



**TENNESSEE BOARD OF REGENTS
Telephonic Quarterly Board Meeting
1 Bridgestone Park, Nashville, Tennessee
Tuesday, April 7, 2020 – 3:00 PM (CDT)**

- I. Minutes
 - A. December 12, 2019 Regular Session
- II. Report of Interim Action
- III. Report of the Committees
 - A. Approval of the Minutes from the February 11, 2020 Special Called Meeting of the Audit Committee and the Minutes from the March 10, 2020 Meeting of the Audit Committee
- IV. Report of the Chancellor
 - COVID-19 Update
 - SOAR Awards
- V. New Business
 - A. Consent Agenda
 - 1. Review and Approve Revisions to TBR Policies
 - a. 2:01:01:02 - Inter-institutional Relationships and Off Campus Offerings
 - b. 2:08:10:00 – Development & Operation of Off Campus International Education Programs
 - 2. Review and Consider 2019-20 Faculty Emeritus Recommendations for Community Colleges
 - B. Informational Reporting
 - 1. External Affairs Update (*McCormick*)
 - Legislative Update
 - 2020 Census Update
 - C. Action Items
 - 1. Proposed Program Implementations at the Colleges of Applied Technology (*Hamilton*)
 - 2. Proposed Revisions to TBR Policy 1:04:01:00 Duties of the Chancellor
 - D. Other



**TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting**

April 7, 2020

EXECUTIVE SUMMARY

I. Minutes

The Board will consider approving minutes from the December 12, 2019 regular quarterly meeting.

II. Report of Interim Action

This report serves as a record of business transacted by the Office of the Chancellor since the previous meeting of the Board.

During the period beginning November 16, 2019 through February 29, 2020 a total of 189 contracts (141 new contracts and 48 amended contracts) were approved at an annual cost of \$10,195,864.21. In comparison to the same period reported for the previous year at the March 21, 2019 Board meeting, a total of 147 contracts (130 new contracts and 17 amended contracts) were approved at an annual cost of \$27,889,471.86. A copy of the report is enclosed.

III. Report of the Committees

The Board will consider approving the minutes of the following Committee meetings:

- A. Report of the Special Called Audit Committee Meeting on February 11, 2020 and the Minutes from the March 10, 2020 Meeting

IV. Report of the Chancellor

V. Unfinished Business

There is no unfinished business to come before the Board at this time.

VI. New Business – Consent Agenda

A. Review and Approve Revisions to TBR Policies

- 1. 2:01:01:02 – Inter-institutional Relationships and Off Campus Offerings

Academic Policy 2:01:01:02 Inter-institutional Relationships and Off-campus Offerings is a new policy, which is being converted from Guideline A-020 with the same name.

Substantive changes include the following:

- Added definitions.

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- Deleted detailed process for opening a new off-campus facility (needs assessment, budget, accreditation standards), as these are outlined in THEC Site Code requirements referenced in section II.C. New facility/site approval procedures are being reviewed for inclusion in *TBR Policy 2:01:01:00 Approval of Academic Programs, Units, and Modifications*, or may warrant the creation of a policy of its own.
- Removed references to immaterial documents such as Role and Scope Statement and Guidelines for Awarding and Reporting CEUs.
- Significant revision to notification/communication protocols regarding primary service areas, including client request scenario.
- Expanded Related Policies and Exhibits section to include updated Service Area Map and *THEC Policies for Off-Campus Instruction*.

These revisions have been reviewed and approved by the Academic Affairs Sub-Council, Student Affairs Sub-Council and the Presidents Council.

2. 2:08:10:00 – Development & Operation of Off Campus International Education Programs

The Tennessee Board of Regents System supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The Tennessee Board of Regents encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

The policy has been reviewed and approved by the Academic, Student Affairs, and Faculty Sub-councils, and approved by the Presidents Council.

B. Review and Consider 2019-2020 Faculty Emeritus Recommendations for Community Colleges

The Board requested a review and update to Policy 5:02:01:10 on Faculty Emeritus. This update was completed and approved by the Board March 19, 2019.

The policy now requires a central office staff review of recommendations from Community College Presidents to the Chancellor and Vice Chancellor of Academic Affairs prior to Board Review.

The Board will be asked to approve recommendations for faculty emeritus of the following faculty members:

Cleveland State Community College

Mrs. Nancy Herrig: Service Dates- 2007-2017

Pellissippi State Community College

Dr. Carol Luther: Service Dates- 1993-2018

Southwest Tennessee Community College

Mr. Gary Spencer: Service Dates- 1978-2020

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Volunteer State Community Colleges

Mr. Robert Berry: Service Dates- 1995-2019

Mr. Howard Espravnik: Service Dates- 1986-2020

Dr. Mickey Hall: Service Dates- 1989-2020

Mrs. Cynthia Wyatt: Service Dates- 2004-2020

Mrs. Joan Weaver: Service Dates- 1971-2020

Additional information about these individuals may be found within the contents of the board materials.

New Business – Informational Reporting

A. External Affairs Update

Vice Chancellor McCormick will provide an External Affairs update that will include the following:

- Summary of the legislative bills being tracked by TBR Government Relations with an overview of possible legislation that could impact TBR and higher education

New Business – Action Item

A. Proposed Program Implementations at the Colleges of Applied Technology

Twenty-five (25) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. Please see corresponding implementation proposals for each program following the list below. The proposals are:

1. Implementation of an Emergency Medical Technology program at TCAT Crump
2. Implementation of an online/ distance Health Information Management Technology program at TCAT Crump- Columbia State Community College Clifton Campus (2H)
3. Implementation of an online/ distance Health Information Management Technology program at TCAT Crump- Henderson/Chester County Instructional Service Center (2B)
4. Implementation of a Diesel-Powered Equipment Technology program at TCAT Crump- Regional Transportation Education Center (pending THEC site approval)
5. Implementation of an online/ distance education Information Technology and Infrastructure Management program at TCAT Crump- Henderson/Chester County Instructional Service Center (2B)
6. Implementation of an Advanced Manufacturing Production Technology dual enrollment program at TCAT Dickson- Houston County High School (2N)

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7. Implementation of an Advanced Manufacturing Production Technology dual enrollment program at TCAT Dickson- Stewart County High School (2L)
8. Relocation of the Industrial Maintenance program at TCAT Hohenwald- Wayne County Instructional Service Center (2B)- address change only
9. Implementation of an Emergency Medical Technology program at TCAT Hohenwald- Perry County Instructional Service Center (2E)
10. Implementation of an evening Welding Technology program at TCAT Jacksboro- Jellico Instructional Service Center (pending THEC site approval)
11. Implementation of an Emergency Medical Technology program at TCAT Knoxville- American Medical Response (pending THEC site approval)
12. Implementation of an Advanced Manufacturing Production Technology dual enrollment program at TCAT McKenzie- Weakley County Center for Adults (2A).
13. Implementation of a Cosmetology Instructor Training program at TCAT Murfreesboro
14. Implementation of a Nursing Aide program at TCAT Murfreesboro
15. Implementation of an Electrical Apprenticeship Training standard program at TCAT Nashville
16. Implementation of a Heating, Ventilation, and Air Conditioning Apprentice Training standard program at TCAT Nashville
17. Implementation of an evening Emergency Medical Technology program at TCAT Oneida/ Huntsville- York Institute Instructional Service Center (AB)
18. Replication of Welding Technology as an evening program at TCAT Pulaski- Lawrenceburg Instructional Service Center (AA)
19. Implementation of an evening Welding Technology program at TCAT Pulaski- Marshall County Instructional Service Center/Spot Lowe Vocational Center (pending THEC site approval)
20. Implementation of an evening Welding Technology program at TCAT Pulaski- Lincoln County Instructional Service Center (pending THEC site approval)
21. Relocation of the Industrial Maintenance Automation program from TCAT Shelbyville- Sundquist Center for Advanced Technologies to the Lincoln Central Academy Extension Campus (pending THEC site approval)
22. Implementation of a Farming Operations Technology program at TCAT Shelbyville- Lincoln Central Academy Extension Campus (pending THEC site approval)

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23. Relocation of the Information Technology and Infrastructure Management program from TCAT Shelbyville main campus to TCAT Shelbyville- Middle Tennessee Education Center Instructional Service Center (2E)
24. Implementation of an Information Technology and Infrastructure Management program at TCAT Shelbyville- Franklin County Extension Campus (2K)
25. Implementation of an Information Technology and Infrastructure Management program at TCAT Shelbyville- Lincoln Central Academy Extension Campus (pending THEC site approval)

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Academic Actions for March 2020 Requiring Only Notification to Vice Chancellor:

Six (6) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposals are as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/Implementation Date
Crossville	TCAT Crossville is submitting a program modification to add the Legal Administrative Assistant exit point/diploma to the Administrative Office Technology program. This action has no impact on program length.	None	Fall 2020
Hartsville	TCAT Hartsville is requesting to inactivate Building Construction Technology, a dual enrollment program, at the Tri-County Extension Campus due to low enrollment.	None	Spring 2020
Morristown	The Tennessee College of Applied Technology Morristown is proposing to inactivate the Medical Office Information Technology program due to lack of enrollment	None	Summer 2020
Morristown	The Tennessee College of Applied Technology Morristown is proposing to inactivate the Retail, Hospitality, & Tourism Technology program due to lack of enrollment.	None	Summer 2020
Newbern	TCAT Newbern proposes to terminate the Electronics Program. However, we will start offering Computer Information Technology at the beginning of the Summer 2020 trimester. All current students will transfer to the new program	None	Summer 2020
Ripley	TCAT Ripley is submitting a proposal to duplicate the Practical Nursing program to take place in the evenings and on weekends.	Funds from the GIVE Grant will be utilized for program equipment and faculty Equipment: \$92,330 3 new Faculty: \$135,910	Fall 2020

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B. Proposed Revisions to TBR Policy 1:04:01:00 Duties of the Chancellor

The Board will be asked to consider and act on the following change to Section 1.C of TBR Policy 1:04:01:00 Duties of the Chancellor.

C. The discretionary powers of the Chancellor shall be broad enough to enable the discharge of these responsibilities consistent with the mission and policies of the Board of Regents and the applicable state and federal laws. In addition, the Chancellor shall have authority to act for the Board in all matters during a declared state of emergency and, in consultation with the Vice-Chairman, to waive any policy provisions as necessary to carry out the mission of the Board during such emergency. Any such actions by the Chancellor shall be reported to the Board in a timely manner.

**MINUTES
TENNESSEE BOARD OF REGENTS
REGULAR SESSION**

December 12, 2019

The Tennessee Board of Regents met in regular session on December 12, 2019, at the TBR System Office located at 1 Bridgestone Park, Nashville, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order.

Next, Vice Chair Reynolds reported she and Chancellor Tydings participated on a team of state leaders convened by SCORE at the Gates Foundation's TN Student Pathways from High School to Postsecondary & Careers Community on December 10, 2019. She also noted TBR had started the strategic planning process review with a kick-off meeting of the 2020-25 Strategic Plan Steering Committee on December 11, 2019.

Vice Chair Reynolds recognized and welcomed Interim General Counsel Christine Modisher and welcomed new Regent Weston Wamp, who was appointed by Governor Bill Lee to represent the 3rd congressional district, to his first quarterly board meeting. She also recognized and congratulated Regent Robert Pepper on completing his master's degree.

At the instruction of Vice Chair Reynolds, Board Secretary Sonja Mason called the roll. The following members were present:

Dr. MaryLou Apple
Mr. Miles Burdine
Ms. Emily Dollar
Mr. Greg Duckett
Mr. Mark Gill
Dr. Kenneth Goldsmith
Ms. Yolanda Greene
Mr. Joey Hatch
Commissioner Charles Hatcher
Mr. Robert Pepper
Dr. Barbara Prescott
Ms. Emily Reynolds
Ms. Leigh Shockey
Ms. Danni Varlan
Mr. Weston Wamp

A quorum was present.

I. MINUTES

Minutes of the September 20, 2019, regular session Board meeting and October 31, 2019, special called session were provided to all Board members for review prior to the quarterly Board meeting.

Regent Varlan moved to adopt the minutes. Regent Prescott provided a second. The motion passed unanimously.

II. REPORT OF INTERIM ACTION

Vice Chair Reynolds called upon Chancellor Tydings, who presented the Report of Interim Action for the Board's approval. The report serves as a record of business transacted by the Office of the Chancellor since the previous meeting of the Board. Regent Burdine moved to accept the report. Regent Apple provided a second to the motion. The motion passed by voice vote. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

III. REPORT OF THE COMMITTEES

The Board considered approval of the November 19, 2019, minutes of the Audit Committee. Regent Hatch moved to adopt the minutes. Regent Greene provided a second. The motion passed by roll call vote. A copy of the minutes from the Audit Committee and background materials are attached to the official copy of the Minutes as Appendix B.

IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY

Vice Chair Reynolds called on Regent Varlan for the report of the 2019 Regents' Award for Excellence in Philanthropy presented to Oak Ridge National Laboratory and Oak Ridge Associated Universities. Oak Ridge National Laboratory was nominated by Roane State Community College and supported by Pellissippi State Community College. Oak Ridge Associated Universities was nominated by Pellissippi State Community College and supported by Roane State Community College. Both of these awards were presented August 2nd at the East Tennessee Economic Council Meeting.

The Tennessee Board of Regents Award for Excellence in Philanthropy is a unique designation given only to the most deserving and devoted philanthropists who generously support institutions throughout the TBR System.

Since 2000, the Oak Ridge National Laboratory has been managed by UT-Battelle, LLC and from the beginning of their stewardship they have made significant contributions to the Roane State Foundation in support of academic programs and students at Roane State Community College. It began when UT-Battelle made its library resources available to both students and faculty to improve the quality and diversity of materials available in their educational journey. In that first year, scientific equipment was gifted in the amount of \$23,000 in support of the college's educational programs.

In 2008, Roane State received a \$100,000 contribution from UT-Battelle in support of the 64,000 square foot, three-story, technology and health sciences building on the Oak Ridge campus, which houses numerous classrooms, offices, and technology related programs. In 2011, UT-Battelle

supported the Rural Communities Stem Initiative with a \$10,000 initial gift to seed the creation of hands-on science activities for middle school students across the Roane State service area. This “lab-in-a box,” as it became known, offered materials and educational opportunities in biology, geology, chemistry, robotics and physics. These kits were developed by Roane State Faculty.

Most recently, UT-Battelle has supported Roane State’s unique Middle College program with scholarship dollars totaling \$119,000 since its inception in 2015. Roane State was honored to recognize UT-Battelle for the support they have given to the College and the students.

Oak Ridge Associated Universities has demonstrated a strong commitment and support for STEM education and STEM workforce initiatives. They began providing generous financial support to Pellissippi State in 1992. Additionally, they have voluntarily contributed countless hours of research and specialized expertise to make a positive impact in East Tennessee communities. Oak Ridge Associated Universities and Pellissippi State Community College are shaping the next generation of the region’s scientific and technical workforce. A few excellent examples Oak Ridge Associated Universities’ engagement with Pellissippi State include the regional middle school math competition, the Advanced Manufacturing Internship program, and the Bill Haslam Center for Math and Science.

Presidents Chris Whaley and Anthony Wise provided further comments of appreciation for the Oak Ridge National Laboratory and Oak Ridge Associated Universities and thanked them for their generous support.

V. REPORT OF THE CHANCELLOR

EMS Board and TBR Partnership

The Joint Government Operations Rule Review Committee recently approved a rule to allow a high school senior, who seeks admission to an EMT, AEMT, or Paramedic education program and will be eighteen years of age within ninety days of completing the training for which admission to a program is sought, to participate in dual enrollment for college credit. Chancellor Tydings recently met with the EMS Initial Education Committee to discuss current partnerships and marketing efforts to promote EMT, AEMT, and Paramedic programs throughout the state.

After a recommendation from the Committee, the EMS Board voted to create a recruitment and retention committee focused on closing the workforce gap. The Tennessee Board of Regents will partner with the EMS Board to help with marketing efforts to attract more individuals in the EMS realm.

Digital Media Academy

Nashville State Community College is leading a system-wide effort to develop a Digital Media Academy that will include both credit and non-credit programs. While Nashville State has agreed to lead this innovative project, there will be an opportunity for TBR community colleges to join

this collaborative as we develop a state-of-the-art academy to meet the needs of a 21st century workforce focused around animation, art, editing, game design, and industry-specialized programming and simulations.

SACSCOC On-Site Committee Visits at Roane and Volunteer State

On October 7-10, 2019 Volunteer State Community College hosted a SACSCOC on-site reaffirmation committee as part of the process of reaffirmation of accreditation. The report of the committee represents the professional judgment of the Reaffirmation Committee made in accordance with the *Principles of Accreditation: Foundations for Quality Enhancement*. At the conclusion of the visit, the Committee had no recommendations. The report will be reviewed by a Committee on Compliance and Reports, and a final decision will be made by the SACSCOC Board of Trustees at the June 2020 meeting. The Committee also had no recommendations regarding the Volunteer State Quality Enhancement Plan (QEP) which targets the student first year experience.

Roane State Community College hosted the SACSCOC on-site reaffirmation committee October 15-18. Several committee members visited the Morgan and Fentress county off-campus sites, the Clinton Higher Education and Training Center, and Oak Ridge High School – all teaching locations approved by the Commission since the last reaffirmation in 2010. Roane State's Quality Enhancement Plan to integrate collaborative and project-based learning into the curriculum engaged the committee and the campus community in vigorous conversations throughout the visit. The committee recommended that Roane State be reaffirmed with no recommendations for follow-up or continued monitoring.

TCAT's Celebrating 45 Years of Accreditation

At the COE annual meeting held last month in Reno, Nevada, TCATs Crump, Dickson and Paris were recognized and celebrated for 45 years of accreditation. The accreditation report for TCATs will be presented at the March board meeting.

TBR Research Findings on Student Success

Executive Vice Chancellor Russ Deaton gave a report on the TBR Research Findings on Student Success. He provided highlights on the following new projects on the Pipeline from K-12 to College and the Workforce:

- Course Outcomes for Dual Enrollment Students
- High School Pipeline Dashboard
- Meeting Students' Learning Support Needs
- Programs in High-Demand Fields
- Cumulative Graduation Rates by Race and Ethnicity

Vice Chancellor Deaton also presented information on new tools TBR is using for sharing data with the colleges and how TBR is expanding research capacity with external funding.

Governor's Investment in Vocational Education (GIVE) Grants

Chancellor Tydings reported the TBR community colleges and technical colleges were the lead partners in all of the 28 partnerships Governor Bill Lee announced as recipients of the GIVE grants. She noted these new partnerships and the training they provide will cover a wide range of local workforce needs from welding, construction, nursing and healthcare professions, cyber security, agricultural technology to advanced manufacturing. The programs will serve all of the distressed counties and 18 of the 24 at-risk counties.

Chancellor Tydings thanked and congratulated all of the colleges that worked with their communities and were awarded the grants. She thanked Governor Lee and the legislators for this incredible investment in Tennessee to create more opportunities for student success and workforce development.

Workforce Development System Steering Committee

Commissioner Jeff McCord provided the Board with an update on the activities and progress of the Workforce Development System Steering Committee.

VI. UNFINISHED BUSINESS

There was no unfinished business brought before the Board at this meeting.

VII. NEW BUSINESS – INFORMATIONAL REPORTING

A. Economic and Community Development Update

Vice Chancellor Carol Puryear provided an Economic and Community Development Update, which included highlights for the following:

- The third cohort of the TNTrained program graduated in October, and details about the program and culminating projects were shared.
- TBR ECD is working on several workforce training programs in Tennessee prisons, and updates were provided on three of these programs.
- Current data on TBR Technical Program Warranties issued through summer 2019. TBR has issued 7,592 warranties to date and have 0 warranty claims.
- Assistant Vice Chancellor Nathan Garrett provided updates on the TBR apprenticeship process as well as highlights on Apprenticeship Week (November 11-17) and apprenticeship programs at TCAT Nashville and TCAT Murfreesboro. Phillip Johnston, Executive Director for the American Subcontractors Association, who was instrumental in bringing about the apprenticeship programs at Nashville

and Murfreesboro provided his perspective on the value and need for these types of programs.

B. Financial Report Overview

Vice Chancellor Danny Gibbs provided information regarding the annual consolidated financial report, including management's discussion and analysis for 2018-19. A copy of the observations for the system is attached to the official copy of the Minutes as Appendix C.

C. Employer and Alumni Survey Report for the Tennessee Colleges of Applied Technology

The results of the employer and alumni survey report for the Tennessee Colleges of Applied Technology for the 2017-18 academic year were included in the materials sent to the Board members.

For the 2017-18 survey cohort, alumni rated program preparation for employment "Satisfactory" or above in 97% of the weighted responses. Employers rated student performance "Satisfactory" or above in 95% of the weighted responses. There were approximately 6,968 graduates during the 2017-18 academic year available for job placement. A total of 6,206 graduates were placed in employment for an overall placement rate of 89%, which is a 1% increase over the previous year.

A copy of the report is attached to the official copy of the Minutes as Appendix D.

D. External Affairs Update

Vice Chancellor Kim McCormick reminded everyone that second annual SOAR event is planned for March 24-25, 2020. She noted there would be a new award category for Outstanding Partnership this year.

Assistant Vice Chancellor Cris Perkins provided highlights from the 2018-2019 College System of Tennessee Fundraising and Grants Report. A copy of the report is attached to the official copy of the Minutes as Attachment E. He also gave an update on TBR Advancement activities to include the following:

- The inaugural Foundation for the College System of Tennessee meeting was held on Thursday, September 26;
- Six AT&T Believe projects were completed in the Fall in Nashville, Johnson City, Memphis, Jackson, Nashville and Chattanooga;
- AT&T gave \$69,000 to College System of Tennessee Foundation with \$5,000 being distributed to each of the 13 community college foundations for Emergency/Cost of Living Scholarships, which is on top of the \$81,000 AT&T gave for the Computer Information Systems programs at the TCATs

E. Strategic Plan Update

Executive Vice Chancellor Russ Deaton was called upon for this report. He stated that the TBR 2020-25 Strategic Plan Steering Committee met for the first time on December 11, 2019. He provided an update of that conversation as well as the Strategic Planning process that will unfold over the next several months.

As context, in 2015, TBR approved a Strategic Plan that closely aligned with the statewide Master Plan and the Drive to 55 as established by THEC. That plan, like the statewide educational attainment goal that it was based on, looked out a decade to the year 2025, where Tennessee aims to have 55 percent of its adult population with a postsecondary credential. The plan set a TBR credential target that would fulfill our share of the statewide target that would get Tennessee to 55% educational attainment. The TBR Strategic Plan centered around four principles:

- Access
- Student Success
- Quality
- Resourcefulness and Efficiency

That plan was slightly modified in 2017 by adding a fifth principle: Partnerships, Promotion, and Advocacy.

TBR now finds itself at the mid-point of the 2015-25 plan, where it is prudent to take a fresh look at the TBR Strategic Plan and to consider potential revisions and changes.

Additionally, several other factors help set the stage for this review:

- THEC is scheduled to revise its statewide Strategic Plan in early 2020 which sets the agenda for higher education statewide; and we are anxious to see what approach and direction that THEC takes;
- Recent policy changes such as Tennessee Promise and Tennessee Reconnect have significantly altered the policy landscape of Tennessee and TBR;
- And finally, the FOCUS Act provided an opportunity for TBR to sharpen its mission as an Open Access system emphasizing student success and workforce development.

Therefore, TBR established the Strategic Plan Steering Committee to guide this work and to ultimately make recommendations to Chancellor Tydings and the Board for potential revisions to the Strategic Plan.

Serving on the Committee are Vice Chair Reynolds, Regent Prescott, four TBR Presidents, staff from our colleges representing many facets of the institution such as Academics,

Student Success and the Faculty, TBR senior staff, and partners from agencies like Labor, Education, and Agriculture.

At its first meeting, the committee explored themes that could form the foundation of a revised Strategic Plan. National experts Dennis Jones from NCHEMS, and David Hartleb and Rene Garcia from Achieving the Dream joined the conversation to offer their insights about where TBR has been and where it should be in the future.

The conversation centered around some defining questions such as:

- How does TBR promote collaboration among all 40 colleges in our system?
- What does it mean to have an Open Access mission, is that the proper framing for TBR's mission, and if so, are we fulfilling that charge across the populations who need us?
- Whom does TBR serve and whom should we serve better and how?
- Are expending attention and energy on the right reforms and how do we prioritize our efforts?

As the group talked through these and other questions the following categories began to emerge, some of which are part of the current Strategic Plan:

- Access
- Affordability
- Equity
- Innovation
- Collaboration
- Student Success
- Workforce Development

The next step in the process is for a small team from TBR to begin to have focused conversations about these categories with constituencies and partners across TBR: college staff, partners in K-12, workforce, college access and success, and more. We want to get their thoughts about TBR's mission, the issues that should define our work for the next five years, and the categories that emerged from the Steering Committee's meeting.

The Steering Committee will come back together in the spring to refine the categories and to discuss what was heard in the focused conversations with colleges and partners. The Steering Committee will have a final meeting in the summer before making recommendations for the Board to consider at its September meeting.

NEW BUSINESS – ACTION ITEMS

A. FY 2019-20 October Revised Budget

Vice Chancellor Danny Gibbs presented the October revised budget for fiscal year 2019-20 for the Board's review and approval. The original budgets for FY 2019-20 were developed by institutions in the Spring of 2019 and were submitted to the Board office in May 2019. As such, these budgets included a variety of estimates. These institutional budget submissions were the basis for the Board's June 2019 approval of the initial FY 2019-20 operating budgets (the "Proposed Budget"). The October Revised Budget is based on more recent information, including recognition of the impact of fall enrollment, and includes the effect of revisions from the approved Proposed Budget.

Regent Duckett moved approval of the revised budget with Regent Prescott providing a second. The motion passed unanimously with a roll call vote. A copy of the revised budget is attached to the official copy of the Minutes as Appendix F.

B. Consider Approval of the Minutes from the November 19, 2019 Special Called Meeting of the Personnel and Compensation Committee that Includes Compensation Proposals

The Board considered approval of the November 19, 2019, minutes of the Personnel and Compensation Committee that included approval of the institutional compensation proposals. Regent Hatch moved to adopt the minutes. Regent Apple provided a second. The motion passed unanimously by roll call vote. A copy of the minutes from the Personnel and Compensation Committee and background materials are attached to the official copy of the Minutes as Appendix G.

C. Approval of Proposed Program Terminations, Modifications, and New Technical Program Implementations for the Tennessee Colleges of Applied Technology

Vice Chancellor Lana Hamilton presented the following program proposals for review and approval:

- Implementation of an Agronomy Operations Technology program at TCAT Covington
- Implementation of a Masonry Technology program at TCAT Crossville
- Implementation of an online Computer Aided-Design Technology program at TCAT Crump
- Implementation of a Building Construction Technology program at TCAT Dickson
- Replicate the Diesel-Powered Equipment Technology evening program at TCAT Elizabethton- Johnson County Extension Campus

- Replicate the Welding Technology evening program at TCAT Elizabethton- Unicoi County Extension Campus
- Implementation of a Building Construction Technology program at TCAT Jacksboro
- Implementation of a Heating, Ventilation, Air Conditioning, and Refrigeration program at TCAT Jacksboro
- Implementation of a Manufacturing Technology program at TCAT Jacksboro
- Implementation of a Nursing Aide program at TCAT Knoxville- Anderson County Career and Technical Center
- Implementation of a Building and Electrical Technology program at TCAT Livingston
- Implementation of a Computer Information Technology program at TCAT Newbern

Regent Prescott moved to approve the program proposals. Regent Varlan seconded the motion. The motion passed unanimously by voice vote. A copy of the approved program proposals is attached to the official copy of the Minutes as Appendix H.

