposed by federal immigration laws and others which are ethical responsibilities.

In general, TBR institutions, which have international students, faculty, or academic staff, shall provide trained personnel to deliver services required by law and not discriminate against any international student, faculty, or academic staff member on the basis of national origin.

I. Recruitment and Admission of Students

A. ~~No per capita fee~~—No TBR institutions ~~that choose to~~ will contract with any organization, agency, or agent which recruits international students on a per capita fee basis must either use agents vetted through a recognized professional group or base the payment of recruitment fees upon a successful matriculation outcome.

B. TBR institutions will accept international students for admission to their programs according to TBR Policy 2:01:00:00, established academic criteria and such other requirements as the U.S. Department of Homeland Security may impose upon non-immigrant foreign nationals, excluding from such decisions any economic benefit, which may accrue, to the institution or the system.

C. Admission Standards - All TBR institutions will seek reasonable and appropriate consistency in determining admissions standards for degree-seeking students, including use of the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores, transfer credit policies, transcript evaluation, recognition of degrees from foreign institutions, and the like, recognizing that differential policies in such areas may damage the academic credibility of the TBR System.

D. Student Financial Matters - All TBR institutions will establish reasonable and appropriate consistency in determining procedures for tuition payment, acceptance deposits, and other financial matters, taking into account the logistical constraints, which may be posed by international currency transfers.

E. Student Discipline - All TBR institutions shall inform international students regarding the student conduct and disciplinary policies. The customs of the international student's home country shall not, in most instances, be a defense to violations of student conduct and discipline policies.

II. Academic Support and Other Services

A. Orientation - Institutions that receive international students must provide an orientation program that specifically addresses the particular needs of those individuals.

B. Health Insurance - Every international student will enroll in annual health insurance coverage contracted by the TBR, unless a waiver is granted for comparable or superior coverage. The premium for such insurance will be added to the student's regular institutional billing for tuition, fees, and services. Institutions must inform international students of all required immunizations at time of admission.

C. Student Privacy and Foreign Students - The Federal Educational Rights and Privacy Act (FERPA) permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of the Student and Exchange Visitor Information System (SEVIS).

D. English Proficiency - An offer of admission for a degree-seeking student must not be made when it has been verified that a student does not have adequate English proficiency for the individual institution. Postponement of admission pending improvement of English skills is preferable to failure or delays in time to degree due to language deficits.

1. Any TBR institution that conditionally admits students with English proficiency performance below established standards must provide either an appropriate, professionally staffed ESL program or provide access to such a program to remedy such deficiencies.

a. Students will pay fees for such programs, if not otherwise provided by standard institutional tuition.

b. Institutions should establish mandatory standard proficiency levels which are expected in order for students conditionally admitted due to language deficiencies to achieve unconditional admission.

E. Academic and Logistical Accommodation of Foreign Students TBR institutions must provide international students with fair and reasonable access to classes, housing, and other programs and services, recognizing that normal domestic deadlines and procedures for their delivery may require modification in order to accommodate the extended timeframe often created by the international admissions process.

Source: Board Meeting March 26, 2009

Policy 2:08:30:00

Subject: Admission & Delivery of Services to International Students & for the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions

The Tennessee Board of Regents encourages its constituent institutions to receive international students and faculty into their communities in order to strengthen and expand the global academic market of ideas and knowledge. The TBR recognizes that international students and scholars have legitimate special needs, many of which are imposed by federal immigration laws and others which are ethical responsibilities.

In general, TBR institutions, which have international students, faculty, or academic staff, shall provide trained personnel to deliver services required by law and not discriminate against any international student, faculty, or academic staff member on the basis of national origin.

I. Recruitment and Admission of Students

A. TBR institutions that choose to contract with any organization, agency, or agent which recruits international students on a per capita fee basis must either use agents vetted through a recognized professional group or base the payment of recruitment fees upon a successful matriculation outcome.