D. Review and Consider New TBR Policy 2:03:00:04 – Technical College Learning Support

Vice Chancellor Lana Hamilton presented proposed new TBR Policy 2:03:00:04 (Technical College Learning Support) for consideration and approval. This policy establishes the parameters for the delivery of Technology Foundations academic support made available for students who may require additional assistance for developing competency in applied mathematics, graphic literacy, and reading for information necessary for success in technical college programs, except for Allied Health programs. The policy supports TBR Policy 2:03:00:01 (*Admissions at TCATs*).

Regent Prescott moved approval of the new policy, and Regent Varlan provided a second. The motion passed unanimously by voice vote. A copy of the approved new policy is attached to the official copy of the Minutes as Appendix I.

E. Review and Consideration of Technical College AOT Degree

Vice Chancellor Lana Hamilton explained many of the academic programs at the colleges also have discipline-specific accreditations. She reported the Surgical Technology program is specifically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and they recently made a change where they will only be accrediting associate degree level programs and above. This change is in response to industry demand. Chancellor Tydings noted in order for the six TCATs offering the program to continue to do so a change had to be made for them to offer an associate degree, specifically an Associate of Occupational Technology (AOT). The community colleges would provide the core courses such as English, Math, Science, etc. allowing the students to reverse articulate

to the TCATs to complete the technical training side of the program. No new faculty or staff will be required.

In order for the TCATs to offer an associate degree, it requires a change in language of T.C.A. 49-11-402 to accommodate this action. She reported Senator Delores Gresham and Representative Mark White had agreed to write the legislation and carry it forward. The Board was asked to vote to allow the TBR Government Relations department to pursue this change with the General Assembly. Regent Prescott moved approval. Regent Greene provided a second. The motion passed by voice vote.

F. Building Naming Request at Southwest Tennessee Community College

Vice Chair Reynolds called on Chancellor Tydings for the building naming request from the naming committee at Southwest Tennessee Community College and President Tracy Hall to rename the Nursing, Natural Sciences, and Biotechnology Building on the Union Avenue campus the Dr. Nathan L. Essex Nursing, Natural Sciences, and Biotechnology Building. This recommendation is to honor Dr. Essex, former president of Southwest Tennessee Community College. Dr. Essex was selected to serve as interim president in 1999 to oversee the merger of Shelby State Community College and State Technical Institute at Memphis – which would become Southwest Tennessee Community College. He was appointed president of Southwest Tennessee Community College in 2001. Dr. Essex served as the new institution's first President until he retired in 2014. During his tenure, he made sizeable contributions to the College such as securing funding for the Nursing, Natural Sciences, and Biotechnology building at the Union Avenue campus. Dr. Essex also secured funding to build a new Library and a new Academic Building at the Macon Cove campus and the Whitehaven center. He envisioned a program that would better prepare Tennesseans for industrial positions and responded by leading the effort to create the Industrial Readiness training program, which benefited over 1,000 Tennesseans by earning higher wages and better benefits. Dr. Essex received numerous awards in recognition of his contributions to education and the community including 2014 Downtown Vision Award by the mayor of Memphis and the Downtown Memphis Commission for dramatically improving the west boundary of the medical district and downtown Memphis on Union Avenue. After retiring from Southwest Tennessee Community College, Dr. Essex was appointed President Emeritus.

Regent Duckett moved to approve the naming with Regent Prescott providing a second. The motion passed by voice vote. President Hall addressed the Board in support of this naming.

G. Resolution of Appreciation for Regent Tom Griscom

Vice Chair Reynolds called on Regent Duckett to present the resolution of appreciation for the service of Regent Tom Griscom to the Tennessee Board of Regents. Upon reading the resolution, he moved to adopt the resolution. The motion received a unanimous second.

The motion passed unanimously by voice vote. Regent Griscom served the Board from 2010-2019 representing the 3rd Congressional District. Vice Chair Reynolds, Chancellor Tydings, and Regents Varlan and Prescott provided additional words of appreciation for Regent Griscom's support of higher education and the Tennessee Board of Regents. Regent Griscom was unable to attend the meeting and addressed the Board with words of appreciation via a prerecorded video message.

A copy of the resolution is attached to the official copy of the Minutes as Appendix J.

VII. ADJOURNMENT OF THE MEETING

Chancellor Tydings recognized Dr. Lynn Goodman, Special Assistant to the Chancellor, for her 32 years of dedicated service to the Tennessee Board of Regents.

Vice Chair Reynolds noted the next meeting would be March 26, 2020 at the System Office. This meeting will be held following the SOAR awards March 25 at the Doubletree Hotel downtown Nashville.

There being no further business to come before the board, the meeting was adjourned.

Respectfully submitted,

Sonja F. Mason, Board Secretary

Flora W. Tydings, Chancellor

Emily J. Reynolds, Vice Chair



THE COLLEGE SYSTEM
of TENNESSEE

Office of the Chancellor

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tbr.edu

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings

DATE: March 27, 2020

SUBJECT: Interim Action Report –First Quarter

The following constitutes a record of business transacted by the Office of the Chancellor since the previous regular quarterly meeting of the Board of Regents under the authority of Article IV.G(16) of the Bylaws, which grants to the Chancellor interim authority to act on behalf of the Board. Pending any questions, the actions are recommended for Board consideration and confirmation.

I. Personnel Actions – Tennessee Board of Regents Staff

Appointments:

- **Ellen Gomez**, TN Pathways Regional Coordinator – Northern Middle; Effective 12/16/2019
- **Zachary Adams**, Director – Postsecondary Coordination and Alignment; Effective 1/3/2020
- **Christian Babyak**, EPSO Coordinator; Effective 1/6/2020
- **Lisa Webb**, Administrative Assistant III – Business and Finance; Effective 1/8/2020
- **Jessica Jarrett**, Student Services Associate; Effective 1/13/2020
- **Render “Tee” Mitchell**, Assistant Vice Chancellor for Enrollment Management; Effective 1/20/2020
- **Jennie Schuller**, Contracts and Reporting Associate; Effective 1/27/2020
- **Andrew Stevens**, Coordinator for Training and Compliance (Student Success); Effective 2/17/2020
- **Jennifer Garoutte**, Investigative Audit Manager; Effective 3/2/2020
- **Lauren Solina**, Coordinator for Special Programs in Correctional Education; Effective 3/2/2020
- **Taura Turner**, SAILS Director of Operations – West; Effective 4/1/2020

Reclassifications: None

Promotions:

- **Anna “Nellie” McCollum**, SAILS Director – West to EPSO System Administrator; Effective 1/6/2020
- **Sean Chism**, Director of Advising and First Year Initiatives to Assistant Vice Chancellor for Organizational Effectiveness; Effective 2/17/2020

Degree Attainment: None

Retirement:

- **Beverly Houser**, Administrative Assistant III for Business and Finance; Effective 1/15/2020

Separations:

- **Lauren Strayhorn**, Payroll Associate; Effective 2/12/2020
- **Daniel “Jeremy” Spencer**, Director of Contracts and Procurement; Effective 2/28/2020

Salary Adjustments: Vice President and Other Executives: None

Appointments: Vice President and Other Executives: Attachment A

II. ACCEPTANCE OF GIFTS AND GRANTS

III. CONSTRUCTION PROJECTS:

- State Building Commission Activities: Attachment B
- Summary of Construction Contracts: Attachment C

IV. APPROVAL OF CONTRACTS AND AGREEMENTS: Attachment D

V. OTHER:

Multiple Measures for Learning Support Placement – TBR Policy 2:03:00:02: Attachment E

TBR System-wide
Vice Presidents and Executive Level Appointments

Institution	Name	Position	Salary	Effective Date
JSCC	Robin Marek	Interim Vice President of Student Services	\$2,919.75 (Stipend/Month) \$97,464.02 (New Annual Salary)	3/1/2020
NaSCC	Carol Martin-Osorio	Vice President of Student Affairs and Enrollment Management	\$140,000.00	2/1/2020
NeSCC	Chad Bailey	Vice President for Finance and Information Technology	\$120,000.00	1/3/2020
NeSCC	Linda Calvert	Vice President for Administration and Grant Development	\$120,000.00	1/3/2020
NeSCC	Larry Hatfield	Special Assistant to the President for Safety, Security, and Plant Operations	\$92,000.00	1/3/2020
STCC	Cynthia Graham	Vice President of External Relations	\$120,000.00	3/1/2020
STCC	Dr. Kendrick Hooker	Vice President of Academic Affairs	\$140,000.00	7/1/2020

Tennessee Board of Regents
Summary of State Building Commission Actions
December 12, 2019 - February 13, 2020

Date	SBC Number	Institution	Project	Value	SBC Action
12/12/2019					
	166/000-04-2013	TCAT-Chattanooga	TCAT Chattanooga MP2	42,922	Rec'd report C.O. #9 @ 1.92%
	166/001-01-2017	TSU	Balcony Repairs	101,920	Rec'd report C.O. #24 @ 42.77%
	166/015-01-2017	CoSCC	Finney Library Renovation	6,588	Rec'd report C.O. #17 @ .17%
	166/015-01-2017	CoSCC	Finney Library Renovation	939	Rec'd report C.O. #18 @ .02%
	166/025-04-2017	VSCC	Parking, Road & Site Upgrade	24,044	Rec'd report C.O. #1 @ 11.57%
	166/017-03-2019	DSCC	Baseball Field Turf Replacement	195,000	Approved accepting gift-in-place installation This ASR provides for basic project requirements by procuring geotechnical testing and surveys.
	166/013-02-2018	CISCC	Parking & Road Updates	9,180	This ASR provides for basic project requirements by procuring geotechnical testing and surveys.
	166/032-05-2018	PSCC	ADA Corrections	3,594	This ASR provides for basic project requirements by procuring geotechnical testing and surveys.
	166/032-07-2019	PSCC	Hardin Valley Parking Expansion	4,200	This ASR provides for basic project requirements by procuring geotechnical testing and surveys.
	166/000-04-2013	Statewide	TCAT Improvements	100,154,921	Approved an EDP as recommended by the State Architect
	166/005-09-2017	ETSU	Lamb Hall Renovation	23,000,000	Approved a revision in scope
	166/001-12-2018	TSU	Agriculture Food Science Research Facility	10,500,000	Approved a revision in project budget
	166/038-01-2008	NeSCC	Technical Education Complex	36,815,000	Approved a revision in project funding
	166/011-01-2017	TTU	Tennessee Center for Poultry Science	2,070,000	Approved an EDP as recommended by the State Architect
1/9/2020					
	166/000-01-2016	TCAT-McMinnville	ADA & Accessibility Adaptations	15,419	Rec'd report C.O. #4 @ 7.18%
	166/015-01-2017	CoSCC	Finney Library Renovation	8,256	Rec'd report C.O. #19 @ .21%
	166/015-01-2017	CoSCC	Finney Library Renovation	12,360	Rec'd report C.O. #20 @ .31%
	166/025-04-2017	VSCC	Parking, Road & Site Upgrade	0	Rec'd report C.O. #2 @ 0%
	166/019-02-2019	JSCC	Chemistry Lab Fresh Air System Replacement	211,000	Approved project utilizing Campus Procurement and Campus Resources for construction
	166/005-08-2013	ETSU	Fine Arts Classroom Building	52,338,250	Approved a revision in project funding
	166/009-10-2017	MTSU	Replace roofs on several buildings on campus	1,790,000	Approved a revision in scope
	166/007-01-2016	UoM	Energy Conservation	10,000,000	Approved cancellation of the project
	166/021-01-2020	MSCC	Classroom Upgrades for Art and Theater	550,000	Approved project and to select a designer
	166/023-01-2018	WSCC	Master Plan	150,000	Approved consultant selection (Tunnel-Spangler & Associates, Inc.) as a result of an RFP
	166/074-01-2020	TCAT-Murfreesboro	Lighting and HVAC Upgrades	555,617	Approved project utilizing the regional consultant for design
2/13/2020					
	166/015-01-2017	CoSCC	Finney Library Renovation	7,457	Rec'd report C.O. #21 @ .19%
	166/015-01-2017	CoSCC	Finney Library Renovation	-10,244	Rec'd report C.O. #22 @ -.26%
	166/025-04-2017	VSCC	Parking, Road & Site Upgrade	20,790	Rec'd report C.O. #3 @ 10%
	166/012-01-2020	ChSCC	CIBIH Building Envelope Waterproofing	335,000	Approved project and to select a designer
	166/001-12-20118	TSU	Agriculture Food Science Research Facility	10,500,000	Approved a revision in project funding and the EDP as approved by the State Architect
	166/015-01-2013	CoSCC	Master Plan	140,000	Approved an update to the Master Plan as approved by THEC

Date	SBC Number	Institution	Project	Value	SBC Action
	166/032-03-2019	PSCC	Student Recreation Center Flooring Replacement	270,000	Approved project and to select a designer

CONSTRUCTION CONTRACTS AWARDED 11/15/2019 - 03/15/2020
Contracts totaling \$23,160,846.00

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Canup Engineering, Inc.	OSB Services, LLC	665,000.00	11/07/2019	166/007-08-2017B	UoM Lighting Updates
Fisher+Associates / Ken Ross Architects, Inc. a Jo	Synergy Business Environments (Nashville)	835,694.09	11/19/2019	166/038-01-2008F	Northeast SCC Furniture
McGahey Associates, Architects	ABG Caulking & Waterproofing of Morristown, Inc.	518,742.00	11/22/2019	166/038-01-2017	Northeast SCC Roof Replacement
Kaatz Binkley Jones Morris Architects, Inc.	Sparks Roofing Inc.	135,000.00	11/25/2019	166/015-01-2016B	Columbia SCC Several Buildings Roof Replacements
Kurzyske & Associates	Demand Mechanical LLC	275,382.00	12/10/2019	166/025-01-2019	Volunteer SCC Chiller Replacement
Johnson Johnson Crabtree Architects P.C.	Stillwaters Construction, LLC	1,843,257.00	12/10/2019	166/000-04-2013N2	TCAT Hartsville MP2 Improvements
Hurst-Rosche, Inc.	Baseline Sports Construction, LLC	597,351.00	12/10/2019	166/032-03-2018	Pellissippi SCC
Edmonds Engineering, Inc.	Jarrett Builders, Inc.	59,900.00	12/18/2019	166/001-07-2018	TSU
Campbell & Associates, Inc.	Integrated Networking Technologies, LLC	109,300.34	01/15/2020	166/000-01-2017E1	TCAT Shelbyville Building System Updates
TWH Architects, Inc.	Helton Construction Company, Inc.	2,745,000.00	01/16/2020	166/012-01-2016C	Chattanooga SCC CETAS Interior Modernizations- Ph2
Braganza Associates, P.C.	Barger Construction Company	3,156,118.00	01/22/2020	166/000-04-2013Y4	TCAT Newbern Transportation Building
Johnson Johnson Crabtree Architects P.C.	Fellowship Construction, Inc.	1,093,325.00	01/22/2020	166/000-04-2013N1	TCAT Dickson MP2 Auto/HVACR
Hefferlin + Kronenberg Architects PLLC	Southeast Contractors, Inc.	2,219,325.00	02/03/2020	166/000-04-2013F2	TCAT Crossville MP2
Shaw & Shanks Architects, PC	E. Cornell Malone Corporation	448,932.00	02/04/2020	166/023-01-2017A	Walters SCC Roof Replacements
Vreeland Engineers Inc.	Communication Resources Inc.	344,574.00	02/04/2020	166/038-01-2019	Northeast SCC Network and Communications Modernization
Adams Craft Herz Walker, Inc.	Denark Construction, Inc.	2,059,447.45	02/06/2020	166/060-01-2017AM	TCAT Knoxville Anderson County CM
Johnson Johnson Crabtree Architects P.C.	W & O Construction Company, Inc.	4,552,000.00	02/10/2020	166/000-04-2013N4	TCAT Livingston MP2 Automotive Bldg/Logistics
Moody Nolan, Inc.	Bell and Associates Construction, L.P.	1,330,348.00	02/28/2020	166/001-05-2017CM	TSU New Student Housing
West Welch Reed Engineers, Inc.	Engert, LLC	172,150.00	03/02/2020	166/023-01-2019	Walters SCC Chiller

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Canup Engineering, Inc.	OSB Services, LLC	665,000.00	11/07/2019	166/007-08-2017B	UoM Lighting Updates

Tennessee Board of Regents
Summary of State Building Commission Executive Subcommittee
December 16, 2019 - February 24, 2020

September 23, 2019 Executive Subcommittee Meeting

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
PSCC SBC #166/032-03-2018	Revision in Project Funding to Award	Approved a revision in project funding in order to award a contract	OFD/Campus to coordinate transaction
PSCC SBC #166/032-02-2019	Designer Selection	Approved selection of MBI Companies, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
PSCC SBC #166/032-03-2019	Designer Selection	Approved selection of Hurst-Rosche, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
SWCC Transaction No. 19-33-001	Approval of a Lease	Approved a lease with waiver of advertisement	OFD/Campus to coordinate transaction
TCAT-Shelbyville Transaction No. 18-86-001	Approval of a Lease Amendment	Approved a lease amendment	OFD/Campus to coordinate transaction

January 28, 2020 Executive Subcommittee Meeting

TSU SBC #166/001-10-2019	Project Approval	Approved project and to select a designer	OFD/Campus to coordinate transaction
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JSCC SBC #166/0019-02-2019	Designer Selection	Approved selection of HNA Engineering, PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
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February 24, 2020 Executive Subcommittee Meeting

ChSCC SBC #166/012-03-2018	Revision in Project Budget and Funding	Approved a revision in project budget and funding (increase of \$95,000.00)	OFD/Campus to coordinate transaction
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RSCC SBC #166/027-02-2018	Revision in Project Budget and Funding	Approved a revision in project budget and funding (increase of \$86,000.00)	OFD/Campus to coordinate transaction
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Tennessee Board of Regents

Contracts Approved November 16, 2019 through February 29, 2020

<u>Contract ID</u>	<u>Contract Type</u>	<u>Contractor</u>	<u>Dept./Institution</u>	<u>Commodity</u>	<u>Yearly Amount</u>	<u>System-wide</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
102925	Amendment to Existing Agreement	BocaVox, LLC	TNeCampus	Computer Software License	\$256,000.00		1/1/2020	12/31/2020	Yes
104643	Amendment to Existing Agreement	SunTrust Bank	SWCC	Banking Services	\$125,000.00		1/1/2020	6/30/2020	Yes
105277	Amendment to Existing Agreement	Kaplan Nursing	TCAT Nashville	Other - Services	\$0.00		11/1/2019	10/31/2021	
105324	Amendment to Existing Agreement	Alternative Communication Services	Academics	Other - Services	\$12,000,000.00	Yes	1/1/2020	12/31/2020	Yes
105362	Amendment to Existing Agreement	Digital Architecture, Inc.	Comm. Colleges	Computer Software	\$270,000.00	Yes	1/4/2020	1/3/2021	Yes
105377	Amendment to Existing Agreement	Accessible Information Management LLC	Student Success	Computer Software	\$200,000.00	Yes	2/29/2020	2/28/2021	Yes
105441	Amendment to Existing Agreement	D2L Ltd.	TNeCampus	Computer Software License	\$3,031,125.03	Yes	1/1/2020	12/31/2021	Yes
105899	Foundation Trust Agreement	Regions Bank	Comm. Colleges	Other	\$0.00		9/3/2015	10/28/2022	
106375	Amendment to Existing Agreement	SciQuest dba Jaggaer	TBR	Computer Software License	\$889,531.00	Yes	11/1/2017	8/31/2022	Yes
106399	Amendment to Existing Agreement	Berkshire Associates, Inc.	TBR	Other - Services	\$62,200.00		9/1/2017	8/31/2022	
106504	Amendment to Existing Agreement	University of Virginia	Student Success	Other - Services	(\$85,000.00)		7/1/2019	6/30/2020	
106546	Amendment to Existing Agreement	EBSCO Publishing	TNeCampus	Computer Software License	\$166,401.00		1/1/2019	12/31/2022	
106590	Amendment to Existing Agreement	Follett Higher Education Group, Inc.	TBR	Other - Services	\$2,700,000.00		7/1/2018	6/30/2025	Yes
106611	Amendment to Existing Agreement	East Tennessee State University	WSCC	Cooperative Educational Offerings	\$0.00		1/1/2020	12/31/2022	
106744	Amendment to Existing Agreement	Volunteer State Community College Foundation	VSCC	Other - Services	\$0.00		7/1/2020	6/30/2024	
106759	Amendment to Existing Agreement	SkillsUSA	Student Success	Memo of Understanding	\$70,200.00	Yes	8/1/2019	7/31/2023	
106789	Amendment to Existing Agreement	Tennessee Department of Education	Academics	Personnel	(\$1,142,678.50)		8/20/2018	6/30/2020	
106791	Amendment to Existing Agreement	Kaplan Inc, DBA I-Human Patients	Nursing/AH	Other - Services	\$1,500.00		4/10/2018	4/9/2023	
106793	Amendment to Existing Agreement	YMG Enterprises, LLC	OE	Consulting	\$15,000.00		10/18/2018	3/31/2020	Yes
106984	Amendment to Existing Agreement	TriStar Health Systems, Inc.	TBR	Clinical Experience	\$0.00	Yes	10/22/2018	10/21/2020	
106997	Amendment to Existing Agreement	DPC, Inc.	Student Success	Maintenance Agreement	\$165,750.00	Yes	11/1/2019	10/31/2020	
107005	Amendment to Existing Agreement	Middle Tennessee State University	VSCC	Cooperative Educational Offerings	\$0.00		10/15/2019	6/30/2021	
107059	Amendment to Existing Agreement	Vanderbilt University Medical Center	Nursing/AH	Clinical Experience	\$0.00		3/1/2019	2/28/2022	
107094	Amendment to Existing Agreement	National Coalition of Certification Centers	TCATS	Memo of Understanding	\$27,000.00	Yes	12/18/2019	12/20/2020	
107095	Amendment to Existing Agreement	Turnitin LLC	TNeCampus	Computer Software	\$350,000.00	Yes	11/29/2019	11/30/2020	Yes
107122	Amendment to Existing Agreement	TN Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/1/2020	12/31/2021	
107178	Amendment to Existing Agreement	Carter Street Corporation	Student Success	Lodging and Meeting Space	\$33,000.00		2/6/2020	4/22/2020	
107188	Amendment to Existing Agreement	The Sheltering Tree Ranch	TCAT Crump	Clinical Experience	\$0.00		1/1/2020	12/31/2020	
107212	Amendment to Existing Agreement	Harbert Hills Academy Nursing Home	TCAT Crump	Clinical Experience	\$0.00		2/23/2020	12/31/2020	
107233	Amendment to Existing Agreement	Truepoint Hospital	TCAT Shelbyville	Clinical Experience	\$0.00		2/29/2020	2/28/2021	
107304	Amendment to Existing Agreement	Aquaphase, Inc.	TCAT Shelbyville	Other - Services	\$1,000.00		4/1/2019	3/31/2020	
107381	Amendment to Existing Agreement	Next Gen Web Solutions	Comm. Colleges	Computer Software	\$55,000.00	Yes	11/19/2019	4/30/2024	Yes
107411	Clinical Affiliation	Northcrest Family Healthcare	Nursing/AH	Clinical Experience	\$0.00		5/7/2019	12/31/2020	
107510	Amendment to Existing Agreement	Quality Center for Rehabilitation and Healing	TCAT Hartsville	Clinical Experience	\$0.00		3/1/2020	6/30/2024	
107696	Amendment to Existing Agreement	DoubleTree by Hilton Nashville Downtown	External Affairs	Lodging and Meeting Space	\$135,000.00		3/24/2020	3/25/2020	Yes
107757	Amendment to Existing Agreement	Konica Minolta	TBR	Other - Goods	\$3,000,000.00	Yes	12/15/2019	12/14/2022	Yes
107900	Amendment to Existing Agreement	TN Dept of Labor and Workforce Development	TCAT Knoxville	Cooperative Educational Offerings	\$1,870,290.00		7/1/2019	6/30/2020	
			Economic & Community						
107930	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	Development	Grant	(\$1,075,000.00)		9/16/2019	7/30/2022	
107970	Clinical Affiliation	Greystone Healthcare	TCAT Elizabethton	Clinical Experience	\$0.00		1/28/2020	1/28/2025	
108124	Amendment to Existing Agreement	Paradigm, Inc.	Student Success	Other - Services	\$67,500.00		10/1/2019	12/31/2020	
108160	Clinical Affiliation	Loven Dermatology	Nursing/AH	Clinical Experience	\$0.00		11/5/2019	12/31/2020	
108168	Amendment to Existing Agreement	Thomson Reuters	General Counsel	Other - Services	\$1,788.00		11/1/2019	10/31/2020	
108171	Clinical Affiliation	Maury Regional Medical Center	TCAT Pulaski	Clinical Experience	\$0.00		11/8/2019	11/8/2024	
108175	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	TCAT Jacksboro	Grant	(\$250,000.00)		12/2/2019	6/2/2022	
108176	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	CSCC	Grant	(\$732,191.00)		12/2/2019	6/2/2022	
108177	Dual Service	Austin Peay State University	TNeCampus	Mentoring	\$5,728.95		8/1/2019	7/31/2020	
108179	Dual Service	Tennessee Technological University	TNeCampus	Mentoring	\$3,819.30		8/1/2019	6/30/2020	
108180	Dual Service	Tennessee State University	TNeCampus	Mentoring	\$14,131.41		8/1/2019	7/31/2020	
108183	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	TCAT Hartsville	Grant	\$994,995.00		12/2/2019	6/2/2022	
108184	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	COSCC	Grant	\$841,320.00		2/28/2020	6/2/2020	
108185	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	TCAT Livingston	Grant	(\$1,000,000.00)		12/2/2019	6/2/2022	