B. TBR institutions will accept international students for admission to their programs according to TBR Policy 2:01:00:00, established academic criteria and such other requirements as the U.S. Department of Homeland Security may impose upon non-immigrant foreign nationals, excluding from such decisions any economic benefit, which may accrue, to the institution or the system.

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A. Orientation - Institutions that receive international students must provide an orientation program that specifically addresses the particular needs of those individuals.

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Source: Board Meeting March 26, 2009

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
November 2010**

DATE: Presidents Meeting - November 9, 2010
Directors Meeting - November 10, 2010

AGENDA ITEM: Revisions to TBR Guideline A-010
SUBJECT: Submitting Proposals for New Academic Programs
or Units, and for Modifications of Existing Academic
Programs, Policies, or Units

ACTION: Approval

PRESENTER: Vice Chancellor Paula Myrick Short

BACKGROUND INFORMATION:

Proposed revisions to TBR Guideline A-010 - Submitting Proposals for New Academic Programs or Units, and for Modifications of Existing Academic Programs, Policies, or Units will be presented for your review and approval.

GUIDELINE A-010

SUBJECT: Submitting Proposals for New Academic Programs or Units, and for Modifications of Existing Academic Programs, Policies, or Units

I. DEVELOPING ACADEMIC PROPOSALS

A. LETTERS OF INTENT:

Submitting a Letter of Intent is the first step for any program proposal that requires approval from both TBR and THEC (See THEC policy A1:0 and A1:1). The TBR Vice Chancellor for Academic Affairs should be notified that a Letter of Intent will be forthcoming. The Letter of Intent must be submitted to the TBR Vice Chancellor for Academic Affairs and include the following information:

- A brief description of the nature, purpose, and scope of the proposed action.
- The projected date for submission of the full proposal and the target date for Board approval.
- The projected date for implementation of the proposed program.
- The ~~online~~-delivery mode (as if-applicable) and,
- A statement of the total estimated cost for the first year of the program and the anticipated source of funding that will support the program over a long-term period.

Once a Letter of Intent is received, the proposed action will be reviewed by TBR and THEC staff, and the results shall be conveyed to the President by TBR. The President will authorize the development of the proposal and notification to SACS as appropriate. A copy of the approval letter should be submitted to TBR along with the proposal.

While a Letter of Intent is not required for proposals that are not subject to THEC authorization, the Vice Chancellor for Academic Affairs should be informed prior to the development of any proposal anticipated to generate new costs or that may duplicate similar programs offered at other institutions serving the same region or population.

B. PROPOSAL FORMS

The following forms have been developed to assist the institution and to assure that the Board has the information it needs to review a proposal properly. The response should be tailored to meet the particular needs of the action being proposed. If an area is not applicable the response can be "NA." Listed below are the various actions that require approval of the Board and the form that should be used for each.

FORMS IDENTIFICATION

The following forms are available on the TBR Academic Affairs webpage for "Publications and Forms." Since forms may be revised by TBR staff as needed, all proposals should be developed using forms obtained directly from the website to insure that the most current format has been submitted.

COVER – Required for all proposals. This provides the President's signature indicating that the proposal is supported and has been approved through the institution's curriculum review process or other appropriate committee review.

SUM (Summary) – Required for all proposals. The summary should be no more than two (2) pages, excluding attachments. Notice that this form specifies documentation must be provided from the appropriate institution, if there

is the potential for a TBR institution to be duplicating education or training at another TBR institution in the same service area or region, (i.e., TTCs, community colleges, or universities). Other TBR institutions are not required to approve of the proposed action before it is sent to the Board for approval. However, they must be given the opportunity to voice concerns or objections if there is a possibility of duplicating program offerings.

PS (Program Structure)

PJ (Performance and Justification)

SE (Student Enrollment Projections)

FP (Financial Projections)

CL (Collaborative Programs)

PC (Program Change, Creation of a New Academic Unit, Admission Policy change, etc.)