108186	Dual Credit Agreement	Rutherford County Schools	MSCC	Dual Enrollment Agreement	\$0.00	8/1/2019	6/1/2020		
108187	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	TCAT Dickson	Grant	\$987,699.00	12/2/2019	6/2/2020		
108188	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	TCAT Oneida	Grant	\$0.00	12/2/2019	6/2/2022		
108189	Grant Agreement	Tennessee Higher Education Commission (THEC)	CLSCC	Grant	(\$749,966.87)	12/2/2019	6/2/2022		
108190	Grant Agreement	Tennessee Higher Education Commission (THEC)	VSCC	Grant	(\$750,000.00)	12/2/2019	6/2/2022		
108192	Dual Service	Chattanooga State Community College	Student Success	Other - Services	\$6,157.01	11/22/2019	6/30/2020		
108198	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	NESCC	Grant	(\$749,118.00)	12/2/2019	6/2/2022		
108201	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Pulaski	Grant	(\$232,610.00)	12/2/2019	6/2/2022		
108202	Grant Agreement	Tennessee Higher Education Commission (THEC)	PSCC	Grant	(\$748,812.00)	12/2/2019	6/2/2022	Yes	
108203	Grant Agreement	Tennessee Higher Education Commission (THEC)	RSCC	Grant	(\$749,963.00)	12/2/2019	6/2/2022	Yes	
108204	Professional Service	Townsend Door Hardware Systems	TCAT Jackson	Other - Services	\$450.00	11/22/2019	6/30/2020		
108205	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Elizabethton	Grant	(\$1,000,000.00)	12/2/2019	6/2/2022		
108206	Grant Agreement	Department of Labor and Workforce Development	TCAT Athens	Grant	(\$1,136,915.00)	11/15/2019	6/30/2020		
108207	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Athens	Grant	(\$83,252.00)	12/2/2022	6/2/2022	Yes	
108208	Grant Agreement	Tennessee Higher Education Commission (THEC)	DSCC	Grant	(\$1,000,000.00)	12/2/2019	6/2/2022		
108209	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Livingston	Grant	(\$750,000.00)	12/2/2019	6/2/2022		
108210	Amendment to Existing Agreement	TCAT Ripley	TCAT Ripley	Grant	\$83,460.00	7/1/2019	6/30/2020		
108211	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT McMinnville	Grant	(\$333,263.86)	12/2/2019	6/2/2022	Yes	
108212	Amendment to Existing Agreement	Tennessee Higher Education Commission (THEC)	TCAT Whiteville	Grant	(\$750,000.00)	1/1/2020	6/2/2022		
108214	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Jackson	Grant	(\$695,685.00)	12/2/2019	6/2/2022		
108215	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Hohenwald	Grant	(\$1,000,000.00)	12/2/2019	6/2/2022		
108216	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Crump	Grant	(\$997,688.00)	12/2/2019	6/2/2022		
108217	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Crump	Grant	(\$999,978.00)	12/2/2019	6/2/2022		
108219	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Knoxville	Grant	(\$669,559.00)	12/2/2019	6/2/2022	Yes	
108220	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Morristown	Grant	(\$400,000.00)	12/2/2019	6/2/2022		
108221	Grant Agreement	Tennessee Higher Education Commission (THEC)	PSCC	Grant	(\$749,905.00)	12/2/2019	6/2/2022	Yes	
108222	Grant Agreement	Tennessee Higher Education Commission (THEC)	DSCC	Grant	(\$149,040.00)	1/15/2020	1/14/2022		
108223	Dual Service	Morgan County Schools	TCAT Oneida	Lease of Space	\$0.00	1/1/2020	12/31/2020		
108224	Lease Agreement	East Tennessee Human Resource Agency	TCAT Oneida	Lease Agreement	\$32,400.00	1/1/2020	12/31/2020		
108227	Clinical Affiliation	Family Medicine Center	Nursing/AH	Clinical Experience	\$0.00	12/4/2019	12/31/2020		
108228	Revenue	Com. Coll. Research Ctr at Tchrr Coll Columbia Univ	Policy & Strategy	Other - Services	\$25,000.00	12/31/2019	12/31/2022		
108233	Clinical Affiliation	Baptist Ambulatory Surgery Center	TCAT Murfreesboro	Clinical Experience	\$0.00	11/1/2019	10/30/2024		
108234	Clinical Affiliation	Blount Memorial Hospital	TCAT Knoxville	Clinical Experience	\$1.00	12/2/2019	12/2/2020		
108235	Clinical Affiliation	Green Hill Pediatric Dentistry	TCAT Nashville	Clinical Experience	\$0.00	1/1/2020	12/31/2021		
108236	Clinical Affiliation	Southern Oral and Facial Surgery	TCAT Nashville	Clinical Experience	\$0.00	1/1/2020	12/31/2021		
108240	Clinical Affiliation	TERRY L. CHAMBERLAIN, DDS	TCAT Nashville	Clinical Experience	\$0.00	1/1/2020	12/31/2021		
108243	Training	Associated General Contractors, Middle Tennessee	TCAT Murfreesboro	Training	\$1,000.00	9/1/2019	6/30/2020		
108246	Dual Services Extra Compensation	TCAT Nashville	TCAT Murfreesboro	Personnel	\$6,000.00	11/1/2019	6/30/2020		
108247	Dual Enrollment Agreement	Chester County Schools	JSCC	Dual Enrollment Agreement	\$0.00	6/30/2020	6/30/2020		
108248	Special Industry Agreement	JR Automation	TCAT Murfreesboro	Training	\$27,552.00	1/7/2020	12/31/2020		
108249	Academic Articulation Agreement	East Tennessee State University	CLSCC	Cooperative Educational Offerings	\$0.00	11/10/2020	11/10/2020		
108250	Cooperative Agreement	Tennessee State University	CSCC	Grant Subcontract	\$535,849.00	10/1/2019	9/30/2020		
108253	Academic Articulation Agreement	South College School of Pharmacy	RSCC	Cooperative Educational Offerings	\$0.00	12/1/2019	6/30/2020		
108254	License Agreement	Global Music Rights, LLC	TBR	Other - Services	\$39,658.44	Yes	1/1/2020	12/31/2020	Yes
108258	Academic Articulation Agreement	Rutherford County Schools	TCAT Murfreesboro	Cooperative Educational Offerings	\$1,000.00	1/1/2020	5/31/2020		
108259	Professional Service	Scientific Management Techniques, Inc	TBR	Training	\$0.00	Yes	12/1/2019	11/30/2020	
108262	Advertising Agreement	Monroe Retail Group, LLC	TCAT McMinnville	Advertising - Bulletin Board	\$600.00	1/1/2020	12/31/2020		
108263	Special Industry Agreement	S & W Contracting Co. Inc.	TCAT Murfreesboro	Training	\$33,666.00	1/28/2020	12/31/2020		
108264	Special Industry Agreement	Integrated Control Systems, Inc.	TCAT Murfreesboro	Training	\$2,597.00	1/17/2020	12/25/2020		
108266	Professional Service	Chester County School System	TCAT Crump	Dual Enrollment Agreement	\$63,000.00	1/1/2020	6/30/2020		
108267	Dual Credit Agreement	Sullivan County Schools	WSCC	Dual Enrollment Agreement	\$0.00	1/1/2020	12/31/2022		
108268	Clinical Affiliation	Atoka Idaville Family Health	Nursing/AH	Clinical Experience	\$0.00	1/7/2020	12/31/2020		
108269	Clinical Affiliation	Baptist Memorial Hospital Tipton	TCAT Covington	Clinical Experience	\$0.00	1/7/2020	1/7/2025		
108270	Grant Agreement	TN Department of Labor and Workforce Developme	TCAT Ripley	Grant	(\$12,000.00)	12/1/2019	6/30/2020		
108271	Clinical Affiliation	ORAL SURGICAL INSTITUTE	TCAT Nashville	Clinical Experience	\$0.00	1/1/2020	12/31/2021		
108272	Interagency Agreement	Tennessee Department of Education	Academics	Other	\$261,934.17	1/1/2020	12/31/2020		
108273	Grant Agreement	Tennessee Higher Education Commission (THEC)	TCAT Oneida	Grant	\$0.00	2/15/2020	2/14/2022		
108275	Hotel/Lodging Agreement	Holiday Inn Murfreesboro, TN	IT	Lodging and Meeting Space	\$5,700.00	1/27/2020	6/30/2020		
108278	Service Agreement	PSI Services LLC	TCAT Memphis	Other - Services	\$16,335.00	1/13/2020	1/12/2021		
108279	Service Agreement	Bestway Services, Inc.	MSCC	Custodial Services	\$374,639.80	1/1/2020	12/31/2024		

108281	Clinical Affiliation	KCS Medical Inc	Nursing/AH	Clinical Experience	\$0.00	1/14/2020	12/31/2020	
108282	Clinical Affiliation	Tripco Medical	Nursing/AH	Clinical Experience	\$0.00	1/14/2020	12/31/2020	
108283	Clinical Affiliation	Women Obstetrics & Gynecology	Nursing/AH	Clinical Experience	\$0.00	1/14/2020	12/31/2020	
108284	Revenue	Hardin County Convention and Visitors Bureau	TCAT Crump	Other	\$50,000.00	1/1/2020	6/30/2020	
108285	Dual Service	Tennessee Board of Regents	NSCC	Personnel	\$6,075.00	2/1/2020	4/15/2020	
108286	Grant Agreement	Tennessee Higher Education Commission (THEC)	CSCC	Grant	(\$21,816.00)	2/15/2020	2/14/2022	
108287	Special Industry Agreement	Metropolitan Nashville Airport Authority	TCAT Murfreesboro	Training	\$19,500.00	3/6/2020	12/31/2020	
108288	Dual Enrollment Agreement	DeKalb County Board of Education	TCAT Crossville	Dual Enrollment Agreement	\$0.00	8/1/2019	5/22/2020	
108290	Clinical Affiliation	Carneys Family Clinic	Nursing/AH	Clinical Experience	\$0.00	1/16/2020	12/31/2020	
108291	Service Agreement	Examity	TNeCampus	Other - Services	\$250,000.00	1/1/2020	12/31/2020	Yes
108292	Service Agreement	Kuali Inc.	IT	Computer Software	\$223,790.00	1/1/2020	12/31/2020	Yes
108293	Professional Service	Cloud Range Cyber	Student Success	Other - Services	\$30,000.00	1/21/2020	7/20/2020	
108294	Training	S & W Contracting Co. Inc	TCAT Murfreesboro	Training	\$60,000.00	1/28/2020	12/31/2020	
108295	Dual Service	Northeast State Community College (NSCC)	VSCC	Other - Services	\$0.00	1/22/2020	6/30/2020	
108296	Clinical Affiliation	Southern Express Pharmacy	TCAT Covington	Clinical Experience	\$0.00	1/22/2020	1/22/2025	
108297	Clinical Affiliation	Christ Community Health Services, Inc	TCAT Covington	Clinical Experience	\$0.00	1/22/2020	1/22/2025	
108298	Grant Agreement	USDA Rural Development	Chancellor's Office	Grant	(\$125,000.00)	10/1/2019	9/30/2021	
108299	Clinical Affiliation	Hatchie Pharmacy	TCAT Covington	Clinical Experience	\$0.00	1/22/2020	1/22/2025	
108300	Service Agreement	Latitude	TBR	Other - Services	\$41,400.00	1/27/2020	7/31/2020	Yes
108302	Dual Service	The University of Memphis	TNeCampus	Personnel	\$2,638.61	1/21/2020	5/7/2020	
108304	Dual Service	TBR	ETSU	Personnel	\$3,499.50	1/21/2020	5/9/2020	
108307	Clinical Affiliation	Wilken's Medical Group	TCAT Jacksboro	Clinical Experience	\$0.00	2/12/2020	2/11/2025	
108309	Clinical Affiliation	Kids Kare Pediatrics and Pediatric Cardiology	TCAT Livingston	Clinical Experience	\$0.00	2/1/2020	2/1/2025	
108310	Clinical Affiliation	Priority Medical Care Medical Clinic	TCAT Livingston	Clinical Experience	\$0.00	2/1/2020	2/1/2025	
108312	Dual Service	University of Memphis	TNeCampus	Personnel	\$3,548.32	1/21/2020	5/17/2020	
108313	Clinical Affiliation	Tullahoma HMA, LLC	TCAT Murfreesboro	Clinical Experience	\$0.00	2/1/2020	12/31/2024	
108314	Professional Service	Tennessee Rehabilitation Center - Smyrna	TCAT Murfreesboro	Other - Services	\$10,800.00	1/28/2020	12/31/2020	
108315	Revenue	Chattanooga State Community College	TBR	Other - Services	\$72,000.00	1/1/2020	12/31/2020	
108316	Clinical Affiliation	Signature Health Care of Fentress County	TCAT Oneida	Clinical Experience	\$0.00	1/14/2020	1/14/2023	
108317	Clinical Affiliation	Harrogate Family Health Care	TCAT Morristown	Clinical Experience	\$0.00	1/29/2020	1/28/2025	
108319	Clinical Affiliation	Meredith Cooper	TCAT Jackson	Clinical Experience	\$0.00	2/1/2020	2/1/2021	
108320	Clinical Affiliation	Westmoreland Care and Rehabilitation Center	TCAT Hartsville	Clinical Experience	\$0.00	1/31/2020	1/30/2023	
108321	Dual Credit Agreement	Van Buren County High School	MSCC	Memo of Understanding	\$0.00	8/1/2019	6/1/2020	
108322	Clinical Affiliation	Watauga Orthopaedics, PLC	TCAT Elizabethton	Clinical Experience	\$0.00	2/3/2020	2/2/2025	
108323	Dual Enrollment Agreement	Marshall County Board of Education	TCAT Shelbyville	Dual Enrollment Agreement	\$0.00	7/1/2019	6/30/2020	
108324	Clinical Affiliation	Dynamic Wellness Medical Clinic	Nursing/AH	Clinical Experience	\$0.00	2/4/2020	12/31/2020	
108325	Grant Agreement	TCAT Dickson	Economic & Community Development	Grant Subcontract	(\$325,000.00)	10/15/2019	7/30/2022	
108326	Grant Agreement	TCAT Newbern	Economic & Community Development	Grant Subcontract	(\$325,000.00)	10/15/2019	7/30/2022	
108327	Grant Agreement	TCAT Oneida	Economic & Community Development	Grant Subcontract	(\$325,000.00)	10/15/2019	7/30/2022	
108328	Dual Enrollment Agreement	East Tennessee Adult Education	TCAT Oneida	Dual Enrollment Agreement	\$0.00	2/1/2020	6/30/2020	
108329	Professional Service	The Center for Work Ethic Development	Economic & Community Development	Speaker	\$2,500.00	4/28/2020	4/28/2020	
108330	Professional Service	John Churchill	Economic & Community Development	Speaker	\$200.00	4/29/2020	4/29/2020	
108334	Dual Service	ETSU	TCAT Covington	Cooperative Educational Offerings	\$0.00	4/1/2020	12/31/2022	
108335	Dual Enrollment Agreement	Fentress County Board of Education	TCAT Crossville	Dual Enrollment Agreement	\$0.00	8/1/2019	5/22/2020	
108338	Clinical Affiliation	Garrett's Drug Center	TCAT Livingston	Clinical Experience	\$0.00	2/6/2020	2/5/2025	
108340	Dual Service	ETSU	TCAT Newbern	Cooperative Educational Offerings	\$0.00	2/1/2019	12/31/2021	
108341	Use of Facilities	Tennessee Board of Regents	WSCC	Facility Use	\$0.00	1/1/2020	12/31/2020	
108343	Grant Agreement	Tennessee Higher Education Commission (THEC)	SWCC	Grant Subcontract	(\$36,424.00)	2/15/2020	2/14/2022	
108344	Special Industry Agreement	East Tennessee State University	VSCC	Training	\$0.00	2/10/2020	6/30/2020	
108345	Hotel/Lodging Agreement	Hilton Garden Inn Nashville/Franklin Cool Springs	Internal Audit	Lodging and Meeting Space	\$19,160.00	2/10/2020	6/30/2020	Yes
108346	Grant Agreement	Austin Peay State University	TCAT Dickson	Grant Subcontract	(\$285,376.00)	12/2/2019	6/2/2022	
108347	Clinical Affiliation	NHC Scott	TCAT Hohenwald	Clinical Experience	\$0.00	2/10/2020	12/31/2023	
108348	Training	The Management Center	Academics	Training	\$9,300.00	3/17/2020	3/17/2020	
108349	Dual Service	TBR	NSCC	Lease of Space	\$0.00	2/21/2020	6/30/2020	
108350	Clinical Affiliation	Covenant Care	Nursing/AH	Clinical Experience	\$0.00	2/12/2020	12/31/2020	

108351 Grant Agreement	Acadia Healthcare	COSCC	Grant	\$0.00		11/1/2019	3/31/2022	
108352 Grant Agreement	Hamblen County School System	TCAT Morristown	Grant Subcontract	(\$7,100.00)		12/2/2019	6/2/2022	
108355 Dual Service	TCAT Dickson	COSCC	Other - Services	\$0.00		11/1/2019	3/31/2022	
108356 Purchase Agreement	nexAir	TBR	Other - Goods	\$300,000.00	Yes	1/1/2020	12/31/2020	Yes
108358 Academic Articulation Agreement	Bristol, TN City Schools	TCAT Elizabethton	Dual Enrollment Agreement	\$0.00		1/1/2020	12/31/2020	
108359 Grant Agreement	Nashville State Community College	TCAT Dickson	Grant Subcontract	(\$288,350.00)		12/2/2019	6/2/2022	
108360 Grant Agreement	Stewart County School System	TCAT Dickson	Grant Subcontract			12/2/2019	6/2/2022	
108361 Grant Agreement	Southwest Tennessee State Community	OE	Memo of Understanding	(\$231,030.00)		12/5/2019	12/15/2020	
108362 Clinical Affiliation	Community Health of East Tennessee	TCAT Jacksboro	Clinical Experience	\$0.00		2/14/2020	2/14/2025	
108364 Clinical Affiliation	Dayspring Family Health Center	TCAT Jacksboro	Clinical Experience	\$0.00		2/14/2020	2/14/2025	
108366 Clinical Affiliation	Davita Selmer Dialysis	TCAT Crump	Clinical Experience	\$0.00		2/24/2020	12/31/2020	
108371 Subscription Agreement	EBSCO INFORMATION SERVICES	TNeCampus	Other - Services	\$124,660.90		2/1/2020	1/31/2021	
108375 Cooperative Agreement	CSpire	COSCC	Memo of Understanding	\$0.00		11/1/2019	3/31/2022	
108376 Academic Articulation Agreement	Bristol, TN City Schools	TCAT Elizabethton	Dual Enrollment Agreement	\$0.00		1/1/2020	12/31/2020	
108377 Academic Articulation Agreement	Bristol, TN City Schools	TCAT Elizabethton	Dual Enrollment Agreement	\$0.00		1/1/2020	12/31/2020	
108378 Clinical Affiliation	Save More Drugs	TCAT Dickson	Clinical Experience	\$0.00		2/19/2020	2/19/2025	
108380 Academic Articulation Agreement	TCAT Shelbyville	MSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
108381 Clinical Affiliation	Williams Comprehensive Healthcare, PLLC	Nursing/AH	Clinical Experience	\$0.00		2/24/2020	12/31/2020	
108382 Professional Service	American Program Bureau - Michael Venti	OE	Speaker	\$28,000.00		10/12/2020	10/13/2020	
108383 Software License	Blackboard Inc	TNeCampus	Computer Software	\$14,400.00		3/1/2020	6/30/2021	
108388 Cooperative Education Offerings	Tennessee Dept of Labor and Workforce Developme	TCAT Knoxville	Cooperative Educational Offerings	\$29,535.00		2/1/2020	6/30/2020	
108396 Special Industry Agreement	Mueller Industries	TCAT Livingston	Training	\$600.00		3/17/2020	3/19/2020	
108398 Clinical Affiliation	Convenient Care Clinic, LLC	TCAT Ripley	Clinical Experience	\$0.00		2/27/2020	2/27/2025	
				<u>\$10,195,864.21</u>				

Tennessee Board of Regents
Summary by Type of Contract
Contracts Approved from November 16, 2019 through February 29, 2020

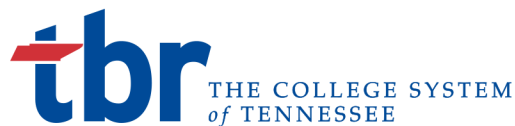
Dept./Institution	Amendment to Existing Contract	Clinical Affiliation	Dual Services	Professional Services	Service Agreement	Other	Contract Total
<u>TBR Offices</u>							
Academics	2	-	-	-	-	2	4
eCampus	6	11	5	-	1	3	26
TBR Combined	17	-	1	5	2	11	36
Subtotal	25	11	6	5	3	16	66
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	1	-	-	-	1
MTSU	-	-	-	-	-	-	-
TSU	-	-	-	-	-	-	-
TTU	-	-	-	-	-	-	-
UOM	-	-	-	-	-	-	-
ChSCC	1	-	-	-	-	2	3
CISCC	-	-	-	-	-	2	2
CoSCC	1	-	1	-	-	2	4
DSCC	-	-	-	-	-	2	2
JSCC	-	-	-	-	-	1	1
MSCC	-	-	-	-	1	3	4
NaSCC	-	-	2	-	-	-	2
NeSCC	1	-	-	-	-	-	1
PSCC	-	-	-	-	-	2	2
RSCC	-	-	-	-	-	2	2
STCC	1	-	-	-	-	1	2
VSCC	2	-	1	-	-	2	5
WSCC	1	-	-	-	-	2	3
TCAT	16	28	3	3	1	38	89
Combined							
Subtotal	23	28	8	3	2	59	123
Grand Total	48	39	14	8	5	75	189

Tennessee Board of Regents
Contracts Approved November 16, 2018 through February 28, 2019

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10
105324	Amendment to Existing Contract	Alternative Communication Services	Academics	Other - Services	\$12,000,000.00	Yes	1/1/2019	12/31/2019	Yes
106941	License Agreement	Pearson Education, Inc.	Academics	Other - Services	\$0.00		11/1/2018	10/31/2023	Yes
107171	Hotel/Lodging Agreement	Hilton Nashville Airport	Academics	Lodging	\$9,000.00		3/7/2019	3/8/2019	
107173	Professional Service	Ashlee Roberts	Academics	Speaker	\$1,500.00		3/7/2019	3/7/2019	
107174	Professional Service	Kenneth Baron	Academics	Speaker	\$600.00		3/7/2019	3/7/2019	
107175	Professional Service	Elizabeth Higgins	Academics	Speaker	\$1,500.00		3/7/2019	3/7/2019	
107176	Professional Service	Jonelle Knox	Academics	Speaker	\$1,500.00		3/8/2019	3/8/2019	
107186	Hotel/Lodging Agreement	Nashville Airport Marriott	Academics	Lodging and Meeting Space	\$9,000.00		3/14/2019	3/15/2019	
103751	Amendment to Existing Contract	City of Dayton	ChSCC	Lease of Space	\$30,000.00		1/1/2019	12/31/2023	
106876	Academic Articulation Agreement	Howard High School	ChSCC	Cooperative Educational Offerings	\$10,000.00		7/1/2018	6/30/2019	
107114	Special Industry Agreement	Tennessee Department of Transportation	ChSCC	Cooperative Educational Offerings	\$0.00		1/1/2019	12/31/2022	
107144	Dual Enrollment Agreement	Bradley County Schools	ChSCC	Cooperative Educational Offerings	\$10,000.00		7/1/2018	6/30/2019	
107137	Professional Service	Milek Media LLC	COMM	Marketing	\$1,500,000.00	Yes	2/1/2019	1/31/2020	Yes
105362	Amendment to Existing Contract	Digital Architecture, Inc.	Comm. Colleges	Computer Software	\$270,000.00	Yes	1/4/2019	1/3/2020	Yes
107153	Academic Articulation Agreement	University of Northern Alabama	CoSCC	Cooperative Educational Offerings	\$0.00		1/21/2019	1/20/2023	
107023	Professional Service	US Security Associates, Inc.	DSCC	Other - Services	\$120,000.00		11/1/2018	2/28/2020	Yes
107110	Academic Articulation Agreement	Zealand Business College	DSCC	Cooperative Educational Offerings	\$12,650.00		3/29/2019	3/29/2019	
107146	Dual Enrollment Agreement	Dyersburg High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107150	Dual Enrollment Agreement	Halls High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107151	Dual Enrollment Agreement	Peabody High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107152	Dual Enrollment Agreement	South Fulton High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107203	Dual Enrollment Agreement	Tipton-Rosemark Academy	DSCC	Cooperative Educational Offerings	\$0.00		2/15/2019	6/1/2019	
107051	Lease Agreement	University of Tennessee	Facilities	Lease of Space	\$25,000.00		1/1/2019	6/30/2023	
107083	Hotel/Lodging Agreement	Montgomery Bell Inn and Conference Center	HR	Lodging and Meeting Space	\$525.00		3/12/2018	3/13/2019	
104578	Amendment to Existing Contract	Morgan Kai Group Inc.	Internal Audit	Computer Software License	\$109,363.00	Yes	1/5/2019	1/4/2020	Yes
107008	Dual Service	Dyersburg State Community College	IT	Personnel	\$12,882.64		11/6/2018	6/30/2019	
107009	Dual Service	Nashville State Community College	IT	Personnel	\$14,800.42		11/6/2018	6/30/2019	
107010	Dual Service	Dyersburg State Community College	IT	Personnel	\$17,717.53		11/6/2018	6/30/2019	
107011	Dual Service	Jackson State Community College	IT	Personnel	\$13,150.21		11/6/2018	6/30/2019	
107012	Dual Service	Pellissippi State Community College	IT	Personnel	\$16,823.86		11/6/2018	6/30/2019	
107013	Dual Service	Pellissippi State Community College	IT	Personnel	\$22,673.20		11/6/2018	6/30/2019	
107014	Dual Service	Walters State Community College	IT	Personnel	\$18,186.34		11/6/2018	6/30/2019	
107015	Dual Service	Columbia State Community College	IT	Personnel	\$16,325.17		11/6/2018	6/30/2019	
107016	Dual Service	Pellissippi State Community College	IT	Personnel	\$13,840.45		11/6/2018	6/30/2019	
107017	Dual Service	Roane State Community College	IT	Personnel	\$17,660.42		11/6/2018	6/30/2019	
107073	Professional Service	Lawrence Wilson	IT	Speaker	\$500.00		10/16/2018	6/30/2019	
107087	License Agreement	SAS Institute	IT	Computer Software	\$3,000.00	Yes	1/1/2019	12/31/2024	
107124	Hotel/Lodging Agreement	Drury Plaza Hotel	IT	Lodging and Meeting Space	\$3,750.00		1/22/2019	6/30/2019	
107216	Dual Credit Agreement	West Carroll High School	JSCC	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
106830	Amendment to Existing Contract	Middle Tennessee State University	MSCC	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107069	Dual Enrollment Agreement	Dekalb County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2019	
107070	Dual Enrollment Agreement	Cannon County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107077	Dual Credit Agreement	Coffee County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107078	Dual Credit Agreement	Dekalb Couty High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107079	Dual Credit Agreement	Dekalb County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107084	Dual Credit Agreement	Shelbyville Central High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107090	Dual Credit Agreement	Tullahoma High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107106	Purchase Agreement	Technical Training Aids	MSCC	Other - Goods	\$399,748.00		12/14/2018	2/28/2019	
107107	Dual Credit Agreement	Moore County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107177	Dual Credit Agreement	Moore County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2019	
107200	Academic Articulation Agreement	Tennessee State University	MSCC	Cooperative Educational Offerings	\$0.00		2/15/2019	2/14/2024	
106912	Amendment to Existing Contract	Tennessee Higher Education Commission	NaSCC	Grant	\$71,605.00		11/1/2018	4/30/2020	
107169	Academic Articulation Agreement	Middle Tennessee State University	NaSCC	Cooperative Educational Offerings	\$0.00		2/1/2019	1/31/2024	
107193	Grant Agreement	Tennessee Higher Education Commission	NaSCC	Grant	\$50,000.00		3/15/2019	8/31/2020	