OCS (Extension of an existing degree program to an Off Campus Site)

OD (Online delivery) if applicable

PROPOSED ACTION AND REQUIRED FORMS (Add Form CL for all proposed collaborative programs.) Establish a New Academic Degree: COVER, SUM, PS, PJ, SE, FP Establish a New Certificate Program: COVER, SUM, PS, PJ, SE, FP Establish a New Concentration: COVER, SUM, PS, PJ, SE, FP Consolidate an Existing Academic Program: COVER, SUM, PC Converting on-ground program to a fully online delivery format: COVER, SUM, OD Substantive Curriculum Modification: COVER, SUM, PC (affecting 18 credit hours or more at the undergraduate level and 9 or more credit hours at the graduate level since the program was originally proposed or last modification approved, or to increase required hours for an undergraduate degree that results in more than 60/120) Termination, Inactivation, or Reactivation: COVER, SUM, PC Revision of admission, retention, and/or graduation policy: COVER, SUM, PC

Extending an Academic Degree to an Off-Campus Site: COVER, SUM, OCS (Also include forms PJ, SE, and FP if new costs are created by the extension.) NOTE: THEC Policy A1.4 also has specific forms required.

Establishment of a new academic unit or reorganization resulting in a net gain of an academic unit (i.e., department, school, on campus center, institute, bureau, or college) COVER, SUM, PC (If new costs are anticipated, the FP form must also be submitted.)

C. SUBMITTING THE PROPOSAL

Number of copies - Submit one copy of the proposal electronically, ~~and one (1) paper copy~~ with the President's signature, ~~to~~ the Vice Chancellor for Academic Affairs.

~~Binding - Proposals should NOT be bound or stapled. Forms should be separated with one page of colored paper.~~

Review Calendar

The submission of a proposal should be carefully planned in order to assure timely staff review and Board consideration -- and, as may be required, THEC review and consideration. In doing so, the following considerations are relevant:

(a) The TBR considers academic proposals for new degree programs at each of its quarterly meetings; the THEC, on the other hand, considers academic proposals only at its Winter (January) and Summer (July) meetings.

(b) The number of proposals received at any one time may determine whether or not the staff review of a particular proposal is completed in time for submission to the TBR at the desired time. Proposals are generally reviewed on a first-come basis. Should the review of a proposal not be completed in time for the next meeting of the Board, it will be carried over with priority to the subsequent meeting.

(c) The following schedule may serve as a general guide for all proposed academic actions other than for the establishment of new degree programs. For proposed new degree programs, a timeline should be discussed with TBR staff and will be addressed in the letter to the President granting approval to develop the proposal after the Letter of Intent has been submitted. Proposed new graduate degree programs will require considerably more time than undergraduate degree program proposals.

Proposals will be accepted on a continual basis. Proposals (other than degree programs) received by 15th of each month (except December) will typically be reviewed by the end of the month and summaries prepared for consideration by the Board through the 30-day review process. Approval by the Chancellor, through delegated authority, will be given at the end of the 30-day review period unless objections were voiced by the Board. Letters will be sent to the appropriate institution to authorize implementation of the proposed action. If THEC approval is required, the letter will inform the institution of the approval by TBR and explain that the proposal will be sent to THEC for its review.

4. A-010 Status Reports

~~The staff attempts to keep the institutions apprised of the status of their proposals in a variety of ways including direct conversations and bi-annual A-010 Reports. Actions approved by the Board will be communicated through the A-010 Report that will be sent electronically to Presidents and Chief Academic Officers.~~

Source: March 5, 1976 meeting. Revised December 12, 1980 TBR meeting; November 8, 1982, May 29, 1984, February 10, 1987, and February 14, 1989 Presidents Meeting, Presidents Meeting, February, 2003, Presidents Meeting, May 20, 2003, Presidents Meeting, February 7, 2006; Presidents Meeting, November 8, 2006; Presidents meeting, February 12, 2008.

GUIDELINE A-010

SUBJECT: Submitting Proposals for New Academic Programs or Units, and for Modifications of Existing Academic Programs, Policies, or Units

I. DEVELOPING ACADEMIC PROPOSALS

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