107215	Dual Service	Tennessee Board of Regents	NaSCC	Personnel	\$7,707.96		2/25/2019	4/1/2019	
106942	Grant Agreement	Tennessee Higher Education Commission	NESCC	Grant	\$76,000.00		2/15/2019	4/30/2020	
106884	Clinical Affiliation	Lebanon Healthcare Center, PLC	Nursing/AH	Clinical Experience	\$0.00		9/27/2018	9/26/2023	
106980	Clinical Affiliation	Tennessee Women's Care (Murfreesboro)	Nursing/AH	Clinical Experience	\$0.00		10/17/2018	10/16/2023	
106994	Clinical Affiliation	Tennessee Health Management Inc	Nursing/AH	Clinical Experience	\$0.00		10/25/2018	10/24/2023	
107035	Clinical Affiliation	Village Primary Care, The	Nursing/AH	Clinical Experience	\$0.00		11/14/2018	11/13/2023	
107036	Clinical Affiliation	Miller Health Group	Nursing/AH	Clinical Experience	\$0.00		11/14/2018	11/13/2023	
107037	Clinical Affiliation	Old Hickory Family Medicine	Nursing/AH	Clinical Experience	\$0.00		11/16/2018	11/15/2023	
107038	Clinical Affiliation	Clark Family Clinic, LLC	Nursing/AH	Clinical Experience	\$0.00		11/16/2018	11/15/2023	
107039	Clinical Affiliation	Shawnee Health Service & Development Corporation	Nursing/AH	Clinical Experience	\$0.00		11/16/2018	11/15/2023	
107052	Clinical Affiliation	Heart & Hands Midwifery & Women's Health	Nursing/AH	Clinical Experience	\$0.00		11/21/2018	11/20/2023	
107053	Clinical Affiliation	Chattanooga State Community College	Nursing/AH	Clinical Experience	\$0.00		11/21/2018	11/20/2023	
107059	Clinical Affiliation	Vanderbilt University Medical Center	Nursing/AH	Clinical Experience	\$0.00		3/1/2019	2/28/2022	
107063	Clinical Affiliation	Murfreesboro Dermatology Clinic, PLC	Nursing/AH	Clinical Experience	\$0.00		11/30/2018	11/29/2023	
107064	Clinical Affiliation	Middle Tennessee State University SON	Nursing/AH	Clinical Experience	\$0.00		11/30/2018	11/29/2023	
107065	Clinical Affiliation	Xai Family Medical Clinic	Nursing/AH	Clinical Experience	\$0.00		12/4/2018	12/3/2023	
107085	Clinical Affiliation	Saint Francis Medical Partners	Nursing/AH	Clinical Experience	\$0.00		1/17/2019	1/16/2024	
107089	Clinical Affiliation	South Street Family Medical Center	Nursing/AH	Clinical Experience	\$0.00		2/23/2019	2/22/2024	
107093	Clinical Affiliation	Oakes Family Clinic	Nursing/AH	Clinical Experience	\$0.00		1/3/2019	1/2/2024	
107119	Clinical Affiliation	Clarksville Urology	Nursing/AH	Clinical Experience	\$0.00		1/3/2019	1/2/2024	
107129	Clinical Affiliation	Bemis & Tucker Medical Clinics	Nursing/AH	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107179	Clinical Affiliation	Graves Gilbert Clinic	Nursing/AH	Clinical Experience	\$0.00		1/30/2019	12/31/2020	
107180	Clinical Affiliation	Nashville Health Pro	Nursing/AH	Clinical Experience	\$0.00		1/30/2019	12/31/2020	
107181	Clinical Affiliation	Ben G. High MD	Nursing/AH	Clinical Experience	\$0.00		1/30/2019	12/31/2020	
107183	Clinical Affiliation	Martin Pediatric & Adolescent Clinic	Nursing/AH	Clinical Experience	\$0.00		5/2/2019	5/1/2020	
107184	Clinical Affiliation	Cumberland Skin Surgery & Dermatology	Nursing/AH	Clinical Experience	\$0.00		1/31/2019	12/31/2020	
105330	Amendment to Existing Contract	Rudd Seeley Wallis, LLC	PSCC	Other	\$1,800,000.00		10/25/2018	3/4/2019	Yes
107111	Academic Articulation Agreement	King University	PSCC	Cooperative Educational Offerings	\$2,000.00		1/1/2019	12/31/2019	
107071	Cooperative Agreement	Buy Board	PURCH	Other - Services	\$0.00		12/14/2018	12/13/2019	
107094	Membership	National Coalition of Certification Centers	PURCH	Memo of Understanding	\$27,000.00	Yes	12/21/2018	12/20/2019	
107115	License Agreement	Blackbaud	PURCH	Computer Software License	\$240,000.00	Yes	1/1/2019	12/31/2019	Yes
107208	Professional Service	NCS Pearson, Inc.	PURCH	Other - Services	\$0.00		2/22/2019	2/22/2024	
105377	Amendment to Existing Contract	Accessible Information Management LLC	Student Success	Computer Software	\$197,670.53	Yes	3/1/2019	2/28/2020	Yes
107050	Dual Service	Chattanooga State Community College	Student Success	Other - Services	\$4,758.01		12/1/2018	5/1/2019	
107178	Use of Facilities	Carter Street Corporation	Student Success	Lodging and Meeting Space	\$31,991.80		1/31/2019	4/3/2019	
103693	Amendment to Existing Contract	Educational Testing Service	TBR	Other - Services	\$0.00	Yes	1/1/2019	12/31/2020	
104625	Amendment to Existing Contract	EBSCO Industries, Inc.	TBR	Other - Services	\$107,525.00	Yes	2/1/2019	1/31/2020	Yes
105587	Amendment to Existing Contract	Wiley Subscription Services, Inc.	TBR	Other - Services	\$500,000.00	Yes	1/1/2019	12/31/2021	
106590	Amendment to Existing Contract	Follett Higher Education Group, Inc.	TBR	Other - Services	\$2,700,000.00		7/1/2018	6/30/2025	Yes
106761	Amendment to Existing Contract	Tennessee Department of Labor	TCAT Athens	Grant	\$1,139,698.00		7/1/2018	6/30/2019	
107029	Clinical Affiliation	Sweetwater Hospital Association	TCAT Athens	Clinical Experience	\$0.00		11/1/2018	10/30/2023	
107112	Grant Agreement	Tennessee Department of Transportation	TCAT Chattanooga	Grant	\$90,000.00		2/1/2019	2/1/2021	
107086	Clinical Affiliation	Tennessee State Veterans Home	TCAT Dickson	Clinical Experience	\$0.00		12/11/2018	11/14/2021	
107109	Clinical Affiliation	Freeman Recovery Center	TCAT Dickson	Clinical Experience	\$0.00		12/18/2018	12/17/2021	
107125	Clinical Affiliation	NHC Place	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107126	Clinical Affiliation	Dickson County Board of Education	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107127	Clinical Affiliation	NHC Dickson	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107128	Clinical Affiliation	WAVES	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107131	Clinical Affiliation	Easter Seals of Tennessee	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107132	Clinical Affiliation	Cheatham County Schools	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107133	Clinical Affiliation	Carenet	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107140	Clinical Affiliation	Town and Country Drugs	TCAT Dickson	Clinical Experience	\$0.00		1/9/2019	1/8/2024	
107157	Special Industry Agreement	Trane Company	TCAT Dickson	Other - Services	\$5,700.00		1/9/2019	8/1/2019	
107105	Professional Service	Educational Testing Services	TCAT Jackson	Other - Services	\$500.00		1/1/2019	12/31/2024	
106760	Amendment to Existing Contract	Tennessee Department of Labor	TCAT Knoxville	Grant	\$1,884,429.00		7/1/2018	6/30/2019	
107060	License Agreement	ICAR	TCAT Livingston	Computer Software License	\$0.00		11/26/2018	11/25/2023	
107067	Clinical Affiliation	Slim Now RX	TCAT McMinnville	Clinical Experience	\$0.00		11/12/2018	11/11/2021	
107082	Dual Service	Tennessee College of Applied Technology Shelbyville	TCAT McMinnville	Personnel	\$36,765.61		7/1/2018	6/30/2019	

107034	Grant Agreement	Workforce Investment Network Shelby County	TCAT Memphis	Grant Subcontract	\$50,000.00		10/1/2018	6/30/2020	
107139	Clinical Affiliation	Vanderbilt University Medical Center	TCAT Murfreesboro	Clinical Experience	\$0.00		7/1/2018	6/30/2021	
107155	Dual Service	TCAT Nashville	TCAT Murfreesboro	Personnel	\$1,200.00		1/12/2019	3/2/2019	
107097	Dual Enrollment Agreement	Metropolitan Government of Nashville DCBE	TCAT Nashville	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2023	
107116	Dual Service	Nashville State Community College	TCAT Nashville	Personnel	\$3,917.76		1/1/2019	5/18/2019	
107121	Clinical Affiliation	Goodlettsville Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/21/2019	4/23/2019	
107122	Clinical Affiliation	TN Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/22/2019	12/31/2019	
107142	Clinical Affiliation	Tennessee Family Dental	TCAT Nashville	Clinical Experience	\$0.00		2/21/2019	12/31/2019	
107143	Clinical Affiliation	Goodlettsville Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/21/2019	4/23/2019	
107154	Clinical Affiliation	OMS Nashville	TCAT Nashville	Clinical Experience	\$0.00		1/21/2019	12/31/2019	
107091	Special Industry Agreement	Vintage Iron Works	TCAT Newbern	Cooperative Educational Offerings	\$500.00		12/1/2018	6/30/2019	
107138	Clinical Affiliation	Four Rivers Regional PN Program	TCAT Newbern	Clinical Experience	\$0.00		1/8/2019	1/8/2024	
107054	Lease Agreement	East Tennessee Human Resource Agency	TCAT Oneida	Lease of Space	\$18,240.96		1/1/2019	12/31/2019	
107164	Professional Service	Tyco Simplex Grinnell	TCAT Oneida	Fire Alarm Service	\$1,426.00		1/17/2019	6/30/2019	
107199	Dual Enrollment Agreement	Camden Christian Academy	TCAT Paris	Cooperative Educational Offerings	\$0.00		1/1/2019	5/24/2019	
106999	Clinical Affiliation	Wade Family Medicine	TCAT Ripley	Clinical Experience	\$0.00		10/30/2018	10/29/2023	
107172	Professional Service	UWorld	TCAT Ripley	Computer Software License	\$15,000.00		1/3/2019	1/2/2020	
107027	Dual Enrollment Agreement	Tullahoma County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107028	Dual Enrollment Agreement	Moore County School	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107098	Dual Enrollment Agreement	Marshall County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107099	Dual Credit Agreement	Lincoln County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107100	Dual Enrollment Agreement	Bedford County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2020	
107101	Clinical Affiliation	Waters of Winchester	TCAT Shelbyville	Clinical Experience	\$0.00		12/13/2018	12/31/2021	
107104	Dual Enrollment Agreement	Riverside Christian Academy Homeschool							
107104	Dual Enrollment Agreement	Umbrella	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2020	
107136	Dual Enrollment Agreement	Home Life Academy	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2020	
102925	Amendment to Existing Contract	BocaVox, LLC	TNeCampus	Computer Software License	\$256,000.00		1/1/2018	12/31/2019	Yes
104503	Amendment to Existing Contract	ProctorU	TNeCampus	Other - Services	\$450,000.00	Yes	8/31/2018	9/1/2019	Yes
105441	Amendment to Existing Contract	D2L Ltd.	TNeCampus	Computer Software License	\$3,031,125.03	Yes	1/1/2019	12/31/2020	Yes
107055	Dual Service	APSU - Faculty Mentors	TNeCampus	Mentoring	\$19,032.00		8/1/2018	7/31/2019	
107056	Dual Service	UOM - Belinda Fleming	TNeCampus	Mentoring	\$6,088.50		8/1/2018	7/31/2019	
107057	Dual Service	TSU - Faculty Mentors	TNeCampus	Mentoring	\$14,083.68		8/1/2018	7/31/2019	
107058	Dual Service	TTU - Faculty Mentors	TNeCampus	Mentoring	\$11,419.20		8/1/2018	7/31/2019	
107095	License Agreement	Turnitin LLC	TNeCampus	Computer Software	\$350,000.00	Yes	12/21/2018	12/20/2019	Yes
107005	Academic Articulation Agreement	Middle Tennessee State University	VSCC	Cooperative Educational Offerings	\$0.00		10/15/2018	10/14/2019	
107213	Dual Service	Tennessee Board of Regents	WSCC	Personnel	\$6,391.58		1/4/2019	5/3/2019	



Office of Academic Affairs

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MEMORANDUM

TO: Flora Tydings, Ed.D.
Chancellor

FROM: Lana Hamilton, Ed.D.
Vice Chancellor for Academic Affairs

DATE: March 31, 2020

SUBJECT: Multiple Measures for Learning Support Placement – High School GPA

While our nation and state are facing challenges by the Coronavirus-19 (COVID-19) global pandemic, the Tennessee Board of Regents community and technical colleges are committed to the Mission of our system: student success and workforce development. As we navigate the challenges, we are examining and re-thinking policies, guidelines, and processes during this remote learning period. One process is that of placement testing. As we begin summer and fall registrations, we are examining options as to how to serve our new students and get them enrolled.

TBR Learning Support policy 2.03.00.02 (formerly A-100 Guideline) establishes “cut scores” that determine a student’s readiness for college-level coursework in writing, reading, and math. Students can be placed into or out of a learning support course at a TBR college through one of four assessment metrics: the ACT, SAT, ACCUPLACER, or by completing SAILS competencies. A student must only satisfy one of these placement cut scores to bypass corequisite remediation.

Based upon on-going research nationally and within Tennessee (particularly within TBR Policy and Strategy and Academic Affairs), please allow this email to serve as a request to include high school GPA as an assessment for placement into or out of learning support courses during this remote learning period with an effective date of April 1, 2020.


Modification of the TBR Learning Support to include high school GPA for summer 2020 and fall 2020 placements is a one-time exception due to the pandemic until additional research, reviews, and discussions can occur regarding multiple measures of placement.

The Learning Support cut scores for placement into college level courses for summer and fall 2020 semesters would include the current assessments as outlined in TBR [Learning Support policy 2.03.00.02](#), Exhibit 2 as well as high school GPA.

Subject Area	ACT	SAT	ACCUPLACER	SAILS	HIGH SCHOOL GPA
Writing	18	490	250	Completing SAILS competencies	3.60 or higher
Reading	19	500	250	Completing SAILS competencies	3.60 or higher
Math	19	500	250	Completing SAILS competencies	3.60 or higher

If you have questions or need additional information, please do not hesitate to contact me.
Thank you!

Recommended Approval:

 3-31-2020
 Flora Tydings, Ed.D. Date
 Chancellor, Tennessee Board of Regents

REPORT OF THE COMMITTEE ON AUDIT

February 11, 2020

The Committee on Audit met in special-called session on February 11, 2020 at 2:31 p.m. (Central) via phone. A quorum was present. In attendance were system office staff, the Board's Vice Chair, Regent Emily Reynolds, and other Board members, including the following Audit Committee members:

Regent Joey Hatch, Audit Committee Chair
Regent MaryLou Apple
Regent Miles Burdine
Regent Barbara Prescott
Regent Greg Duckett
Regent Leigh Shockey

Regent Hatch opened the session and asked Mike Batson to present the recommendation for the appointment of the Investigative Audit Manager. Mr. Batson thanked the board members and the system office personnel in attendance.

Item I, Recommendation for Appointment of the Investigative Audit Manager, was presented by Mike Batson. The Tennessee Board of

Regents system office has completed the search to fill the position of Investigative Audit Manager. Mr. Batson, who chaired the search committee for the position, recommended Jennifer Garoutte to the Audit Committee for approval. Regent Burdine made a motion to approve the appointment and Regent Shockey seconded the motion. The Committee voted to approve the recommendation by roll call vote.

There being no further business to come before the Committee on Audit, the session was adjourned at 2:37 p.m. (Central).

Respectfully submitted,

Committee on Audit

Joey Hatch, Committee Chair

REPORT OF THE COMMITTEE ON AUDIT

March 10, 2020

The Committee on Audit met in regular session on March 10, 2020 at the Tennessee Board of Regents (TBR) system office. A quorum was present. In attendance were system office staff, the Board's Vice Chair, Regent Emily Reynolds, and other Board members, including the following Audit Committee members:

Regent Joey Hatch, Audit Committee Chair
Regent MaryLou Apple
Regent Miles Burdine
Regent Barbara Prescott
Regent Greg Duckett

Regent Hatch opened the meeting by thanking everyone for being present. Mike Batson and Christine Modisher, TBR Interim General Counsel, brought forth an informational item regarding a disclosure of a potential conflict of interest matter at Chattanooga State Community College (ChSCC). Due to a faculty member's unplanned extended absence for the remainder of the semester, lack of other immediate

instructor options, and the need for the continuation of a Culinary Course, the husband of ChSCC's President Rebecca Ashford is available to instruct the course on a temporary basis until the position can be filled through the regular hiring process. President Ashford's husband is a renowned chef with the required qualifications to teach the course. A Vice President would handle the onboarding for the temporary assignment of President Ashford's husband to the position of Adjunct Instructor – Culinary Arts. This position would report through the dean to the vice president. The Audit Committee was generally in favor of this exception to policy due to the extenuating circumstances and the full advance disclosure of the proposed resolution.

Item I, Informational Reporting, included four topics for discussion.

Item Ia., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: Financial and Compliance Audit Findings for Chattanooga State Community College and Motlow State Community College and Southwest Tennessee Community College Investigation TBR 19-08.

Mr. Batson mentioned the recommendation logs for the Comptroller's Office and Internal Audit. Vice Chair Reynolds stated that she would like to see Motlow State Community College expedite resolution of its many outstanding recommendations. This item was for informational purposes and required no action.

Item I.b., Audit Reports and Reviews, consisted of informing the committee that a summary of the Comptroller's Office Audit Reports, Miscellaneous Reviews, and Internal Audit Reports for the second quarter are included in the meeting materials. A listing of the Internal Audit Reports is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.c., System-Wide Internal Audit Updates, consisted of Mike Batson providing information on the following items: Introduction of the new Investigative Audit Manager, Jennifer Garoutte; Information Systems Auditor Search; and 2018 External Quality Assurance Review Recommendations Update. This item was for informational purposes and required no action.

Item I.d., University Updates, consisted of Mike Batson providing information regarding university audit activities. One item was presented. The State of Tennessee Comptroller of the Treasury report for Tennessee Technological University for the Year Ended June 30, 2018 had one finding. This item was for informational purposes and required no action.

Item II, Consent Agenda, included two topics for approval. Item II.a., Review of Revisions to Fiscal Year 2020 Internal Audit Plans, was presented to the Committee. Most revisions to the plans were needed because of changes in audit priorities, including the addition of unscheduled investigations. The Nashville State Community College audit plan was added for the fiscal year. The revised audit plans are included as Attachment B to these minutes.

Item II.b., Review of Revisions of Internal Audit Charters was presented to the Committee. This included a revised Internal Audit Charters for Jackson State Community College and Nashville State Community College. These revisions were due to a new Interim President and new Director of Internal Audit respectively.

A motion was made by Regent Apple and seconded by Regent Prescott to approve the consent agenda. The Committee voted to approve the consent agenda as presented by voice vote.

There being no further business to come before the Committee on Audit, Regent Prescott made a motion to adjourn and it was seconded by Regent Apple. The meeting was adjourned.

Respectfully submitted,

Committee on Audit

Joey Hatch, Committee Chair

Attachment A

Summary of Internal Audit Reports and Investigations Issued During the Quarter

Internal Audit Reports for Informational Purposes- Financial Management

ChSCC	NACHA
ClSCC	Contracts Review
STCC	Review of Timecard Preparation
Covington	President's Expense Audit FY 2018

Internal Audit Reports for Informational Purposes- Institutional Support

NeSCC	Key Control Review
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Internal Audit Reports for Informational Purposes- Follow-up Reports

DSCC	Follow-up to the CCTA Workforce Development
MSCC	Follow-up to the Conflict of Interest Review
STCC	Follow-up to the Review of a Vendor Issue
VSCC	Follow-up to the State Audit Report for FY 18 and 17

Internal Audit Reports for Informational Purposes- Investigations

JSCC	INV 18-01: Departmental Purchases
MSCC	Follow-up to INV 18-04: Dual Enrollment Compensation
STCC	INV 19-08: Undisclosed Outside Employment

Attachment B
Approved Revised Audit Plans for the
Fiscal Year Ended June 30, 2020

Cleveland State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	Management Advisory Services	5.0	5.0	50.0	50.0	0.0	0%		7.0	43.0		In Progress
IS	F	State Audit Assist/Follow-up	5.0	5.0	75.0	75.0	0.0	0%			75.0		Scheduled
IS	F	Follow up Reviews	5.0	5.0	75.0	75.0	0.0	0%		2.0	73.0		In Progress
IS	I	Unscheduled Investigations	5.0	5.0	40.0	40.0	0.0	0%			40.0		Scheduled
FM	S	YE Procedures FYE 2020	5.0	5.0	10.0	10.0	0.0	0%			10.0		Scheduled
FM	S	NACHA 2020	5.0	5.0	60.0	60.0	0.0	0%			60.0		Scheduled
IS	M	Enterprise Risk Assesment	5.0	5.0	35.0	35.0	0.0	0%		21.0	14.0	Dec-19	Complete
IA	R	Workforce Training Hours	5.0	5.0	70.0	70.0	0.0	0%			70.0		Scheduled
AD	R	Foundation	5.0	5.0	100.0	100.0	0.0	0%		54.0	46.0		In Progress
IS	R	Campus Safety	5.0	5.0	60.0	60.0	0.0	0%			60.0		Scheduled
FM	A	Contracts	2.8	2.8	100.0	100.0	0.0	0%		143.0	-43.0	Dec-19	Complete
FM	A	Athletic Revenue and Expenditures	2.6	2.6	100.0	100.0	0.0	0%			100.0		Scheduled
Total Planned Audit Hours:					775.0	775.0	0.0			227.0	548.0		
Estimated Available Audit Hours = 775.0													
Functional Areas:				Audit Types:					Status:				
AD - Advancement				R - Required					Scheduled				
AT - Athletics				A - Risk-Based (Assessed)					In Progress				
AX - Auxiliary				S - Special Request					Completed				
FM - Financial Management				I - Investigation					Removed				
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Dyersburg State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	R	Foundations		Dec-19	90.0	110.0	20.0	22%		53.0	57.0		In Progress
PP	R	Physical Security/Campus Safety		Mar-20	65.0	65.0	0.0	0%			65.0		Scheduled
FM	F	Follow-up to State Audit		Jan-20	45.0	45.0	0.0	0%			45.0		Scheduled
IS	R	Risk Assessment - Quality		Sep-19	102.5	102.5	0.0	0%		90.5	12.0	12/19/2019	Completed
AD	R	Workforce Development Contact Hours		Feb-20	35.0	35.0	0.0	0%		25.0	10.0	11/22/2019	Completed
FM	R	Year End Bank Confirmations		Jun-20	30.0	30.0	0.0	0%			30.0		Scheduled
IS	I	Unscheduled Investigations		TBD	60.0	60.0	0.0	0%			60.0		Scheduled
IS	C	General Consultation		TBD	80.0	100.0	20.0	25%		81.0	19.0		In Progress
IS	P	PII Review		Aug-19	130.0	130.0	0.0	0%		62.5	67.5		In Progress
IS	R	Follow-up Audits		TBD	80.0	11.0	-69.0	-86%		0.0	11.0		In Progress
IS	R	Follow-up Investigation 17-01		Jul-19	0.0	22.0	22.0	0%		22.0	0.0	9/27/2019	Completed
IS	R	Follow-up Information Security		Jul-19	0.0	22.0	22.0	0%		22.0	0.0	10/4/2019	Completed
IS	R	Follow-up on Workforce Development		Nov-19	0.0	25.0	25.0	0%		25.0	0.0		In Progress
IS	A	Human Resources		Mar-20	120.0	120.0	0.0	0%			120.0		Scheduled
FM	A	Cash Handling Procedures		Sep-19	65.0	65.0	0.0	0%		19.5	45.5		In Progress
AT	A	Athletics Eligibility		Oct-19	40.5	40.0	-0.5	-1%		25.5	14.5		In Progress
AT	A	Athletics - Camps and Clinics/Fundraising		Jan-20	60.0	60.0	0.0	0%			60.0		Scheduled
FM	A	Records Mgmt and Retention		Apr-20	90.0	0.0	-90.0	-100%			0.0		Removed
FM	C	Indirect Cost Rate Proposal		Sep-19	0.0	50.5	50.5	0%		50.5	0.0	12/31/2019	Completed
Total Planned Audit Hours:					1093.0	1093.0	0.0			476.5	616.5		
Estimated Available Audit Hours = 1093.0													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Jackson State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
AD	R	Foundation		Nov-19	130.0	130.0	0.0	0%		137.5	-7.5		In Progress
IS	R	Campus Safety			130.0	130.0	0.0	0%			130.0		Scheduled
IA	R	Workforce Development			130.0	130.0	0.0	0%			130.0		Scheduled
IS	R	President's Expense Audit		Aug-19	130.0	279.0	149.0	115%		279.0	0.0	Oct-19	Completed
SS	S	Veterans Affairs Student Records			130.0	130.0	0.0	0%		1.5	128.5		Scheduled
FM	F	Access and Diversity Follow up			125.0	125.0	0.0	0%		7.5	117.5		In Progress
FM	F	Payroll Follow up		Dec-19	125.0	125.0	0.0	0%		2.5	122.5		In Progress
IA	F	Study Abroad Follow up		Nov-19	75.0	75.0	0.0	0%		40.5	34.5		In Progress
IS	F	Emergency Preparedness Follow up			75.0	75.0	0.0	0%			75.0		In Progress
IS	F	Conflict of Interest Follow up			75.0	75.0	0.0	0%			75.0		Scheduled
IA	F	Workforce Development Follow up			75.0	75.0	0.0	0%			75.0		Scheduled
IA	I	Inv 18-01		Jan-18	100.0	119.5	19.5	20%		119.5	0.0	Oct-19	Completed
SS	F	Inv 18-03 Follow up			125.0	125.0	0.0	0%			125.0		Scheduled
AT	I	Inv 19-01 - carryforward		Aug-18	40.0	30.5	-9.5	-24%		30.5	0.0	Jul-19	Completed
AT	F	Inv 19-01 Follow up			75.0	75.0	0.0	0%			75.0		Scheduled
IS	M	Risk Assessment		Nov-19	50.0	30.0	-20.0	-40%		14.5	15.5		In Progress
FM	R	Year-end Procedures		Jun-20	30.0	30.0	0.0	0%			30.0		Scheduled
IS	C	General Consultation		as needed	75.0	75.0	0.0	0%		119.0	-44.0		In Progress
Total Planned Audit Hours:					1695.0	1834.0	139.0			752.0	1082.0		
Estimated Available Audit Hours = 1695													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Motlow State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
R	AD	Foundation		Nov-19	125.0	100.0	-25.0	-20%		52.0	48.0		In Progress
R	PP	Campus Security		Feb-20	75.0	75.0	0.0	0%		0.0	75.0		Scheduled
R	SS	Workforce Development and Follow Up		Mar-20	80.0	80.0	0.0	0%		4.5	75.5		Scheduled
M	IA	Risk Assessment - Quality		Nov-19	30.0	20.0	-10.0	-33%		5.7	14.3		In Progress
A	IA	Academic Affairs - Faculty Credentials	5.0	May-20	85.0	85.0	0.0	0%		0.0	85.0		Scheduled
C	SS	Dashboard Access	5.0	Dec-19	150.0	60.0	-90.0	-60%		27.3	32.7		In Progress
A	SS	Student Affairs - Satisfactory Academic Process	5.0	Apr-20	125.0	0.0	-125.0	-100%	1	0.0	0.0		Removed
I	FM	INV 1901		Aug-19	40.0	25.0	-15.0	-38%		24.0	1.0	Oct-19	Completed
F	IA	Follow Up INV 1601		Jul-19	10.0	10.0	0.0	0%		8.0	2.0	Aug-19	Completed
F	AT	Follow Up INV 1604 #2		Nov-19	30.0	30.0	0.0	0%		6.3	23.7		In Progress
F	SS	Follow Up INV 1801		Sep-19	40.0	30.0	-10.0	-25%		17.0	13.0		In Progress
F	AT	Follow Up INV 1802		Aug-19	30.0	30.0	0.0	0%		6.6	23.4		In Progress
F	AT	Follow Up INV 1804		Dec-19	30.0	10.0	-20.0	-67%		5.3	4.7	Nov-19	Completed
F	FM	Follow Up Access and Diversity		Jul-19	50.0	40.0	-10.0	-20%		38.9	1.1	Oct-19	Completed
F	IT	Follow Up Information Technology		Apr-20	30.0	15.0	-15.0	-50%		0.0	15.0		Scheduled
R	IA	Study Abroad		Jul-19	40.0	30.0	-10.0	-25%		4.5	25.5		In Progress
C	FM	General Consultation		Jul-19	80.0	80.0	0.0	0%		44.0	36.0		In Progress
R	FM	State Audit Assistance - Year End		Jul-19	20.0	20.0	0.0	0%		4.0	16.0		In Progress
I	IS	Unscheduled Investigations		Jul-19	50.0	50.0	0.0	0%		19.5	30.5		In Progress
I	IS	Assist SWIA		Jul-19		188.0	188.0	N/A		132.9	55.1		In Progress
F	IA	Follow Up INV 1803		Jul-19		5.0	5.0	N/A		4.7	0.3	Jul-19	Completed
R	IS	Conflict of Interest		Jul-19		2.0	2.0	N/A		2.0	0.0	Jul-19	Completed
F	IS	Follow Up Conflict of Interest		Dec-19		15.0	15.0	N/A		11.5	3.5	Dec-19	Completed
F	FM	Follow Up State Audit		Mar-20		20.0	20.0	N/A		0.0	20.0		Scheduled
F	FM	Follow Up Access and Diversity # 2		Jan-20		50.0	50.0	N/A		13.0	37.0		In Progress
I	AT	INV 2001		Feb-20		50.0	50.0	N/A		0.0	50.0		In Progress
Total Planned Audit Hours:					1120.0	1120.0	0.0			431.7	688.3		
Estimated Available Audit Hours = 1120.0													
Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services				Audit Types: R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other					Status: Scheduled In Progress Completed Removed				

Nashville State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
AD	R	Foundation	5.0	Jan-20	150.0	150.0	0.0	0%		20.0	130.0		In Progress
IS	R	Physical Security / Campus Safety	5.0	Mar-20	150.0	150.0	0.0	0%		0.0	150.0		Scheduled
IA	R	Workforce Development	5.0	Mar-20	75.0	75.0	0.0	0%		0.0	75.0		Scheduled
FM	R	State Audit Assistance	5.0	Jan-20	37.5	37.5	0.0	0%		2.0	35.5		In Progress
FM	R	Year End Procedures	5.0	Jun-20	15.0	15.0	0.0	0%		0.0	15.0		Scheduled
IS	C	Management Advisory Services	5.0	As Needed	20.0	20.0	0.0	0%		0.0	20.0		Scheduled
Total Planned Audit Hours:					447.5	447.5	0.0			22.0	425.5		
Estimated Available Audit Hours = 447.5													
Functional Areas:				Audit Types:					Status:				
AD - Advancement				R - Required					Scheduled				
AT - Athletics				A - Risk-Based (Assessed)					In Progress				
AX - Auxiliary				S - Special Request					Completed				
FM - Financial Management				I - Investigation					Removed				
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Northeast State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
SS	R	Workforce Development Training Hours 2020	5.0	Jan-20	75.0	75.0	0.0	0%			75.0		Scheduled
FM	R	Walters State President Expense Audit	5.0	Aug-19	125.0	125.0	0.0	0%		101.0	24.0	Oct-19	Completed
AD	R	Foundation	5.0	Nov-19	100.0	100.0	0.0	0%		36.5	63.5		In Progress
IS	R	Campus Safety	5.0	Mar-20	75.0	75.0	0.0	0%			75.0		Scheduled
PP	A	Key Control	4.4	Jul-19	100.0	100.0	0.0	0%		102.5	-2.5	Dec-19	Completed
IT	SR	Access Termination	5.0	Jul-19	100.0	100.0	0.0	0%		47.0	53.0		In Progress
FM	A	Grants and Contracts	5.0	Jul-19	75.0	75.0	0.0	0%		29.0	46.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-19	100.0	100.0	0.0	0%			100.0		Scheduled
FM	R	State Audit Assistance - Year End	5.0	Jul-19	20.0	20.0	0.0	0%		3.5	16.5		In Progress
IS	S	Special Requests and Projects	5.0	Jul-19	85.0	85.0	0.0	0%		51.5	33.5		In Progress
IS	F	Other Audit Follow-Up	5.0	Jul-19	50.0	50.0	0.0	0%		16.5	33.5		In Progress
IS	M	Risk Assessment	5.0	Nov-19	45.0	45.0	0.0	0%		34.0	11.0	Jan-20	Completed
IS	C	Management Advisory Services	5.0	Jul-19	100.0	100.0	0.0	0%		47.5	52.5		In Progress
Total Planned Audit Hours:					1050.0	1050.0	0.0			469.0	581.0		
Estimated Available Audit Hours = 1050.0													
Functional Areas:				Audit Types:					Status:				
AD - Advancement				R - Required					Scheduled				
AT - Athletics				A - Risk-Based (Assessed)					In Progress				
AX - Auxiliary				S - Special Request					Completed				
FM - Financial Management				I - Investigation					Removed				
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Pellissippi State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
AD	R	Foundation	5.0	Nov-19	150.0	150.0	0.0	0%		9.0	141.0		In Progress
IS	R	Campus Security	5.0	Jan-19	75.0	75.0	0.0	0%		0.0	75.0		Scheduled
FM	R	Year End Inventory & Cash Counts	5.0	Jun-19	30.0	30.0	0.0	0%		5.0	25.0		In Progress
IS	R	Funding Formula-Workforce Development	5.0	Apr-19	45.0	45.0	0.0	0%		0.0	45.0		Scheduled
FM	R	President's Audit - Roane State	5.0	Sep-19	0.0	100.0	100.0	N/A	FN2	62.0	38.0		In Progress
FM	F	Audit Follow-Up (including State Audit)	5.0	Jul-19	45.0	45.0	0.0	0%		0.0	45.0		Scheduled
IS	M	Risk Assessment	5.0	Oct-19	22.5	22.5	0.0	0%		11.0	11.5		In Progress
IA	S	Faculty Credentials	5.0	Oct-19	112.5	112.5	0.0	0%		0.0	112.5		Scheduled
IA	S	Review of Compliance Assist	5.0	Feb-19	30.0	30.0	0.0	0%		0.0	30.0		Scheduled
AD	C	Advancement Management Advisory Services, Consultation, etc.	5.0	Jul-19	37.5	37.5	0.0	0%		14.0	23.5		In Progress
FM	C	Finance Management Advisory Services, Consultation, etc.	5.0	Jul-19	37.5	37.5	0.0	0%		31.8	5.8		In Progress
IS	C	Institutional Support Management Advisory Services, Consultation, etc.	5.0	Jul-19	105.0	105.0	0.0	0%		5.0	100.0		In Progress
IS	I	Unscheduled Investigations and Special Requests	5.0	Jul-19	37.5	37.5	0.0	0%		0.0	37.5		Scheduled
IT	C	Management Advisory Service - PCI review including monthly scans	5.0	Oct-19	0.0	172.5	172.5	N/A	FN1	0.0	172.5		Scheduled
IT	C	Management Advisory Service - Building Security Review	5.0	Oct-19	0.0	150.0	150.0	N/A	FN1	0.0	150.0		Scheduled
IT	C	Management Advisory Service - General Security Review Services	5.0	Oct-19	0.0	145.0	145.0	N/A	FN1	0.0	145.0		Scheduled
IT	S	Café Vulnerability Assessment	5.0	Nov-19	0.0	127.5	127.5	N/A	FN1	0.0	127.5		Scheduled
IT	S	Bookstore Vulnerability Assessment	5.0	Jan-20	0.0	127.5	127.5	N/A	FN1	0.0	127.5		Scheduled
IT	S	Security Camera System Vulnerability Assessment	5.0	Feb-20	0.0	127.5	127.5	N/A	FN1	0.0	127.5		Scheduled
PP	A	Service Department - Maintenance	3.7	Sep-19	200.0	0.0	-200.0	-100%	FN3	0.0	0.0		Removed
FM	A	Travel	3.5	Aug-19	75.0	67.5	-7.5	-10%		63.5	4.0	Aug-19	Completed
IT	A	PSCC 2 Vulnerabilty Assessment	3.5	Mar-20	0.0	165.0	165.0	N/A	FN1	0.0	165.0		Scheduled
IT	A	Physical Security Review	3.3	May-20	0.0	195.0	195.0	N/A	FN1	0.0	195.0		Scheduled
Total Planned Audit Hours:						1002.5	2105.0	1102.5		201.3	1903.8		
Estimated Available Audit Hours = 1900.0													
Functional Areas:				Audit Types:					Status:				
AD - Advancement				R - Required					Scheduled				
AT - Athletics				A - Risk-Based (Assessed)					In Progress				
AX - Auxiliary				S - Special Request					Completed				
FM - Financial Management				I - Investigation					Removed				
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1 - Audits added to the audit plan as the result of hiring an IT auditor. FN2 - Audit was added to the audit plan at the request of Chief Audit Executive at the Board due to the individual originally assigned this audit having surgery. FN3 - Audit was removed due to the addition of the Roane State President's Audit and also the addition of several IT audits.													

Roane State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	R	Campus Safety & Security	5.0	Jan-20	60.0	60.0	0.0	0%			60.0		Scheduled
AX	R	Foundation - Policies, Operations	5.0	Oct-19	105.0	105.0	0.0	0%		51.3	53.8		In Progress
SS	R	Workforce Development	5.0	Mar-20	60.0	60.0	0.0	0%		4.0	56.0		In Progress
FM	R	Year End Cash Counts	5.0	Jul-19	45.0	45.0	0.0	0%			45.0		In Progress
IA	A	International Education	3.4	Sep-19	52.5	52.5	0.0	0%		14.5	38.0		In Progress
IS	M	Enterprise Risk Assessment	5.0	Jul-19	75.0	60.0	-15.0	-20%		22.3	37.8	Jan-20	Completed
FM	S	ACA Reporting	3.1	Sep-19	75.0	75.0	0.0	0%		17.0	58.0		In Progress
IA	S	Healthcare Programs Admissions	3.8	Sep-19	105.0	105.0	0.0	0%		1.5	103.5		In Progress
FM	S	Accounts Receivable	4.5	Aug-19	75.0	75.0	0.0	0%		13.5	61.5		In Progress
IA	S	Workload/Release Time	3.8	Jul-19	22.5	37.5	15.0	67%		39.5	-2.0		In Progress
FM	F	State Audit Follow-up	5.0	Jul-19	52.5	52.5	0.0	0%		36.8	15.8		In Progress
FM	F	IAR Audit Follow-up	5.0	Jul-19	37.5	37.5	0.0	0%			37.5		Scheduled
FM	I	Unscheduled Investigations	5.0	Jul-19	90.0	90.0	0.0	0%			90.0		Scheduled
IS	C	Management Advisory Services	5.0	Jul-19	142.5	142.5	0.0	0%		136.3	6.3		In Progress
AX	S	Foundation - Restricted Funds	4.1	Aug-19	52.5	52.5	0.0	0%		29.3	23.3		In Progress
Total Planned Audit Hours:					1050.0	1050.0	0.0			365.8	684.3		
Estimated Available Audit Hours = 1050.0													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Southwest Tennessee Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	A	IAR-Cash Count		Jun-20	37.5	37.5	0.0	0%		12.5	25.0		Scheduled
SS	S	Out of State Tuition		Sep-19	97.5	97.5	0.0	0%		11.0	86.5		Scheduled
FM	S	Review of Time Sheets Preparation		Jul-19	97.5	159.5	62.0	64%		160.5	-1.0	Oct-19	Completed
FM	S	Review of Accounts Payable Vendors		Aug-19	97.5	97.5	0.0	0%		0.0	97.5		Scheduled
IS	R	Foundation Audit		Sep-19	97.5	128.0	30.5	31%		86.5	41.5		In Progress
IS	R	Campus Safety Audit		Oct-19	97.5	97.5	0.0	0%		0.0	97.5		Scheduled
SS	R	Workforce Development Audit		May-20	97.5	97.5	0.0	0%		0.0	97.5		Scheduled
FM	F	FU-State Audit		Dec-19	90.0	80.0	-10.0	-11%		4.5	75.5		Scheduled
IS	F	FU-Review of Public Safety Inventory Pro		Jul-19	11.5	14.0	2.5	22%		14.0	0.0	Aug-19	Completed
FM	F	FU-Federal Work Study		Feb-20	90.0	90.0	0.0	0%		0.0	90.0		Scheduled
FM	S	FU-Special Review of Vendor Issues		Mar-20	22.5	10.5	-12.0	-53%		10.5	0.0	Nov-19	Completed
FM	S	FU-Conflict of Interest Year 2019		Apr-20	22.5	22.5	0.0	0%		10.0	12.5		Scheduled
FM	F	FU-Compensatory Time		Jul-19	11.0	12.0	1.0	9%		12.0	0.0	Jul-19	Completed
IS	A	IAR-Risk Assessment		Dec-19	37.5	37.5	0.0	0%		29.0	8.5	Dec-19	Completed
IS	F	FU-Internal Audit Follow Up		Jul-19	15.0	8.5	-6.5	-43%		3.5	5.0		Scheduled
SS	C	IAR-General Consultant		Jul-19	82.5	49.0	-33.5	-41%		30.0	19.0		Scheduled
FM	I	Unscheduled Investigation		Jul-19	82.5	17.0	-65.5	-79%		0.0	17.0		Scheduled
FM	P	ACM-Audit Software		Jul-19	60.0	60.0	0.0	0%		45.0	15.0		Scheduled
FM	I	INV-Conducting Jewelry Business		Nov-20	0.0	31.5	31.5	100%		31.5	0.0	Dec-19	Completed
Total Planned Audit Hours:					1147.5	1147.5	0.0			460.5	687.0		
Estimated Available Audit Hours = 1147.5													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													

Volunteer State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
SS	S	Financial Aid Work Study	8.5	Mar-20	200.0	200.0	0.0	0%		0.0	200.0		Scheduled
IS	R	Campus Safety	8.1	Mar-20	175.0	175.0	0.0	0%		0.0	175.0		Scheduled
SD	R	Foundation	7.9	Jan-20	200.0	200.0	0.0	0%		0.0	200.0		In Progress
IA	R	Workforce Development	7.4	Apr-20	175.0	175.0	0.0	0%		0.0	175.0		Scheduled
FM	R	President's Expense- Nashville State	5.0	Aug-19	200.0	200.0	0.0	0%		238.0	-38.0	Oct-19	Completed
FM	F	State Audit Follow-Up	5.0	Nov-19	175.0	175.0	0.0	0%		97.0	78.0	Dec-19	Completed
FM	R	State Audit Year-End Work	5.0	May-20	40.0	40.0	0.0	0%		2.0	38.0		Scheduled
IS	F	Follow-Up Activities	5.0	Jul-19	75.0	75.0	0.0	0%		7.0	68.0		In Progress
IS	C	General Consultation	5.0	Jul-19	40.0	40.0	0.0	0%		28.5	11.5		In Progress
IS	M	Management Risk Assessment	5.0	Jul-19	100.0	100.0	0.0	0%		45.0	55.0	Jan-20	Completed
IS	I	Unscheduled Investigations	5.0	Jul-19	40.0	40.0	0.0	0%		0.0	40.0		Scheduled
FM	A	Conflict of Interest	5.0	May-19	50.0	50.0	0.0	0%		43.0	7.0	Jul-19	Completed
Total Planned Audit Hours:					1470.0	1470.0	0.0			460.5	1009.5		
Estimated Available Audit Hours = 1470.0													
Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services				Audit Types: R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other					Status: Scheduled In Progress Completed Removed				

Walters State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised January 2020													
							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	Management Advisory Services	5.0	Jul-19	300.0	300.0	0.0	0%		97.5	202.5		In Progress
FM	F	State Audit Assist/Follow-up	5.0	Jul-19	12.0	12.0	0.0	0%		12.5	-0.5	Aug-19	Completed
IS	R	IAR-WSCC Foundation 2020	5.0	Oct-19	90.0	90.0	0.0	0%		30.0	60.0		In Progress
SS	F	IAR-FU-CCTA-WorkforceTrainingHours2019	5.0	Oct-19	22.5	52.5	30.0	133%		52.5	0.0	Aug-19	Completed
IS	R	IAR-Physical Security/Campus Safety 2020	5.0	Feb-19	40.0	40.0	0.0	0%		22.5	17.5		Scheduled
IS	I	Unscheduled Investigations	5.0	Jul-19	105.0	105.0	0.0	0%		80.0	25.0		In Progress
FM	R	IAR-WSCC President's Expenses Audit 2020	5.0	Aug-19	22.5	22.5	0.0	0%		12.0	10.5	Aug-19	Completed
IS	M	All-Inclusive Enterprise Risk Assessment	5.0	May-19	22.5	22.5	0.0	0%		22.5	0.0	Oct-19	Completed
IS	M	IET Risk Assessment	5.0	Mar-20	45.0	45.0	0.0	0%		0.0	45.0		Scheduled
IS	R	IAR-WSCC Conflicts of Interest 2019	5.0	Aug-19	37.5	37.5	0.0	0%		22.5	15.0	Aug-19	Completed
IS	P	IAR-QAR Self & External	5.0	Apr-20	22.5	22.5	0.0	0%		0.0	22.5		Scheduled
FM	S	YE Procedures FYE 2019	5.0	Jul-19	22.5	22.5	0.0	0%		7.5	15.0	Jul-19	Completed
FM	S	YE Procedures FYE 2020	5.0	Jun-20	22.5	22.5	0.0	0%		0.0	22.5		Scheduled
IT	S	IAR-NACHA-2019	5.0	May-19	75.5	0.0	-75.5	-100%	1	0.0	0.0		Removed
IT	S	IAR-NACHA-2020	5.0	Oct-19	105.0	150.5	45.5	43%		147.5	3.0	Dec-19	Completed
SS	R	IAR-CCTA-Workforce Training Hours 2020	5.0	Mar-20	105.0	105.0	0.0	0%		65.0	40.0		In Progress
Total Planned Audit Hours:					1050.0	1050.0	0.0			572.0	478.0		
Estimated Available Audit Hours = 1050.0													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
1 - Combined with IAR-NACHA-2020													

BOARD TRANSMITTAL

MEETING: April 7, 2020 Quarterly Board Meeting

SUBJECT: Policy Revision: 2:01:01:02 Inter-Institutional Relationships and Off-Campus Offerings

DATE: April 7, 2020

PRESENTER: Dr. Lana Hamilton, Vice Chancellor for Academic Affairs

PRESENTATION REQUIREMENT: 10 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

Summary:

Academic Policy 2:01:01:02 Inter-institutional Relationships and Off-campus Offerings is a new policy, which is being converted from Guideline A-020 with the same name.

Substantive changes include the following:

- Added definitions.
- Deleted detailed process for opening a new off-campus facility (needs assessment, budget, accreditation standards), as these are outlined in THEC Site Code requirements referenced in section II.C. New facility/site approval procedures are being reviewed for inclusion in *TBR Policy 2:01:01:00 Approval of Academic Programs, Units, and Modifications*, or may warrant the creation of a policy of its own.
- Removed references to immaterial documents such as Role and Scope Statement and Guidelines for Awarding and Reporting CEUs.
- Significant revision to notification/communication protocols regarding primary service areas, including client request scenario.
- Expanded Related Policies and Exhibits section to include updated Service Area Map and *THEC Policies for Off-Campus Instruction*.

Approved by Academic Affairs Sub-Council
Approved by Student Affairs Sub-Council
Approved by Presidents Council

January 29, 2020
January 30, 2020
February 25, 2020

Attachments:

Guideline A-020 Inter-institutional Relationships and Off-campus Offering
THEC Academic Policy A 1.4A Off-Campus Instruction _ CCs & Universities
THEC Academic Policy A 1.4B Off-Campus Instruction - TCAT
THEC Form A1:4AC Dual Enrollment Partnership Communications Form

2 - Academic Policies

2:01:01:02

Name: Inter-Institutional Relationships & Off-Campus Offerings

Purpose

This policy establishes the protocols and processes for creating collaboration between TBR institutions regarding off-campus offerings in order to maximize student access and success in quality academic programs.

Applies to: Community Colleges; Colleges of Applied Technology

Definitions:

- A *Dual Enrollment Site* is a high school campus or other local education agency-owned facility used to offer dual enrollment section(s) of a college course.
- An *Off-Campus Instructional Site* is a location physically apart from the institution's main campus at which instruction is delivered. It involves a significant continuing commitment of institutional resources and fulfills standards established for sites by the SACSCOC or COE, whichever is applicable.
- *Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)* is the regional accrediting body that accredits the community colleges in the TBR system.
- *Council on Occupational Education (COE)* is the national accrediting agency that accredits the technical colleges in the TBR system.

Policy

Policy Provisions

- A. The Tennessee Board of Regents recognizes and strongly supports Tennessee's long-standing public policy of providing access for Tennesseans to public higher education.
- B. Residents in economically distressed counties have limited access to and lower participation rates in higher education.
- C. The Tennessee Board of Regents directs its institutions to seek every means of facilitating student access and fostering their participation in the programs that the institutions provide.
- D. The Board takes special note of the many citizens who, because of economic, family, work conditions, and geographic location, may find participation in post-secondary education difficult, if not impossible.
- E. The Board encourages its institutions to provide citizens both off-campus and technologically-delivered instruction, while also providing support services such as sponsored scholarships, and financial aid.

Procedures

I. Quality and Efficiency Standards

- A. Academic quality, access, and resourcefulness & efficiency must be the controlling factors in decision making regarding relationships between institutions and courses/programs delivered at off-campus sites.
- B. Institutions must, in all circumstances, ensure that the quality of instruction meets or exceeds the national standards of good practice and is comparable in quality to the instruction provided on the main campus.

II. Selection of Off-Campus Instructional Facilities

- A. Off-campus instructional facilities must be both conducive to learning and efficient in their operation.
- B. As a norm, institutions will seek to offer instruction in schools, community buildings, industrial training centers, and other such facilities where suitable space is provided at little or no cost to the institution and the state.
- C. All off-campus instructional facilities must be assigned either a site code or center code by the Tennessee Higher Education Commission. TBR approval is required prior to THEC authorization with an appropriate code as defined in TBR Policy 2:01:01:00 *Approval of Academic Programs, Units, and Modifications* and in THEC policy on *Off Campus Instruction*.

III. Off-Campus Offerings

- A. Each site's purpose shall be to support the mission of the institution.
- B. Course and program delivery by joint institutional off-campus sites shall be determined by written agreement between participating institutions and approved by the Chancellor.
- C. The president of each institution must designate a contact regarding off-campus offerings.

IV. Service Area

- A. An institution desiring to create a new off-campus site or offer a new program at an off-campus site will conduct a joint service area market needs analysis with such service area's total asset mapping in mind. All TBR institutions within such service area (Technical Colleges and Community Colleges) will participate by providing relevant data at their disposal and will collaborate in the decision-making process.
- B. Prior to communicating with client groups, the president of the institution contemplating off-campus, credit-bearing offerings within the service area of other TBR institution(s) (both community colleges and TCATs) shall communicate its proposal in writing to the presidents of the institution(s) within client's service area. The institution(s) receiving the request shall respond in writing no later than thirty (30) days after receipt of the proposal letter stating their intent of engagement with the client. The institution(s) receiving the request have the first right of refusal to provide the service if it can do so in a reasonable time frame. If the receiving institution(s) do not wish to provide the service, it shall work with other institutions to make the service available to the client if possible. The receiving institution(s) shall notify the proposing institution of one of the following:

1. The institution placing the request may offer the program(s)/course(s) in question for the client until such time as the service area institutions should want to do so, or
 2. The institution placing the request may not offer the program(s)/course(s) in question because the service area institution has the capacity and will to do so, or
 3. The institution placing the request may not offer the program(s)/course(s) in question and the program(s)/course(s) will not be offered by the service area institution. In such a case, a justification as to why they may not offer the courses must be included.
- C. If a client initiates contact with a TBR institution to request the provision of course offerings, training, or other academic services outside of their service area, the president of the contacted institution shall communicate that contact with the president of the TBR institution of the same level (community college or TCAT) of the client's service area within thirty (30) days and prior to contract negotiations with the client.
- D. In the event an accord cannot be reached by the representatives of each institution, the institutions shall refer the matter to the Vice Chancellor for Academic Affairs, who may consult with the Vice Chancellor for Economic and Community Development if non-credit workforce training partners are involved. The Vice Chancellor for Academic Affairs has the authority to grant permission for an institution to partner with a client outside its primary service area, if such client offers evidence that such a partnership best meets the needs of its students.
- E. Proposed contracts for regional or statewide delivery of courses and programs to business entities or special interest groups must be in accordance with Board policy.

V. Exceptions

Exceptions to this policy may be made upon recommendation of a president and approval by the Chancellor.

Sources

Guideline A-020 Inter-institutional Relationships & Off-Campus Offerings

Related Policies

THEC Academic Policy A 1.4A Off-Campus Instruction – Community Colleges and Universities

THEC Academic Policy A 1.4B Off-Campus Instruction – Tennessee Colleges of Applied Technology

TBR Policy 2:01:01:00 Approval of Academic Programs, Units, and Modifications

TBR Policy 2:01:00:05 Early Postsecondary Opportunities

Exhibits

THEC Dual Enrollment Partnership Communications Form

TBR Service Area Map

Approvals

Inter-Institutional Relationships & Off-Campus Offerings: A-020

Guideline Area

Academic Guidelines

Applicable Divisions

TCATs, Community Colleges

Purpose

The purpose of this guideline is to establish the criteria and process for Inter-institutional relationships and off-campus offerings by institutions governed by the Tennessee Board of Regents.

Guideline

I. Off-Campus Centers

- A. An off-campus instructional unit shall be considered an off-campus center (OCC) if it involves a significant continuing commitment of institutional resources as evidenced by faculty, staff, facilities, and equipment, and if it fulfills standards established for centers by the Southern Association of Colleges and Schools.
 1. Each OCC's purpose shall be clearly defined in the institution's annual Role and Scope statement.
 2. Each OCC's degree and non-degree offerings must be consistent with the institution's Role and Scope statement. The non-degree offerings must comply with the guidelines as set forth in the Tennessee Higher Education Commission document, Guidelines for Awarding and Reporting CEU's. This document addresses the particular case when an institution may offer a non-degree program in an area in which it has no degree offering.
 3. Course and program delivery by joint institutional OCC's shall be determined by written agreement between participating institutions and approved by the Chancellor.

4. A proposal for the establishment of a new OCC shall be forwarded to the Board for approval. Requirements for approval shall include:
 - a. A "needs assessment" survey.
 - b. Evidence of the OCC's ability to meet the Southern Association of Colleges and Schools standards.
 - c. A five (5) year projected budget for continued operation.
5. At five (5) year intervals, or upon request of the Board or Board staff, an evaluation of each OCC shall be made on the following bases:
 - a. A current "needs assessment" survey.
 - b. Demonstrated ability of the OCC to meet both institutional Role and Scope statements and Southern Association of Colleges and Schools standards.
 - c. A five (5) year projected budget for continued operation.

II. Off-Campus Degree and Non-Degree Offerings

- A. The president of each institution should designate a contact regarding off-campus offerings.
- B. Where thirty (30) mile territorial boundaries overlap, affected institutions will coordinate off-campus offerings of each, preferably a written agreement between the institutions should be consummated which covers the off-campus offerings of each institution.
- C. Prior to contracting (preliminary investigations and discussions may proceed on a unilateral basis) with client groups, an institution contemplating off-campus offerings within thirty (30) miles of another shall communicate its proposal in writing. The institution receiving the request shall respond in writing not later than thirty (30) days after receipt of the proposal letter. If the institution receiving the request does not wish to provide the service, it shall communicate same. If, however, the institution receiving the request rejects the proposal:
 1. The institution placing the request will not commence registration.

2. The institution receiving the request must:
 - a. Provide the course or program.
 - b. Show just cause why the course should not be offered by either institution.
 3. In the event an accord cannot be reached by the representatives of each institution, the representatives should refer the matter to their presidents. If, ultimately, an agreement cannot be reached, the institutions shall refer the matter to the Board staff.
- D. Proposed contracts for regional or statewide delivery of courses and programs to business entities or special interest groups must be in accordance with Board policy.
- E. Off-campus courses and programs delivered by the media and which require initial and/or periodic group meetings are to be treated in accordance with paragraph II.D. of this guideline. If media delivery system does not necessitate group meetings, then formal communications are not required.
- III. Exceptions
- A. Exceptions to this guideline may be made upon recommendation of a president and approval by the Chancellor.

Sources

February 10, 1978 TBR Presidents meeting; Presidents meeting July 1, 1984.

Section Title: Academic Policies

Policy Title: Off-Campus Instruction – Community Colleges and Universities

Policy Number: A 1.4A

1.4A.1A **Scope and Purpose.** Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at public institutions, including the community colleges and universities.

The Commission will take action on proposed off-campus centers quarterly at Commission meetings. The Commission delegates the authority for review and approval of off-campus sites to the Executive Director. The Executive Director maintains the discretion to refer an off-campus site to the Commission for approval.

This policy fulfills the Commission's charge to develop policies and procedures for the purpose of reviewing and approving off-campus locations at community colleges and universities. In cases where a Tennessee College of Applied Technology (TCAT) is considered a part of a community college, as is the case with TCAT Chattanooga and Chattanooga State Community College, the joint institution will be considered under this policy.

1.4A.2A **Definitions.**

Off-Campus Center – An off-campus center is a location that is geographically apart from the main campus where students can enroll and complete academic programs. There must be a continuing administrative presence, evidenced by at least one full-time or part-time administrator housed on-site.

Off-Campus Site – An off-campus site is a physical space that is used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs. An off-campus site does not offer all courses necessary to complete an academic program.

Academic Program – An academic program is one that culminates in a certificate (academic, technical, and/or graduate); associate's degree; bachelor's degree; and/or graduate degree (master's, professional, and/or doctorate). This is specific to programs and coursework offered where the students and instructor meet synchronously in the same place.

1.4A.3A **Exclusions to the Off-Campus Instruction Policy.** The following offerings and/or locations are excluded from this off-campus location policy:

- non-credit coursework;
- continuing education coursework;
- on-line offerings;
- study abroad coursework;
- clinical, practice, and student teaching locations; and
- correctional facilities.

1.4A.4A1 **Locations Subject to Approval.** Proposals for off-campus centers and off-campus sites will be subject to review and approval under this policy. Proposal formats appropriate to the requested action are available on the THEC website:

- Establish an Off-Campus Center.
- Establish an Off-Campus Site.

1.4A.4A2 **Letter of Notification.** A Letter of Notification (LON) informing THEC of a proposal to establish a new off-campus center is required at least 90 days in advance of any facilities acquisition, including lease execution and/or presentation to the State Building Commission or State Architect. In extenuating circumstances, the Executive Director maintains the discretion to review a LON within a shorter time period.

The LON must include signatures and approvals from the President of the institution and a system representative (where applicable). The establishment of off-campus centers must be consistent with and reference the most recently approved campus master plan and institutional mission profile approved by THEC. Upon review and approval by the Executive Director, the institution and system can move forward with the proposed off-campus center request.

1.4A.4A3 **Criteria for Review of Off-Campus Centers.** THEC considers the following criteria in order to maximize state resources in evaluating the establishment of off-campus center locations:

- **Needs Assessment** – supporting documentation of need for the new off-campus center that justifies institutional allocation/reallocation of state resources. The proposal must document community or industry support, describe the target population, and explain how this proposed center contributes to the state’s higher education completion agenda.

- **Sustainable Demand** – projected headcount and full-time equivalent enrollment in the location's initial year and over the following four academic years.
- **Operational Costs and Revenues** – supporting documentation detailing program costs and revenues associated with the proposed location. Projected costs include but are not limited to items such as leasing agreements, square footage and renovated space, equipment, utilities, instructional resources, administrative and faculty salaries, and all other items deemed necessary by the Commission. Revenues include but are not limited to items such as tuition and fees, state appropriations, and sales and services.
- **Facilities** – Facilities planned or in place for the off-campus location should be appropriate for the enrollment and type of academic programs offered. In particular, facilities should meet the standards of SACSCOC, and other applicable accrediting and regulating agencies. Whenever the establishment or upgrading of a location requires substantially new facilities, which may or may not include a land purchase, the community should be willing to provide the site, access to all necessary utilities, highways, and access roads, and make a substantial contribution towards the initial planning and construction of the location. The leasing or acquisition of space or land is subject to approval by THEC and the State Building Commission; and must comply with current State laws set forth in Tennessee Code Annotated §§12-1-106, -107 or §§12-2-114, -115, State Building Commission policy, and THEC policy numbers F4.1 - Master Plans and F4.2 - Lease Space Funding and License Agreements.
- **Administration** – Plans for administration of the off-campus center should be appropriate for the enrollment and character of the academic programming offered.

1.4A.4A4

Commission Action. Proposed off-campus centers approved by the institution's governing board and recommended by THEC staff will be presented to the Commission for action at the earliest possible scheduled meeting.

In keeping with SACSCOC principles and federal requirements for truth in-advertising, students may not enroll in any new off-campus center nor may any off-campus center be advertised by any public institution prior to approval by the Commission to implement.

1.4A.4A5

Criteria for Review of Off-Campus Sites. An off-campus site is a physical space that is used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual

enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs. The Commission considers the following criteria in order to maximize state resources in evaluating the creation and operation of off-campus sites:

- **Need** – supporting documentation of need for the new off-campus site that justifies institutional allocation/reallocation of state resources.
- **Demand** – projected headcount and full-time equivalent enrollment in the first semester and first year.
- **Operational Costs and External Support** – supporting documentation detailing operational costs associated with the proposed location, as well as a short narrative around any expenses and resources, including any cost sharing agreements with business or school systems.

1.4A.4A5

Executive Director Review. The Commission delegates the authority for review and approval of off-campus sites to the Executive Director. The Executive Director maintains discretion to refer an off-campus site request to the Commission for approval.

1.4A.5A1

Major Changes to Off-Campus Centers. Institutions must notify THEC of any major changes to the academic program offerings at an off-campus center, including:

- Adding new academic programs (see THEC Policy A1.5 – Academic Actions Notification)
- Extending existing academic programs (see THEC Policy A1.2 – Extension of Existing Academic Programs)
- Inactivating and/or terminating academic programs (see THEC Policy A1.5 – Academic Actions Notification)

1.4A.5A2

Review of Off-Campus Locations. THEC will monitor off-campus location enrollments every three years to determine that enrollments are continuous and to identify any potentially low-enrollment locations.

During this review, THEC will request all institutions operating off-campus locations to provide updates in the event of any major change in offerings (e.g., shifting the purpose of a center or site from training teachers to dual enrollment) or increases and/or decreases in enrollment of twenty-five percent or more. THEC reserves the right to have an institution submit a new request for an off-campus location code in the event of a major change in offerings.

1.4A.5A3

Phase-Out and Closing of Off-Campus Locations. THEC may recommend that an institution and/or governing board phase out and close off-campus locations that experience low enrollment over time. Institutions and/or governing boards will have an opportunity to provide a justification for the lack of enrollment and request that the location remain active until the next review period.

Institutions and/or governing boards should notify THEC of off-campus locations requiring inactivation every three years.

1.4A.6A

No Unnecessary Duplication and Service Area. THEC will not approve the establishment of an off-campus location if the proposed delivery of instructional services could reasonably occur through existing institutions or other off-campus centers.

It is expected that the Tennessee Board of Regents and the University of Tennessee will resolve any service area conflicts between the institutions in their respective systems prior to submission of the off-campus location request to THEC.

An institution contemplating the creation of any new off-campus offering, specifically dual enrollment, within the region of another institution's main campus or off-campus center shall communicate its proposal to the impacted institution(s) in writing prior to the submission of the proposal to THEC. Impacted institutions will have 10 calendar days to review and provide feedback to the requesting institution. Requesting institutions shall document any communications and agreements with impacted institutions in the off-campus request to THEC. Impacted institutions should also submit any unresolved objections to the proposed off-campus offering to the Executive Director.

The THEC Academic Program Inventory provides the initial indication of duplication or undue proliferation of programs in the state.

1.4A.7A

Policy will be reviewed every three years unless changes in off-campus location requirements are warranted.

Sources: THEC Meetings: April 22, 1988; November 14, 2002; July 26, 2007; and July 27, 2017.

Section Title: Academic Policies

Policy Title: Off-Campus Instruction – Tennessee Colleges of Applied Technology

Policy Number: A 1.4B

1.4B.1A **Scope and Purpose.** Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at public institutions, including the Tennessee Colleges of Applied Technology (TCATs). The Commission grants the authority for review and approval to the Executive Director. The Executive Director maintains the discretion to refer an off-campus location to the Commission for approval.

This policy fulfills the Commission's charge to develop policies and procedures for the purpose of reviewing and approving off-campus locations at the TCATs. This policy is specific to locations offering diploma credit. The policy will adhere to the Council on Occupational Education (COE) definitions as it relates to off-campus instruction. The COE is the accrediting body for the TCATs. In cases where a TCAT is considered a part of a Community College, as is the case with TCAT Chattanooga and Chattanooga State Community College, the joint institution will be considered under the Off-Campus Instruction - Community Colleges and Universities Policy (A 1.4A).

1.4B.2A **Definitions.**

Diploma Credit – This policy is only applicable to off-campus locations that are offering coursework for credit towards a diploma.

Instructional Service Center, as defined by COE, "is a temporary or permanent training location that serves employers and the public for the delivery of programs or portions of programs to meet a critical or sustained need. The occupational program at an instructional service center must be under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution. Appropriate student services must be available on-site, and the full range of services will be made accessible to participating students at the main campus".

Extension Campus, as defined by COE, "is a subordinate site, not a main campus, and is located within a fifty-mile radius of the main campus. Direct supervision and control are provided from the main

campus, and the staff is limited primarily to instructors and support staff. All programs of an extension must meet the educational requirements of the main campus and comply with its operational policies”.

Branch Campus, as defined by COE, “is a subordinate site, not a main campus, operating under the supervision of a full-time, on-site, local administrator who reports to the chief administrative officer at the main campus. The branch must meet all educational requirements and comply with the operational policies of the main campus”.

Sites – An off-campus site is a physical space that is generally used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs.

1.4B.3A1

Locations Subject to Approval. Proposals for instructional service centers, extension campuses, branch campuses, and off-campus sites will be subject to review and approval under this policy. Proposal formats appropriate to the requested action are available on the THEC website:

- Establish an Off-Campus Instructional Service Center, Extension Campus, and/or Branch Campus.
- Establish an Off-Campus site.

1.4B.3A2

Criteria for Review of Instructional Service Center, Extension Campus, and Branch Campus. THEC considers the following criteria, in order to maximize state resources, in evaluating the establishment of an off-campus Instructional Service Center, Extension Campus and/or Branch Campus locations at TCATs:

- **Needs Assessment** – supporting documentation of need for the new off-campus location that justifies institutional allocation/reallocation of state resources.
- **Sustainable Demand** – supporting documentation of anticipated enrollment in the location’s initial year and over the following four academic years.
- **Operational Costs and Revenues** – supporting documentation detailing program costs and revenues associated with the proposed location. Projected costs include but are not limited to items such as leasing agreements, square footage and

renovated space, equipment, utilities, instructional resources, faculty salaries, and all other items deemed necessary by the Commission. Revenues include but are not limited to items such as tuition and fees, state appropriations, and sales and services.

- **Facilities** – Facilities planned or in place for the off-campus location should be appropriate for the enrollment and character of programs offered. In particular, facilities should meet the standards of the Council on Occupational Education, and other applicable accrediting and regulating agencies. Whenever the establishment or upgrading of a location requires substantially new facilities, which may or may not include a land purchase, the community should be willing to provide the site, the access to all necessary utilities, highways, and access roads, and make a substantial contribution towards the initial planning and construction of the location. The leasing or acquisition of space or land is subject to approval by THEC and the State Building Commission; and must comply with current State laws set forth in Tenn. Code Ann. §§ 12-1-106, -107 or 12-2-114, -115, State Building Commission policy, and THEC policy numbers F4.1 - Master Plans and F4.2 - Lease Space Funding and License Agreements.

1.4B.3A3

Criteria for Review of Off-Campus Sites. An off-campus site is a physical space that is generally used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs. The Commission considers the following criteria in order to maximize state resources in evaluating the creation and operation of off-campus sites:

- **Need** – supporting documentation of need for the new off-campus site that justifies institutional allocation/reallocation of state resources.
- **Demand** – supporting documentation of anticipated enrollment at the location.
- **Operational Costs and External Support** – supporting documentation detailing program costs associated with the proposed location, as well as a short narrative around any shared expenses and resources.

1.4B.4A1

Review of Off-Campus Locations. THEC will monitor off-campus location enrollments every three years to determine that enrollments are continuous and to identify any potentially low-

enrollment locations.

- 1.4B.4A2** **Phase-Out and Closing of Off-Campus Locations.** THEC may recommend to the Tennessee Board of Regents (TBR) the phase out and closure of off-campus locations that experience low enrollment over time. TBR and TCATs will have an opportunity to provide a justification for the lack of enrollment and request that the location remain active until the next review period. TBR and TCATs should notify THEC of off-campus locations requiring inactivation every three years.
- 1.4B.5A1** **No Unnecessary Duplication.** THEC will not approve the establishment of an off-campus location or site if the proposed delivery of instructional services could reasonably occur through existing TCATs or other off-campus locations.
- 1.4B.5A2** **Service Area.** If a proposed off-campus location is in the service area of another institution, it is expected that TCATs will communicate with relevant institutions to coordinate off-campus offerings. TBR will resolve any service area conflicts between TCATs and community colleges prior to submission of the off-campus location request to the Commission.
- 1.4B.6A** Policy will be reviewed every three years unless changes in off-campus location requirements are warranted.

Sources: THEC Meetings: July 27, 2017.



Policy A1.4A Off-Campus Instruction: Community Colleges and Universities

Form A1:4AC: Dual Enrollment Partnership Communications Form

Per THEC's Policy A1.4A *Off-Campus Instruction: Community Colleges and Universities*, institutions creating new partnerships for dual enrollment must communicate the proposal to impacted institution(s). Impacted institutions are defined as those institutions that are actively serving that same location. A listing of active off-campus locations can be found on the THEC's [website](#) on the Off-Campus Instruction tab.

After the Communications Form has been completed by the requesting institution, the form must be submitted to all off-campus administrators who represent the institutions currently serving this location (e.g., TBR or UT System office for any of their institutions). Please reference THEC's Off-Campus Locations Administration Contacts for relevant contact information.

Requesting Institution: _____ **Date:** _____

Site Name: _____ **THEC Site Code** (if reactivation): _____

Site Address: _____

Expected semester to begin offering classes at proposed site (month/year): _____

Estimated number of students to be served during first semester: _____

Proposed Coursework to be Offered

Course Number	Course Name		Course Number	Course Name

Please attach a letter of support from school/district administration.

Requesting Institution Off-Campus Administrator and Date (electronic signature acceptable)

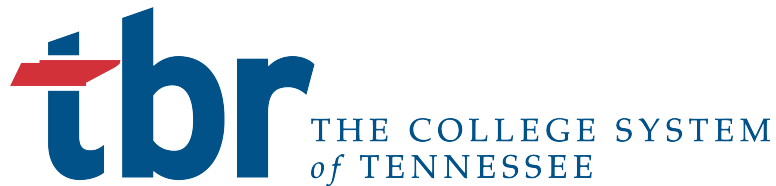
Currently Serving Institution: _____ **Date:** _____

The proposal displaces coursework currently offered by your system/institution. ____ No ____ Yes*

If your institution/system believes the proposal displaces coursework currently offered by your system/institution, please explain.

Requesting Institution Off-Campus Administrator and Date (electronic signature acceptable)

**In cases where a proposed offering displaces offerings of a currently serving institution, the requesting institution will contact the school principal to determine the preferred partner. In the event of disagreement or non-decision by k-12 school leadership, the issue may be resolved by THEC's Executive Director.*



BOARD TRANSMITTAL

MEETING:	March 2020 Quarterly Board Meeting
SUBJECT:	Approval of TBR Policy 2:08:10:00 Development & Operation of Off-Campus International Education Programs
DATE:	March 26, 2020
PRESENTER:	Dr. Heidi Leming
PRESENTATION REQUIREMENT:	None
ACTION REQUIRED:	Requires Vote
STAFF'S RECOMMENDATION:	Approve

Summary:

The Tennessee Board of Regents System supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The Tennessee Board of Regents encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

The policy has been reviewed and approved by the academic, student affairs, and faculty subcouncils, and approved by the President's Council.

2 – Academic Policies

2:08:10:00

Name: Development & Operation of Off-Campus International Educational Programs

Purpose

The Tennessee Board of Regents will provide students with opportunities to earn postsecondary credit and non-credit service and internship experiences at off-campus international sites.

Applies To Community Colleges; Colleges of Applied Technology

Definitions:

Tennessee Consortium for International Studies (TnCIS) - TnCIS represents nineteen colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS welcomes membership from all colleges, universities and other organizations seeking to expand opportunities for international educational exchanges.

Policy

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The TBR encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

Source

Original Policy Board Meeting, March 26, 2009

A-076 Presidents Meeting February 17, 2009; Revised at Presidents Meeting August 18, 2015.

B-130 Approved at Presidents Meeting, November 8, 2016.

S-030 Approved at Presidents Meeting, August 16, 2016.

Exhibits

A NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF
CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS
ON STUDY ABROAD IN THE EUROPEAN UNION

Procedure Area –

I. Introduction

- A. All international education programs or courses operated, sponsored or approved for academic credit by any TBR institution are expected to maintain standards of

quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.

B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:

1. Within the scope of the mission of the institution;
2. Integrated into the undergraduate curricula of the sponsoring institution;
3. Feasible and sustainable;
4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
5. In compliance with all applicable federal and state laws and regulations.

C. Tennessee Consortium for International Studies (TnCIS)

1. The Tennessee Consortium for International Studies was formally established by the TBR President's Council in 2006.
2. TnCIS operates under the administration and fiscal oversight of Pellissippi State Community College.
 - a. The Executive Director reports to the President of Pellissippi State Community College or their designee
 - b. All TnCIS staff are employees of Pellissippi State Community College.
 - c. All TnCIS faculty will sign dual-service contracts with Pellissippi State Community College
3. TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee.

D. Governance

1. All TBR institutions are members of TnCIS
2. Each TBR institution may have up to two representatives serve on the TnCIS Advisory Council.
3. The President at each TBR institution appoints representatives to serve on the Advisory Council.
 - a. The TnCIS Advisory Council will meet on a bi-annual basis.
 - b. The Advisory Council will make recommendations on any membership fees to TBR institutions.

c. Non-TBR institutions may join the consortium at the discretion of
Pellissippi State Community College.

1. E. All institutions including the TnCIS must establish guidelines for
operation of international programs. Institutions engaged in any
international activities which are not coordinated through the TnCIS
must establish international policies or guidelines for the individual
institution and submit them annually to the TBR Office of Student
Success.
2. Institutions may adopt the policies and procedures embraced through
TnCIS as a whole, if the institution engages solely in TnCIS study
abroad programs.
3. All policies and procedures established by institutions must be vetted
through the appropriate institutional channels including TBR Office of
General Counsel, as applicable.
4. The TnCIS protocols and guidelines must be vetted through the TBR
Vice Chancellor of Student Success or designee as well as the TBR
General Counsel.
5. All institutions and TBR sponsored consortia must develop structures for
international education programs or courses to be approved by the home
institution.

- F. In addition, programs or courses operated or sponsored by any TBR institution
abroad shall adhere to the specific policies listed below.
- G. Memorandum of Understanding or Agreement related to international studies
requires approval of the institutional Chief Academic Officer, President or the
President's Designee.
- H. All approvals must be forwarded to the TBR Vice Chancellor of Student Success
upon completion.

Deleted: All institutions including the TnCIS must
establish guidelines for operation of international
programs. .

II. Types of Programs

- A. Institutions may sponsor and administer their own international programs and/or courses or participate in partnerships with international institutions or consortia to offer opportunities for global study to their students.
 1. Institutions must establish policies regarding enrolling TBR students and awarding credit in a timely fashion to these students for international education programs or courses.
 2. Institutions must have in place a policy regarding the acceptance of international transfer credit. Only credit from institutions recognized by their country's ministry of education should be considered acceptable to transfer.
 3. Institutions must have policies regarding the enrollment, awarding and transfer of credit for their students matriculating in another TBR or non-TBR affiliated institution or consortia. The institution must also have policies for non-TBR students matriculating in institutional courses or TBR related consortia.
 4. Non-institutional faculty must meet SACS standards.

III. Defining Roles

A. Participants

1. Students currently enrolled in TBR institutions.
 - a. In keeping with best practices, only individuals enrolled in a TBR institution may participate in study abroad programs.
 - b. Students enrolled in TBR institutions must be registered at their home institutions in order to participate in international study courses if the course is sponsored by their home institution or by another institution within the TBR system.
 - c. Individual institutions should establish guidelines to determine the required preparation necessary for a student to participate in the

desired international experience (e.g., GPA, tenure in academic program, academic preparedness, and contributions to the program of study). The TnCIS will employ institutional guidelines and notify individual institutions if they are not in compliance with the guidelines.

- d. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.
 - e. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under “Non-Degree” or “Continuing Education” or “Transient” or “Transfer” student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.
2. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
 3. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.

B. Program Directors and Group Leaders

1. These are TBR employees who administratively lead and/or teach international education experiences, including individuals outside the

institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader. Program directors and group leaders, including faculty directing and teaching in the TnCIS programs, must have their role defined and documented by the unit sponsoring the program. This documentation must be on file with the TBR Vice Chancellor of Student Success.

2. For non-credit bearing service and internship experiences, a group leader may consist of:
 - a. Student leaders for an institutionally recognized student organization coordinating the experience for a group of students.
 - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
3. Program directors serve as institutional representatives and as such must maintain current certification as a Study Abroad Leader through the TBR Office of Student Success, the individual institutional training, or the TnCIS study abroad training programs. Individual faculty are responsible for providing documentation of qualifications at the time of application to offer a study abroad program at individual institutions or through the TnCIS.
4. All program directors of institutionally sponsored trips must create a campus-appropriate training structure and implement institutional assessment guidelines for the completion of such training prior to faculty leading a trip.
5. Faculty teaching for the TnCIS must submit their academic credentials to Pellissippi State Community College (PSCC) and be appointed as an adjunct faculty member at PSCC.

C. Faculty Instructors

1. Faculty who are teaching the international course, but may not be the designated program director, must have their role defined and documented by the unit sponsoring the program.

D. Non-Credit Experience Program Sponsors

1. For non-credit bearing service and internship experiences, program sponsors may be:
 - a. Faculty
 - b. Institutionally recognized student organizations.
 - c. Student support services office or academic department.
 - d. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).

E. Accompanying Spouses and Minors

1. In cases where a program director or faculty instructor will be traveling abroad for an extended period of time (more than 30 days), it is left to the discretion of the home institution as to whether to allow spouses and minors to travel with the employee.
2. Spouses and minor children, if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
3. Spouses and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR institutions prior to departure.

IV. Best Practices

A. The TBR is committed to having our institutions identify and adopt relevant practices which can assist our institutions in enhancing and improving their education abroad activities and processes including:

1. undertaking reasonable steps to be informed of and comply with applicable laws both at home and in the host country;
2. avoiding arrangements which might violate those laws or accepted business practices of the U.S. or host country;
3. establishing and maintaining reasonably safe and non-discriminatory, work, study and living conditions for employees and students;
4. communicating clearly with students the anticipated environmental conditions of the location abroad;
5. making available current policies, procedures and job descriptions;
6. exercising due diligence in cost control and adopting clear and reasonable billing procedures for participants;
7. establishing transparent protocols for data collected;
8. maintaining sufficient financial resources to meet obligations and exigencies for unanticipated obligations;
9. enforcing research including human subject research protocols and those of the host country in accordance with standards outlined by the Department of Health and Human Services and National Institutes of Health;
10. engaging in continuous improvement;
11. emphasizing academic integrity within the international education experience;
12. managing all provider arrangements for oversight and evaluation; and
13. following the established US Import/Export Guidelines.

V. Types of Programs & Program Documentation

- A. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student's area of study or which meet general education requirements.
- B. Institutional or campus administered programs led by institutional faculty including:
 - 1. Course-embedded study abroad
 - 2. Course-embedded internships
 - 3. Course-embedded service-learning
 - a. Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the study abroad program.
 - b. Service learning is not the equivalent of civic engagement.
 - c. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered.
- C. Programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit.
- D. Programs at international branch campuses.
- E. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.
 - 1. Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).

2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
 3. All collaborations involving either a MOU OR MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be vetted through the General Counsel's Office either on the individual campus or through the TBR System Office.
 4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
 5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- F. Programs requiring direct enrollment in institutions outside the United States.
- G. Consortia sponsored programs including programs sponsored through the TnCIS.
- H. Programs sponsored by American universities and colleges overseas.
- I. Hybrid or mixed programs which combine two or more of the program types to a significant degree, or
- J. Programs contracted with a third party vendor or independent program provider.
1. Institutions should use the services of third party or independent program providers, which offer education abroad program services to students from multiple institutions within and outside of the TBR, with caution.

2. Institutions maintain liability for the welfare of students enrolled in their institutions while they are engaged in study abroad provided through a third party program provider.

K. Non-Credit-bearing experiences abroad

1. Volunteer or service programs - placements abroad in which the primary emphasis of the trip is for students to engage with the local community in a structured, unpaid capacity, but with a cultural focus. The activity of a volunteer or service program is designed to fill needs present in the on-site community and should be developed based on an analysis of host/sponsoring entity's community needs.
2. Internship programs abroad - provide professional experience with a primary emphasis that is educational, but with a cultural focus. Internships provide students opportunities to gain skills and content area knowledge while immersed in a professional or work context. The practical learning enhances, but may not be necessary to, the student's academic degree or future career or educational goals. The experience may be paid or unpaid, full-time or part-time.

L. All institutions including the TnCIS must establish guidelines for operation of international programs.

1. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.
2. Institutions may adopt the policies and procedures embraced through TnCIS as a whole, if the institution engages solely in TnCIS study abroad programs.

3. All policies and procedures established by institutions must be vetted through the appropriate institutional channels including TBR Office of General Counsel, as applicable.
4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.

VI. Safety, Welfare, and Student Conduct

- A. Institutions should not permit travel to countries or portions of countries where the U. S. Department of State currently advises against travel or tourism by Americans.
- B. Institutions may further restrict travel where, in their opinion, the U.S. Department of State or other credible authority has identified safety risks.
- C. Institutions must develop a policy for terminating an existing program if the situation arises where student and/or faculty are in danger. Program participants including faculty, staff, and students must be informed that any program may end in such an event.
- D. Faculty and staff directing and teaching in study abroad programs should be trained in the liabilities of the responsibilities accompanying their role when not on U.S. soil.
- E. Institutions should have operational policies and procedures in place for faculty leading international education experiences to refer to as needed which include:
 1. Health and safety, insurance, payments of health care expenses when abroad, contact information for medical assistance in the area(s) in which the program is in operation;
 2. Crisis management and response;
 3. Disciplinary actions ranging from reporting to expulsion; and
 4. Student appeals.

- F. In case of medical emergency, program directors should take reasonable action on behalf of the student participant.
- G. Crisis Response Plans
 - 1. All institutions that direct study abroad programs should have a detailed critical response protocol in place to address emergencies.
 - a. Institutions offering campus based international educational experiences, as well as the TnCIS based programs, must ensure that all program directors, faculty and students receive clear training on how any crisis is to be handled.
 - 2. Institutions must establish a clear, written reporting chain with identified contact person(s) on the campus to which all incidents and potential actions to take within a crisis situation are reported.
 - a. All incidents should be reported at the earliest possible time.
 - b. Program directors for international study courses should have clear guidelines with relevant contact information for airlines, insurance and medical personnel in the event of a crisis including the need to evacuate.
 - 3. A copy of the institution's crisis response plan should be on file with the TBR Office of Student Success by April 1 of each year.
 - 4. Institutions are expected to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
 - a. Each institution must develop a policy for compliance with the Clery Act regarding all international programs.
 - b. At a minimum, each institutional policy must require that each program designate an individual responsible for complying with the Clery Act.

- c. For programs managed by a third party or a foreign institution, where the TBR institution has control of the property, the TBR institution should designate an official to collect any crime reports.

H. Student Rights

1. Study Abroad programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible and the policy for addressing requests for accommodations should be included in the institution's international education policy.
 - a. Issues related to accessibility should be resolved after a student is accepted into an international educational experience, but before the student departs on the trip.
 - b. Appropriate institutional offices including those responsible for international programs and disability services should be contacted to assist in the determination of reasonable accommodation.
2. Family Educational Rights and Privacy Act (FERPA)
 - a. Generally, institutions and their respective faculty members must have written and signed permission from a student in order to release information from a student's educational record or personally identifiable information to only those persons designated by the student on the permission form.
 - b. FERPA consent includes the type of record to be disclosed, to whom the record will be released and the student's signature.
 - c. When a student turns 18 years old or enrolls in an institution of higher education at any age the rights under the FERPA transfer from the parents to the student with some exceptions which include: when a student is claimed by either parent as a dependent for tax purposes; for school officials with legitimate educational

interest, and; appropriate officials in the case of health and safety emergencies.

I. Travel Alerts

1. Within six weeks prior to travel for an international program or course, institutions must disclose to participants U.S. State Department Consular Information Sheets and Public Announcements or Travel Alerts and crime and safety reports from the Overseas Security Advisement Council as well as essential health and safety considerations, including the Center for Disease Control Travel Information Health Recommendations.
2. During the overseas program or course offering, institutions should monitor and evaluate any new information and report to the Program Director, as appropriate.

J. Information to be Provided to Students

1. Institutions must establish policies and procedures to inform participants who enroll in international opportunities that the institution:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c. Cannot assure that U.S. standards of due process apply in overseas legal proceedings and cannot provide or pay for legal representation for participants.
 - d. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.

- e. Cannot assure that home-country cultural values and norms will apply in the host country.
- f. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

K. Insurance Coverage

- 1. Institutions are responsible for informing participants about the coverage, availability, and mandatory purchase of accident and health insurance and medical evacuation and repatriation insurance prior to departure for any international education program either through the TBR insurance program or other insuring parties.
- 2. Institutions must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.

L. Conduct and Discipline Issues

- 1. Institutional policies regarding student conduct apply to TBR students registered for credit regardless of their attendance at one of the TBR campuses in Tennessee or while participating in international opportunities.
- 2. All participants, whether enrolled for credit or not, must attend a program pre-departure and on-site orientation, including emergency contact information and repatriation information including issues relevant to the culture, social and health conditions of the host country, in addition to information about registration, fee payment and reenrollment, as appropriate.
- 3. All international education programs must brief program participants regarding student conduct expectations including but not limited to alcohol and drug use, visitation, prohibited locations, and abuse of laws and customs of the country to be visited.

4. A student's removal from an international program may be conducted in accordance with TBR Policy 3:02:00:01 General Regulations on Student Conduct and Disciplinary Sanctions and/or the host institution policies on student conduct, whichever is more conservative in keeping with Policy 3:02:01:00 Due Process. Students should become familiarized with the host institution's policies governing student conduct, and a discussion of such policies should be a part of the student's orientation session.
5. Every TBR Institution engaged in a study abroad or international education programs must develop a policy for addressing complaints of discrimination and harassment arising during the course of a program. Policies must be consistent with TBR Policies 3:01:00:00, 3:02:00:00, and 3:03:00:00.
 - a. Faculty and staff involved in study abroad activities who receive complaints of harassment whether student-to-student, staff-to-student, student-to-staff or any other individuals for which harassment is alleged during an international education experience, must report the incident to the institution immediately.
 - b. The procedure set out must provide for due process for any student accused of misconduct.
6. Students from other institutions who participate in international study programs at any TBR institution regardless of their classification must adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.
7. The Tennessee Board of Regents institutions do not tolerate harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

8. Institutions have the right to take disciplinary action including expulsion of students during an international educational experience using the same guidelines and processes of action and appeal as those in place on the home campus.

9. Due Process

- a. Campuses must establish minimum due process procedures for students who are participating in international study courses.
- b. Campus due process must be enacted consistent with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct & Disciplinary Sanctions.
- c. Due process procedures must be clearly outlined in international study course materials and provided to students in pre-trip trainings.

10. Authority

- a. Administrative leaders of international study courses have the authority to establish more stringent guidelines than those set either by the TBR or individual institutional policies regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs, alcohol, engaging in behaviors which may be culturally inappropriate in the host country, or actions that may put the student or others at risk. Students should be advised that standards of personal conduct differ from those in the United States and what is expected in a host country before traveling abroad.

M. Media Inquiries

1. Each institution will establish policies for media inquiries regarding any incident involving a TBR institution faculty, staff or student involved in any TBR-endorsed international education experience.
2. The media policy must require that administrators consult Chief Student Affairs Officers and/or legal counsel regarding the release of student information on student records in accordance with the Federal Educational Rights and Privacy Act (FERPA).

VII. Student Outreach, Placement, Training, and Supervision for Non-Credit Service and Internship Experiences Abroad

A. Prior to a sponsor recruiting students to participate, institutions should review and approve the following information submitted by the sponsor during the planning stage:

1. Name and description of the sponsoring entity, and its context (cultural, economic, community);
2. Scope and nature of the assigned responsibilities;
3. Responsibilities of the home institution or host organization, the sponsoring entity, and the student;
4. Primary contact on-site;
5. Required time commitment (hours per day, number of weeks);
6. Requirements and competencies that will impact the student's success in the experience;
7. Expectations of professionalism and appropriate conduct;
8. Expectations of the student's obligation to act within the limits of their knowledge and competencies, and within the role prescribed for them;
9. Learning objectives for internship and job experiences; and
10. Any other institutional policies and procedures that govern travel abroad or student travel.

- B. Prior to signing up to participate in the experience, students should receive communication with the following information:
1. Accurate description of the program, housing options, and any associated additional costs;
 2. Accurate description of the distance between the location where volunteer, internship, or work experiences will take place and student housing and available transportation and cost;
 3. Deadlines and timetables for placement, application, interviews, confirmation of placement, start and end dates; and
 4. Learning objectives and requirements for student participation.
- C. Prior to advising or supervising students who travel abroad in non-credit bearing experiences, the institution should ensure that:
1. Faculty/staff working with the program are effectively trained to oversee, monitor, and maintain ongoing communication with the student(s);
 2. The institution maintains open channels of communication throughout the experience with the advisor, the sponsoring entity, and the student(s);
 3. There is a mechanism for filing grievances or complaints;
 4. There is an emergency plan in place for the student(s) while abroad, including appropriate emergency contact information for the student(s) and sponsoring entity, secondary contact information, and emergency contact information that can be shared with the student's designated family members;
 5. There is a clear distinction between the learning role and the work or service role of the student(s), and that the sponsoring entity is prepared to anticipate or navigate any conflicts that might arise between these roles;

6. The overseas environment of the sponsoring entity is safe and non-threatening. Program sponsors are responsible for assuring that all State Department Travel and Health Advisories have been shared with participants. If the State Department advisory includes language stating "avoid travel," then the sponsoring entity should not travel to that location; and
7. The student(s) are adequately supervised and supported.

D. Health, Safety, Security, and Risk Management for Non-Credit Trips Abroad

1. All student organization travel must adhere to **TBR Policy 4:03:03:50**.
2. Program sponsors should provide clear information on any potential health and safety risks specific to the context in which the students will be working, including, but not limited to CDC travel notices.
3. Program sponsors should review relevant individual health information prior to the arrival on site, to identify any special considerations or accommodations that might need to be taken into account.
4. Program sponsors should clearly articulate policies and practices that protect the health and safety of student participants in the event of an outbreak of diseases or other health/safety risks;
5. Program sponsors should educate student participants on their personal responsibility for their own physical and mental health and safety while abroad, on available resources to support their health and safety, and on their right to decline when asked to perform activities outside their scope of training or their abilities.
6. It is required that each participant have their own medical, travel, and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler.

7. Student participation in activities which are non-credit bearing and off-campus require student acknowledgement of inherent risk and waivers of liability. Program sponsors are responsible for collecting these documents and maintaining the files in a central location in accordance with **TBR Guideline G-070**.
8. Dual-enrolled students are not eligible to participate. Students under the age of 18 must have a liability waiver signed by their parent or legal guardian.
9. Students are subject to enforcement of the home institution's student code of conduct and local, state, and federal laws at all times while traveling. Disciplinary issues must be reported by the group leaders to the appropriate campus official upon return to campus.

VIII. Recruitment, Admission, Orientation, Participation, Program Evaluation and Re-entry

- A. TBR Office of Student Success will publish on the system office website, links to international education programs offered by individual TBR institutions.
 1. All institutions and the TnCIS are responsible for notifying the Vice Chancellor for Student Success of all international education courses when schedules are confirmed regardless of the direction of the course or program to be offered.

Institutions are responsible for creating program recruitment/advising materials and/or advising and recruitment efforts which accurately represent the program and include selection criteria based on appropriate academic standards, cultural and educational objectives, estimated cost, financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.

IX. Admission/Educational Standards

- a. Institutions must have pre-established educational standards for all students whether from TBR institutions or from outside who elect to study in an international setting.
 - 1. Each institution will develop minimum GPA requirements, selection criteria, and enrollment status for students studying internationally either independently or in international education programs.
- b. Credit is offered for individual courses within international education programs with the full measure of demand and academic rigor, not merely for the purpose of travel or touring in a foreign location. Institutions must establish a comprehensive policy on the transfer of credit and transcript evaluation from international institutions.
- c. TBR System institutions, in consultation with faculty and departments, will grant appropriate academic credit for coursework successfully completed on educational programs abroad which they operate or sponsor.
- d. Each TBR institution will inform participants as completely and accurately as possible as to the process that it follows in awarding credit for international education and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.
- e. Individual institutions must have policies as to the acceptability of academic courses completed in an international setting to the major field requirements.
- f. Institutions must have grade appeal policies in place to assist students wishing to appeal an unsatisfactory grade or removal from an academic course taught in an international setting by non-TBR faculty.
- g. All international study offerings including study-abroad programs awarding academic credit to students enrolled in TBR institutions or consortia within

or outside the TBR system must comply with regional accreditation and/or TBR standards.

- h. Institutions must ensure that global study opportunities regardless of the provider equate in contact hours with those expected of students matriculating at the home institution per TBR instructional hour policy.
- i. Institutions must establish an equivalency for international study courses offered by the institution itself or through an international education program, TBR sponsored or external consortia, or international institution in order to offer credit at the home institution.
- j. Financial Aid
 - 1. Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines which allow for the student to apply for financial aid.
 - 2. Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.
 - 3. Proof of Acceptance
 - a. Students must provide documentation of acceptance into international education programs to the student's financial aid office as requested and establish policies for payment schedules for tuition and program fees which take in consideration both the disbursement schedule of financial aid monies and the departure dates for international education programs.

K. Orientation and Participation

- 1. Students with Disabilities

a. TBR institutions shall attempt to work with institutions abroad to provide reasonable access for students with disabilities

b. Institutions shall inform students that it cannot, however, guarantee any particular access.

2. Individual institutions may, at their discretion, require students, faculty or staff to provide signed documentation of having received pre-travel advice and counseling, as well as relevant vaccinations, anti-malarial prophylaxis, and other medical interventions consistent with appropriate medical practice.

3. Institutions may restrict participation in an international program for participants, program directors and group leaders, and faculty instructors determined to be at excessive medical risk.

4. All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance with covered medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to participate in study abroad. Institutions are encouraged to purchase group insurance to cover evacuation and repatriation on behalf of students and faculty. (Currently, the TnCIS purchases group insurance on behalf of students and faculty engaging in TnCIS programs.)

L. Evaluations

1. All participants and international program leaders are expected to complete post-program evaluation forms to gather data on the effectiveness of recruitment, admissions, pre-departure orientation, the educational and personal value of program components while abroad, re-entry, and recommendations for continuation or termination of the trip in the future.

2. For programs operated by the TnCIS, the TnCIS will summarize the results of the evaluations and forward a summary to all campuses with enrolled students in order to facilitate data-based decision-making on each campus.
3. For all non-TnCIS international engagements, institutions must conduct their own evaluations for inclusion in campus planning of internationalization activities.

IX. Host Country Consideration

- A. To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

X. Fiscal, Management and Educational Standards

- A. Individual institutions must have fiscal, risk management and educational standards for international education programs whether offered by the institution through consortia or other arrangement.
 - a. Institutions are responsible for determining if there are additional demands for international education programs in any specific location or for any specific field unmet by any TBR institution or affiliate program.
 - b. Institutions must consider affordability including startup costs, convenience and stability of a site when developing an international education program.
 - c. Each institution must establish and include in their general student information published policies which allow students to register for classes, earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and or withdraw for all international education programs.

- d. Institutional policies must be established including deadlines for the collection of tuition and fees from TBR students for international education and the transfer to the TBR related consortium.
- e. Institutions must make appropriate arrangements to use existing accounting and reporting procedures for all international travel for program directors or group leaders.

B. Program Audits and Course Evaluations

1. Individual institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.
2. Course evaluation procedures and measures must be the same or equivalent to those of the home institution.
3. At a minimum the program evaluation must include perceived strengths and weaknesses, the projected and actual costs of the program, both in terms of financial cost and in-kind costs contributed by the program director and program staff, program enhancements or improvements needed, strategies for improvement and lessons learned that can be a good tool for future Program Directors or Group Leaders.
4. The evaluation should include student assessments, as appropriate, as well as a full evaluation completed by the Program Director or Group Leader.

XI. Financial Management

A. Financial Policies

1. Institutions must establish financial policies specific to international education programs using approved state accounts, with appropriate management and auditing procedures.

B. Financial procedures for institution-based study abroad programs

1. Budgeting

- a. Each study abroad program is expected to be financially self-sustaining over time and be accountable for good financial management practices.
 - b. A projected budget must be completed by the Study Abroad Program Director and submitted to the sponsoring institution's Chief Business Officer or his/her designee.
2. The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates.
 - a. The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees and which expenses are to be paid from the student-specific program fee revenue.
 - b. The budget should specify if the expense is for the employee or students.
 - c. Program fee revenue should only be used for student expenses.
3. Budgeting for instructional costs paid from the unrestricted educational & general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.
4. The college as a whole should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program.

C. Registration and Fee Payment

1. Each institution is responsible for the charging of tuition (maintenance fees and/or out-of-state tuition) and fees, receipt of student payments, administering financial aid, registering students and reporting of grades in the same manner as domestic programs.

2. Study Abroad Offices and program directors should provide the Business Office necessary information about each student and his/her appropriate program charges no later than three weeks prior to travel, so that these can be entered into the institution's student information system.
3. Study abroad fees generally consist of two components:
 - a. Tuition and mandatory student fees related to the actual registration for classes.
 - i. All study abroad students (with the exception of TnCIS students-see 3.a.iii.) pay a minimum of tuition and applicable mandatory fees. However, this does not prohibit the use of scholarships from any source of funding to pay for the tuition and applicable mandatory fees.
 - ii. Tuition and mandatory fees should be assessed by the regular student information system when registration occurs.
 - iii. Institutions should not collect tuition for students enrolled in TnCIS study abroad programs. Regular tuition and any regular mandatory fees should be assessed and charged to an institutional scholarship expense account. However, TnCIS students will be assessed a TnCIS program fee.
 - b. Program specific fees (for travel, lodging, meals, exchange rate variance, etc.)
 - i. These program fees should be assessed in the student information system whenever possible.
 - ii. The payment deadlines and refund schedules for these fees will vary from program to program.
4. Accounting

- a. Financial activity attributable to institutional study abroad programs is recorded as follows:
 - i. Student tuition and applicable mandatory fee revenue is assessed and recorded in General funds (E&G) as unrestricted revenue.
 - ii. Salaries and benefits of program instructional faculty should be paid from applicable departmental unrestricted E&G funds unless there is an applicable restricted grant for the faculty salary and benefits.
 - iii. Program fee revenue and related expenses are recorded in a restricted E&G account specific to the responsible program or office. Only student-specific expenses should be paid from the restricted E&G account. Typical student-specific costs include travel, lodging, tours, meals, event fees, and student supplies.
 - iv. If an account has been inactive for eighteen months, with no deposits or expenditures, any excess funds remaining in the account must be transferred to another study abroad program fund or to a contingency fund.
- b. The activity's restricted program funds should be monitored and regularly reconciled by the institution's Business Office or Study Abroad Office.
 - i. It should also be verified that only student activity-related expenses are charged to the restricted self-supporting funds.
 - ii. The institution may choose to refund residual balances in the restricted program fund among activity participants, within 60 days of completion of the trip, or use this money to establish and maintain a contingency account.

- iii. The use of contingency funds must have the prior approval of the Study Abroad Office and the Business Office.
 - c. Financial activity attributable to TnCIS study abroad program revenues and disbursements should be recorded in the institution's agency fund.
5. Acquiring Goods and Services Abroad
- a. To the maximum extent possible, arrangements for goods and services needed while abroad should be paid by the institution directly to the vendor.
 - i. However, there are situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.
 - ii. Any of the following can be used for purchases and expenses associated with a study abroad program:
 - a. Procurement card;
 - b. Check request;
 - c. Stored value/pre-paid card;
 - d. Traveler's check;
 - e. Cash advance/petty cash advance to an authorized institutional representative;
 - f. Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.
 - b. Study abroad programs should comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.
6. Travel Advances/Petty Cash Advances

- a. Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
- b. Institutions may also allow for travel advances/petty cash to pay for large expenses abroad. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.
- c. All cash advances should follow current institution policies.
- d. The employee must include the estimated foreign expenses that will be required to be paid in cash, along with an explanation of why they cannot be paid for with a credit card or direct billing arrangement.
- e. The employee must provide information to clearly show the business purpose of the expenses and documentation to support the expenses claimed.
- f. Within 30 days of return, the employee must complete a travel expense voucher and submit itemized receipts for all expenses paid from the advance.
 - i. If the expenses were less than the amount of advance received, all remaining funds must be returned to the institution.
 - ii. If costs were more than what was provided in the advance for expenses that are approved or integrally related to the educational aspects of the program, the employee may receive reimbursement for these expenses.

7. Reimbursement

- a. Employees are responsible for keeping copies of original receipts to verify that expenses were valid and related to the program.
 - i. If it isn't possible to obtain original receipts for program-related expenses, the employee must keep a log listing all expenses and ask the person providing the service or another person on the trip (preferably another employee) to sign and document what was provided.
 - ii. The institution will hold the employee financially responsible for all charges for which there are no receipts or log entries.
 - iii. The employee will also be responsible for all expenses that are not approved according to TBR or institution regulations, as well as those not integrally related to the educational aspects of the program.
- b. Whether the employee owes money back to the institution or is eligible for reimbursement, he/she is responsible for completing the Travel Expense Report and submitting it with all appropriate receipts within 30 days following their return to the United States.
 - i. Reimbursements that are not submitted within a reasonable amount of time are considered taxable by the IRS and must be processed through the payroll system.
- c. The following items must be completed and submitted to the Business Office no later than 30 days after the conclusion of the study abroad trip:
 - i. Documentation of foreign exchange rates used.
 - a. This will only apply if funds were exchanged during the program. (www.oanda.com is a good resource for currency conversion)

- b. If currency is bought in advance, please provide documentation of the rate at which the currency was originally purchased.
 - d. Required documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program
 - i. Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.
 - e. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
 - f. The Travel Expense Report must be filled out in U.S. dollars and signed by the Study Abroad Program Director or his/her designee, as well as the department chair before being submitted to the Business Office.
 - g. Upon return from the trip, remaining institution funds must be deposited in the Business Office.
 - h. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to the Study Abroad/Business Office.
- 8. International Education Fee Usage
 - a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of an international education fee to be paid by each student enrolled in the institutions.

- b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.
- c. Institutions should use a portion of the revenue generated through the internationalization fee for study abroad scholarships.
- d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international education fees collected from students to promote internationalization at the home institution. The infrastructure should include student representation or input received from the entire study body.
- e. Employee Compensation/Benefits provided by Program Abroad
 - i. An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.
 - ii. A program shall provide upon request disclosure of any salaries and/or other benefits provided to any employee of a TBR institution which are paid for or subsidized by international education fees or secured from any vendor that is providing services to students.
- f. Faculty Compensation
 - i. Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions. Again, direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.
 - ii. Faculty compensation for summer session and inter-session international educational programs whether campus-based

or operated through the TnCIS are not subject to Policy 5:02:04:10 Faculty Compensation during Summer Session and Inter-sessions.

- iii. Faculty teaching or directing study abroad courses on behalf of the TnCIS must submit an Adjunct Faculty Contract and a travel authorization form at their home institution, which will be forwarded to the TnCIS Office by the home institution.
- iv. For non-PSCC faculty, the TnCIS will process the contract through the PSCC Accounting Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.
- v. Institutions will invoice PSCC for the services to receive reimbursement for paying the faculty members directly for their service.
- g. Faculty are expected to follow through on the agreed upon international study course and adhere to all institutional policies once abroad. In the event that a faculty member cancels their participation in the trip or is directed to return from a trip due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the institution in advance of the trip or the faculty member will be held responsible for costs associated with their return home.

I. Emergency Reserve/Contingency Fund

- 1. The college, as a whole, should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies, emergencies, and unforeseen problems of students,

faculty, and staff engaged in TBR sponsored or supported international programs or courses.

XII. Use of Technology Abroad

- A. The TBR requires that its institutions fully comply with federal regulations that control the conditions under which certain information, technologies and commodities can be exported to a foreign country, person, or entity, including U.S. citizens in a foreign country.
1. Institutions are responsible for implementing export control procedures to determine whether an activity is covered under export control regulations, whether the U.S. Department of State's International Traffic in Arms Regulations (ITAR) 22 CFR §120-130, U. S. Department of Commerce's Export Administration regulations (EAR) 15 CFR § 734-774 or the Office of Foreign Assets Control (OFAC) 31 CFR §500-599.
 2. All faculty, staff, or students involved in international travel including study abroad, restricted research, international collaborations, or foreign exchanges that risk export or violation of the regulations must comply with the provisions of any license (or other governmental approval), policy, procedure, or campus based Technology Control Plan (TCP) as required by ITAR. Before traveling internationally, faculty/staff/students should determine whether any item, device, component, or document is covered by ITAR and/or requires a license or other government approval/agreement for export or import as defined in those regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.
 3. Institutions are responsible for determining if self-disclosure of any violations, real or perceived, of the export control regulations or TCP occurs during the courses of the sponsored activity to the federal agency is required.

B. European Union General Data Protection – EU GDPR

1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, “the EU GDPR”), when students are participating in a program taking place in the European Union.
2. All students participating in programs in the European Union must sign the “NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION” (Exhibit A).

2 – Academic Policies

2:08:10:00

Name: Development & Operation of Off-Campus International Educational Programs

Purpose

The Tennessee Board of Regents will provide students with opportunities to earn postsecondary credit and non-credit service and internship experiences at off-campus international sites.

Applies To Community Colleges; Colleges of Applied Technology

Definitions:

Tennessee Consortium for International Studies (TnCIS) - TnCIS represents nineteen colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS welcomes membership from all colleges, universities and other organizations seeking to expand opportunities for international educational exchanges.

Policy

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The TBR encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

Source

Original Policy Board Meeting, March 26, 2009

A-076 Presidents Meeting February 17, 2009; Revised at Presidents Meeting August 18, 2015.

B-130 Approved at Presidents Meeting, November 8, 2016.

S-030 Approved at Presidents Meeting, August 16, 2016.

Exhibits

A NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF
CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS
ON STUDY ABROAD IN THE EUROPEAN UNION

Procedure Area –

I. Introduction

- A. All international education programs or courses operated, sponsored or approved for academic credit by any TBR institution are expected to maintain standards of

quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.

B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:

1. Within the scope of the mission of the institution;
2. Integrated into the undergraduate curricula of the sponsoring institution;
3. Feasible and sustainable;
4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
5. In compliance with all applicable federal and state laws and regulations.

C. Tennessee Consortium for International Studies (TnCIS)

1. The Tennessee Consortium for International Studies was formally established by the TBR President's Council in 2006.
2. TnCIS operates under the administration and fiscal oversight of Pellissippi State Community College.
 - a. The Executive Director reports to the President of Pellissippi State Community College or their designee
 - b. All TnCIS staff are employees of Pellissippi State Community College.
 - c. All TnCIS faculty will sign dual-service contracts with Pellissippi State Community College
3. TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee.

D. Governance

1. All TBR institutions are members of TnCIS
2. Each TBR institution may have up to two representatives serve on the TnCIS Advisory Council.
3. The President at each TBR institution appoints representatives to serve on the Advisory Council.
 - a. The TnCIS Advisory Council will meet on a bi-annual basis.
 - b. The Advisory Council will make recommendations on any membership fees to TBR institutions.

- c. Non-TBR institutions may join the consortium at the discretion of Pellissippi State Community College.

1. E. All institutions including the TnCIS must establish guidelines for operation of international programs. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.
2. Institutions may adopt the policies and procedures embraced through TnCIS as a whole, if the institution engages solely in TnCIS study abroad programs.
3. All policies and procedures established by institutions must be vetted through the appropriate institutional channels including TBR Office of General Counsel, as applicable.
4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.
5. All institutions and TBR sponsored consortia must develop structures for international education programs or courses to be approved by the home institution.

F. In addition, programs or courses operated or sponsored by any TBR institution abroad shall adhere to the specific policies listed below.

G. Memorandum of Understanding or Agreement related to international studies requires approval of the institutional Chief Academic Officer, President or the President's Designee.

H. All approvals must be forwarded to the TBR Vice Chancellor of Student Success upon completion.

II. Types of Programs

- A. Institutions may sponsor and administer their own international programs and/or courses or participate in partnerships with international institutions or consortia to offer opportunities for global study to their students.
 1. Institutions must establish policies regarding enrolling TBR students and awarding credit in a timely fashion to these students for international education programs or courses.
 2. Institutions must have in place a policy regarding the acceptance of international transfer credit. Only credit from institutions recognized by their country's ministry of education should be considered acceptable to transfer.
 3. Institutions must have policies regarding the enrollment, awarding and transfer of credit for their students matriculating in another TBR or non-TBR affiliated institution or consortia. The institution must also have policies for non-TBR students matriculating in institutional courses or TBR related consortia.
 4. Non-institutional faculty must meet SACS standards.

III. Defining Roles

A. Participants

1. Students currently enrolled in TBR institutions.
 - a. In keeping with best practices, only individuals enrolled in a TBR institution may participate in study abroad programs.
 - b. Students enrolled in TBR institutions must be registered at their home institutions in order to participate in international study courses if the course is sponsored by their home institution or by another institution within the TBR system.
 - c. Individual institutions should establish guidelines to determine the required preparation necessary for a student to participate in the

desired international experience (e.g., GPA, tenure in academic program, academic preparedness, and contributions to the program of study). The TnCIS will employ institutional guidelines and notify individual institutions if they are not in compliance with the guidelines.

- d. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.
 - e. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under “Non-Degree” or “Continuing Education” or “Transient” or “Transfer” student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.
2. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
 3. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.

B. Program Directors and Group Leaders

1. These are TBR employees who administratively lead and/or teach international education experiences, including individuals outside the

institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader. Program directors and group leaders, including faculty directing and teaching in the TnCIS programs, must have their role defined and documented by the unit sponsoring the program. This documentation must be on file with the TBR Vice Chancellor of Student Success.

2. For non-credit bearing service and internship experiences, a group leader may consist of:
 - a. Student leaders for an institutionally recognized student organization coordinating the experience for a group of students.
 - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
3. Program directors serve as institutional representatives and as such must maintain current certification as a Study Abroad Leader through the TBR Office of Student Success, the individual institutional training, or the TnCIS study abroad training programs. Individual faculty are responsible for providing documentation of qualifications at the time of application to offer a study abroad program at individual institutions or through the TnCIS.
4. All program directors of institutionally sponsored trips must create a campus-appropriate training structure and implement institutional assessment guidelines for the completion of such training prior to faculty leading a trip.
5. Faculty teaching for the TnCIS must submit their academic credentials to Pellissippi State Community College (PSCC) and be appointed as an adjunct faculty member at PSCC.

C. Faculty Instructors

1. Faculty who are teaching the international course, but may not be the designated program director, must have their role defined and documented by the unit sponsoring the program.

D. Non-Credit Experience Program Sponsors

1. For non-credit bearing service and internship experiences, program sponsors may be:
 - a. Faculty
 - b. Institutionally recognized student organizations.
 - c. Student support services office or academic department.
 - d. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).

E. Accompanying Spouses and Minors

1. In cases where a program director or faculty instructor will be traveling abroad for an extended period of time (more than 30 days), it is left to the discretion of the home institution as to whether to allow spouses and minors to travel with the employee.
2. Spouses and minor children, if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
3. Spouses and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR institutions prior to departure.

IV. Best Practices

A. The TBR is committed to having our institutions identify and adopt relevant practices which can assist our institutions in enhancing and improving their education abroad activities and processes including:

1. undertaking reasonable steps to be informed of and comply with applicable laws both at home and in the host country;
2. avoiding arrangements which might violate those laws or accepted business practices of the U.S. or host country;
3. establishing and maintaining reasonably safe and non-discriminatory, work, study and living conditions for employees and students;
4. communicating clearly with students the anticipated environmental conditions of the location abroad;
5. making available current policies, procedures and job descriptions;
6. exercising due diligence in cost control and adopting clear and reasonable billing procedures for participants;
7. establishing transparent protocols for data collected;
8. maintaining sufficient financial resources to meet obligations and exigencies for unanticipated obligations;
9. enforcing research including human subject research protocols and those of the host country in accordance with standards outlined by the Department of Health and Human Services and National Institutes of Health;
10. engaging in continuous improvement;
11. emphasizing academic integrity within the international education experience;
12. managing all provider arrangements for oversight and evaluation; and
13. following the established US Import/Export Guidelines.

V. Types of Programs & Program Documentation

- A. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student's area of study or which meet general education requirements.
- B. Institutional or campus administered programs led by institutional faculty including:
 - 1. Course-embedded study abroad
 - 2. Course-embedded internships
 - 3. Course-embedded service-learning
 - a. Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the study abroad program.
 - b. Service learning is not the equivalent of civic engagement.
 - c. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered.
- C. Programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit.
- D. Programs at international branch campuses.
- E. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.
 - 1. Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).

2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
 3. All collaborations involving either a MOU OR MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be vetted through the General Counsel's Office either on the individual campus or through the TBR System Office.
 4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
 5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- F. Programs requiring direct enrollment in institutions outside the United States.
- G. Consortia sponsored programs including programs sponsored through the TnCIS.
- H. Programs sponsored by American universities and colleges overseas.
- I. Hybrid or mixed programs which combine two or more of the program types to a significant degree, or
- J. Programs contracted with a third party vendor or independent program provider.
1. Institutions should use the services of third party or independent program providers, which offer education abroad program services to students from multiple institutions within and outside of the TBR, with caution.

2. Institutions maintain liability for the welfare of students enrolled in their institutions while they are engaged in study abroad provided through a third party program provider.

K. Non-Credit-bearing experiences abroad

1. Volunteer or service programs - placements abroad in which the primary emphasis of the trip is for students to engage with the local community in a structured, unpaid capacity, but with a cultural focus. The activity of a volunteer or service program is designed to fill needs present in the on-site community and should be developed based on an analysis of host/sponsoring entity's community needs.
2. Internship programs abroad - provide professional experience with a primary emphasis that is educational, but with a cultural focus. Internships provide students opportunities to gain skills and content area knowledge while immersed in a professional or work context. The practical learning enhances, but may not be necessary to, the student's academic degree or future career or educational goals. The experience may be paid or unpaid, full-time or part-time.

L. All institutions including the TnCIS must establish guidelines for operation of international programs.

1. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.
2. Institutions may adopt the policies and procedures embraced through TnCIS as a whole, if the institution engages solely in TnCIS study abroad programs.

3. All policies and procedures established by institutions must be vetted through the appropriate institutional channels including TBR Office of General Counsel, as applicable.
4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.

VI. Safety, Welfare, and Student Conduct

- A. Institutions should not permit travel to countries or portions of countries where the U. S. Department of State currently advises against travel or tourism by Americans.
- B. Institutions may further restrict travel where, in their opinion, the U.S. Department of State or other credible authority has identified safety risks.
- C. Institutions must develop a policy for terminating an existing program if the situation arises where student and/or faculty are in danger. Program participants including faculty, staff, and students must be informed that any program may end in such an event.
- D. Faculty and staff directing and teaching in study abroad programs should be trained in the liabilities of the responsibilities accompanying their role when not on U.S. soil.
- E. Institutions should have operational policies and procedures in place for faculty leading international education experiences to refer to as needed which include:
 1. Health and safety, insurance, payments of health care expenses when abroad, contact information for medical assistance in the area(s) in which the program is in operation;
 2. Crisis management and response;
 3. Disciplinary actions ranging from reporting to expulsion; and
 4. Student appeals.

F. In case of medical emergency, program directors should take reasonable action on behalf of the student participant.

G. Crisis Response Plans

1. All institutions that direct study abroad programs should have a detailed critical response protocol in place to address emergencies.
 - a. Institutions offering campus based international educational experiences, as well as the TnCIS based programs, must ensure that all program directors, faculty and students receive clear training on how any crisis is to be handled.
2. Institutions must establish a clear, written reporting chain with identified contact person(s) on the campus to which all incidents and potential actions to take within a crisis situation are reported.
 - a. All incidents should be reported at the earliest possible time.
 - b. Program directors for international study courses should have clear guidelines with relevant contact information for airlines, insurance and medical personnel in the event of a crisis including the need to evacuate.
3. A copy of the institution's crisis response plan should be on file with the TBR Office of Student Success by April 1 of each year.
4. Institutions are expected to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
 - a. Each institution must develop a policy for compliance with the Clery Act regarding all international programs.
 - b. At a minimum, each institutional policy must require that each program designate an individual responsible for complying with the Clery Act.

- c. For programs managed by a third party or a foreign institution, where the TBR institution has control of the property, the TBR institution should designate an official to collect any crime reports.

H. Student Rights

1. Study Abroad programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible and the policy for addressing requests for accommodations should be included in the institution's international education policy.
 - a. Issues related to accessibility should be resolved after a student is accepted into an international educational experience, but before the student departs on the trip.
 - b. Appropriate institutional offices including those responsible for international programs and disability services should be contacted to assist in the determination of reasonable accommodation.
2. Family Educational Rights and Privacy Act (FERPA)
 - a. Generally, institutions and their respective faculty members must have written and signed permission from a student in order to release information from a student's educational record or personally identifiable information to only those persons designated by the student on the permission form.
 - b. FERPA consent includes the type of record to be disclosed, to whom the record will be released and the student's signature.
 - c. When a student turns 18 years old or enrolls in an institution of higher education at any age the rights under the FERPA transfer from the parents to the student with some exceptions which include: when a student is claimed by either parent as a dependent for tax purposes; for school officials with legitimate educational

interest, and; appropriate officials in the case of health and safety emergencies.

I. Travel Alerts

1. Within six weeks prior to travel for an international program or course, institutions must disclose to participants U.S. State Department Consular Information Sheets and Public Announcements or Travel Alerts and crime and safety reports from the Overseas Security Advisement Council as well as essential health and safety considerations, including the Center for Disease Control Travel Information Health Recommendations.
2. During the overseas program or course offering, institutions should monitor and evaluate any new information and report to the Program Director, as appropriate.

J. Information to be Provided to Students

1. Institutions must establish policies and procedures to inform participants who enroll in international opportunities that the institution:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c. Cannot assure that U.S. standards of due process apply in overseas legal proceedings and cannot provide or pay for legal representation for participants.
 - d. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.

- e. Cannot assure that home-country cultural values and norms will apply in the host country.
- f. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

K. Insurance Coverage

1. Institutions are responsible for informing participants about the coverage, availability, and mandatory purchase of accident and health insurance and medical evacuation and repatriation insurance prior to departure for any international education program either through the TBR insurance program or other insuring parties.
2. Institutions must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.

L. Conduct and Discipline Issues

1. Institutional policies regarding student conduct apply to TBR students registered for credit regardless of their attendance at one of the TBR campuses in Tennessee or while participating in international opportunities.
2. All participants, whether enrolled for credit or not, must attend a program pre-departure and on-site orientation, including emergency contact information and repatriation information including issues relevant to the culture, social and health conditions of the host country, in addition to information about registration, fee payment and reenrollment, as appropriate.
3. All international education programs must brief program participants regarding student conduct expectations including but not limited to alcohol and drug use, visitation, prohibited locations, and abuse of laws and customs of the country to be visited.

4. A student's removal from an international program may be conducted in accordance with TBR Policy 3:02:00:01 General Regulations on Student Conduct and Disciplinary Sanctions and/or the host institution policies on student conduct, whichever is more conservative in keeping with Policy 3:02:01:00 Due Process. Students should become familiarized with the host institution's policies governing student conduct, and a discussion of such policies should be a part of the student's orientation session.
5. Every TBR Institution engaged in a study abroad or international education programs must develop a policy for addressing complaints of discrimination and harassment arising during the course of a program. Policies must be consistent with TBR Policies 3:01:00:00, 3:02:00:00, and 3:03:00:00.
 - a. Faculty and staff involved in study abroad activities who receive complaints of harassment whether student-to-student, staff-to-student, student-to-staff or any other individuals for which harassment is alleged during an international education experience, must report the incident to the institution immediately.
 - b. The procedure set out must provide for due process for any student accused of misconduct.
6. Students from other institutions who participate in international study programs at any TBR institution regardless of their classification must adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.
7. The Tennessee Board of Regents institutions do not tolerate harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

8. Institutions have the right to take disciplinary action including expulsion of students during an international educational experience using the same guidelines and processes of action and appeal as those in place on the home campus.
9. Due Process
 - a. Campuses must establish minimum due process procedures for students who are participating in international study courses.
 - b. Campus due process must be enacted consistent with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct & Disciplinary Sanctions.
 - c. Due process procedures must be clearly outlined in international study course materials and provided to students in pre-trip trainings.
10. Authority
 - a. Administrative leaders of international study courses have the authority to establish more stringent guidelines than those set either by the TBR or individual institutional policies regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs, alcohol, engaging in behaviors which may be culturally inappropriate in the host country, or actions that may put the student or others at risk. Students should be advised that standards of personal conduct differ from those in the United States and what is expected in a host country before traveling abroad.

M. Media Inquiries

1. Each institution will establish policies for media inquiries regarding any incident involving a TBR institution faculty, staff or student involved in any TBR-endorsed international education experience.
2. The media policy must require that administrators consult Chief Student Affairs Officers and/or legal counsel regarding the release of student information on student records in accordance with the Federal Educational Rights and Privacy Act (FERPA).

VII. Student Outreach, Placement, Training, and Supervision for Non-Credit Service and Internship Experiences Abroad

- A. Prior to a sponsor recruiting students to participate, institutions should review and approve the following information submitted by the sponsor during the planning stage:
 1. Name and description of the sponsoring entity, and its context (cultural, economic, community);
 2. Scope and nature of the assigned responsibilities;
 3. Responsibilities of the home institution or host organization, the sponsoring entity, and the student;
 4. Primary contact on-site;
 5. Required time commitment (hours per day, number of weeks);
 6. Requirements and competencies that will impact the student's success in the experience;
 7. Expectations of professionalism and appropriate conduct;
 8. Expectations of the student's obligation to act within the limits of their knowledge and competencies, and within the role prescribed for them;
 9. Learning objectives for internship and job experiences; and
 10. Any other institutional policies and procedures that govern travel abroad or student travel.

B. Prior to signing up to participate in the experience, students should receive communication with the following information:

1. Accurate description of the program, housing options, and any associated additional costs;
2. Accurate description of the distance between the location where volunteer, internship, or work experiences will take place and student housing and available transportation and cost;
3. Deadlines and timetables for placement, application, interviews, confirmation of placement, start and end dates; and
4. Learning objectives and requirements for student participation.

C. Prior to advising or supervising students who travel abroad in non-credit bearing experiences, the institution should ensure that:

1. Faculty/staff working with the program are effectively trained to oversee, monitor, and maintain ongoing communication with the student(s);
2. The institution maintains open channels of communication throughout the experience with the advisor, the sponsoring entity, and the student(s);
3. There is a mechanism for filing grievances or complaints;
4. There is an emergency plan in place for the student(s) while abroad, including appropriate emergency contact information for the student(s) and sponsoring entity, secondary contact information, and emergency contact information that can be shared with the student's designated family members;
5. There is a clear distinction between the learning role and the work or service role of the student(s), and that the sponsoring entity is prepared to anticipate or navigate any conflicts that might arise between these roles;

6. The overseas environment of the sponsoring entity is safe and non-threatening. Program sponsors are responsible for assuring that all State Department Travel and Health Advisories have been shared with participants. If the State Department advisory includes language stating "avoid travel," then the sponsoring entity should not travel to that location; and
7. The student(s) are adequately supervised and supported.

D. Health, Safety, Security, and Risk Management for Non-Credit Trips Abroad

1. All student organization travel must adhere to **TBR Policy 4:03:03:50**.
2. Program sponsors should provide clear information on any potential health and safety risks specific to the context in which the students will be working, including, but not limited to CDC travel notices.
3. Program sponsors should review relevant individual health information prior to the arrival on site, to identify any special considerations or accommodations that might need to be taken into account.
4. Program sponsors should clearly articulate policies and practices that protect the health and safety of student participants in the event of an outbreak of diseases or other health/safety risks;
5. Program sponsors should educate student participants on their personal responsibility for their own physical and mental health and safety while abroad, on available resources to support their health and safety, and on their right to decline when asked to perform activities outside their scope of training or their abilities.
6. It is required that each participant have their own medical, travel, and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler.

7. Student participation in activities which are non-credit bearing and off-campus require student acknowledgement of inherent risk and waivers of liability.
Program sponsors are responsible for collecting these documents and maintaining the files in a central location in accordance with **TBR Guideline G-070**.
8. Dual-enrolled students are not eligible to participate. Students under the age of 18 must have a liability waiver signed by their parent or legal guardian.
9. Students are subject to enforcement of the home institution's student code of conduct and local, state, and federal laws at all times while traveling.
Disciplinary issues must be reported by the group leaders to the appropriate campus official upon return to campus.

VIII. Recruitment, Admission, Orientation, Participation, Program Evaluation and Re-entry

- A. TBR Office of Student Success will publish on the system office website, links to international education programs offered by individual TBR institutions.
 1. All institutions and the TnCIS are responsible for notifying the Vice Chancellor for Student Success of all international education courses when schedules are confirmed regardless of the direction of the course or program to be offered.

Institutions are responsible for creating program recruitment/advising materials and/or advising and recruitment efforts which accurately represent the program and include selection criteria based on appropriate academic standards, cultural and educational objectives, estimated cost, financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.

IX. Admission/Educational Standards

- a. Institutions must have pre-established educational standards for all students whether from TBR institutions or from outside who elect to study in an international setting.
 - 1. Each institution will develop minimum GPA requirements, selection criteria, and enrollment status for students studying internationally either independently or in international education programs.
- b. Credit is offered for individual courses within international education programs with the full measure of demand and academic rigor, not merely for the purpose of travel or touring in a foreign location. Institutions must establish a comprehensive policy on the transfer of credit and transcript evaluation from international institutions.
- c. TBR System institutions, in consultation with faculty and departments, will grant appropriate academic credit for coursework successfully completed on educational programs abroad which they operate or sponsor.
- d. Each TBR institution will inform participants as completely and accurately as possible as to the process that it follows in awarding credit for international education and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.
- e. Individual institutions must have policies as to the acceptability of academic courses completed in an international setting to the major field requirements.
- f. Institutions must have grade appeal policies in place to assist students wishing to appeal an unsatisfactory grade or removal from an academic course taught in an international setting by non-TBR faculty.
- g. All international study offerings including study-abroad programs awarding academic credit to students enrolled in TBR institutions or consortia within

or outside the TBR system must comply with regional accreditation and/or TBR standards.

- h. Institutions must ensure that global study opportunities regardless of the provider equate in contact hours with those expected of students matriculating at the home institution per TBR instructional hour policy.
- i. Institutions must establish an equivalency for international study courses offered by the institution itself or through an international education program, TBR sponsored or external consortia, or international institution in order to offer credit at the home institution.
- j. Financial Aid
 - 1. Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines which allow for the student to apply for financial aid.
 - 2. Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.
 - 3. Proof of Acceptance
 - a. Students must provide documentation of acceptance into international education programs to the student's financial aid office as requested and establish policies for payment schedules for tuition and program fees which take in consideration both the disbursement schedule of financial aid monies and the departure dates for international education programs.

K. Orientation and Participation

- 1. Students with Disabilities

a. TBR institutions shall attempt to work with institutions abroad to provide reasonable access for students with disabilities

b. Institutions shall inform students that it cannot, however, guarantee any particular access.

2. Individual institutions may, at their discretion, require students, faculty or staff to provide signed documentation of having received pre-travel advice and counseling, as well as relevant vaccinations, anti-malarial prophylaxis, and other medical interventions consistent with appropriate medical practice.

3. Institutions may restrict participation in an international program for participants, program directors and group leaders, and faculty instructors determined to be at excessive medical risk.

4. All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance with covered medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to participate in study abroad. Institutions are encouraged to purchase group insurance to cover evacuation and repatriation on behalf of students and faculty. (Currently, the TnCIS purchases group insurance on behalf of students and faculty engaging in TnCIS programs.)

L. Evaluations

1. All participants and international program leaders are expected to complete post-program evaluation forms to gather data on the effectiveness of recruitment, admissions, pre-departure orientation, the educational and personal value of program components while abroad, re-entry, and recommendations for continuation or termination of the trip in the future.

2. For programs operated by the TnCIS, the TnCIS will summarize the results of the evaluations and forward a summary to all campuses with enrolled students in order to facilitate data-based decision-making on each campus.
3. For all non-TnCIS international engagements, institutions must conduct their own evaluations for inclusion in campus planning of internationalization activities.

IX. Host Country Consideration

- A. To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

X. Fiscal, Management and Educational Standards

- A. Individual institutions must have fiscal, risk management and educational standards for international education programs whether offered by the institution through consortia or other arrangement.
 - a. Institutions are responsible for determining if there are additional demands for international education programs in any specific location or for any specific field unmet by any TBR institution or affiliate program.
 - b. Institutions must consider affordability including startup costs, convenience and stability of a site when developing an international education program.
 - c. Each institution must establish and include in their general student information published policies which allow students to register for classes, earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and or withdraw for all international education programs.

- d. Institutional policies must be established including deadlines for the collection of tuition and fees from TBR students for international education and the transfer to the TBR related consortium.
- e. Institutions must make appropriate arrangements to use existing accounting and reporting procedures for all international travel for program directors or group leaders.

B. Program Audits and Course Evaluations

- 1. Individual institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.
- 2. Course evaluation procedures and measures must be the same or equivalent to those of the home institution.
- 3. At a minimum the program evaluation must include perceived strengths and weaknesses, the projected and actual costs of the program, both in terms of financial cost and in-kind costs contributed by the program director and program staff, program enhancements or improvements needed, strategies for improvement and lessons learned that can be a good tool for future Program Directors or Group Leaders.
- 4. The evaluation should include student assessments, as appropriate, as well as a full evaluation completed by the Program Director or Group Leader.

XI. Financial Management

A. Financial Policies

- 1. Institutions must establish financial policies specific to international education programs using approved state accounts, with appropriate management and auditing procedures.

B. Financial procedures for institution-based study abroad programs

- 1. Budgeting

- a. Each study abroad program is expected to be financially self-sustaining over time and be accountable for good financial management practices.
 - b. A projected budget must be completed by the Study Abroad Program Director and submitted to the sponsoring institution's Chief Business Officer or his/her designee.
2. The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates.
 - a. The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees and which expenses are to be paid from the student-specific program fee revenue.
 - b. The budget should specify if the expense is for the employee or students.
 - c. Program fee revenue should only be used for student expenses.
3. Budgeting for instructional costs paid from the unrestricted educational & general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.
4. The college as a whole should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program.

C. Registration and Fee Payment

1. Each institution is responsible for the charging of tuition (maintenance fees and/or out-of-state tuition) and fees, receipt of student payments, administering financial aid, registering students and reporting of grades in the same manner as domestic programs.

2. Study Abroad Offices and program directors should provide the Business Office necessary information about each student and his/her appropriate program charges no later than three weeks prior to travel, so that these can be entered into the institution's student information system.
3. Study abroad fees generally consist of two components:
 - a. Tuition and mandatory student fees related to the actual registration for classes.
 - i. All study abroad students (with the exception of TnCIS students-see 3.a.iii.) pay a minimum of tuition and applicable mandatory fees. However, this does not prohibit the use of scholarships from any source of funding to pay for the tuition and applicable mandatory fees.
 - ii. Tuition and mandatory fees should be assessed by the regular student information system when registration occurs.
 - iii. Institutions should not collect tuition for students enrolled in TnCIS study abroad programs. Regular tuition and any regular mandatory fees should be assessed and charged to an institutional scholarship expense account. However, TnCIS students will be assessed a TnCIS program fee.
 - b. Program specific fees (for travel, lodging, meals, exchange rate variance, etc.)
 - i. These program fees should be assessed in the student information system whenever possible.
 - ii. The payment deadlines and refund schedules for these fees will vary from program to program.
4. Accounting

- a. Financial activity attributable to institutional study abroad programs is recorded as follows:
 - i. Student tuition and applicable mandatory fee revenue is assessed and recorded in General funds (E&G) as unrestricted revenue.
 - ii. Salaries and benefits of program instructional faculty should be paid from applicable departmental unrestricted E&G funds unless there is an applicable restricted grant for the faculty salary and benefits.
 - iii. Program fee revenue and related expenses are recorded in a restricted E&G account specific to the responsible program or office. Only student-specific expenses should be paid from the restricted E&G account. Typical student-specific costs include travel, lodging, tours, meals, event fees, and student supplies.
 - iv. If an account has been inactive for eighteen months, with no deposits or expenditures, any excess funds remaining in the account must be transferred to another study abroad program fund or to a contingency fund.
- b. The activity's restricted program funds should be monitored and regularly reconciled by the institution's Business Office or Study Abroad Office.
 - i. It should also be verified that only student activity-related expenses are charged to the restricted self-supporting funds.
 - ii. The institution may choose to refund residual balances in the restricted program fund among activity participants, within 60 days of completion of the trip, or use this money to establish and maintain a contingency account.

- iii. The use of contingency funds must have the prior approval of the Study Abroad Office and the Business Office.
- c. Financial activity attributable to TnCIS study abroad program revenues and disbursements should be recorded in the institution's agency fund.

5. Acquiring Goods and Services Abroad

- a. To the maximum extent possible, arrangements for goods and services needed while abroad should be paid by the institution directly to the vendor.
 - i. However, there are situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.
 - ii. Any of the following can be used for purchases and expenses associated with a study abroad program:
 - a. Procurement card;
 - b. Check request;
 - c. Stored value/pre-paid card;
 - d. Traveler's check;
 - e. Cash advance/petty cash advance to an authorized institutional representative;
 - f. Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.
- b. Study abroad programs should comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.

6. Travel Advances/Petty Cash Advances

- a. Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
- b. Institutions may also allow for travel advances/petty cash to pay for large expenses abroad. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.
- c. All cash advances should follow current institution policies.
- d. The employee must include the estimated foreign expenses that will be required to be paid in cash, along with an explanation of why they cannot be paid for with a credit card or direct billing arrangement.
- e. The employee must provide information to clearly show the business purpose of the expenses and documentation to support the expenses claimed.
- f. Within 30 days of return, the employee must complete a travel expense voucher and submit itemized receipts for all expenses paid from the advance.
 - i. If the expenses were less than the amount of advance received, all remaining funds must be returned to the institution.
 - ii. If costs were more than what was provided in the advance for expenses that are approved or integrally related to the educational aspects of the program, the employee may receive reimbursement for these expenses.

7. Reimbursement

- a. Employees are responsible for keeping copies of original receipts to verify that expenses were valid and related to the program.
 - i. If it isn't possible to obtain original receipts for program-related expenses, the employee must keep a log listing all expenses and ask the person providing the service or another person on the trip (preferably another employee) to sign and document what was provided.
 - ii. The institution will hold the employee financially responsible for all charges for which there are no receipts or log entries.
 - iii. The employee will also be responsible for all expenses that are not approved according to TBR or institution regulations, as well as those not integrally related to the educational aspects of the program.
- b. Whether the employee owes money back to the institution or is eligible for reimbursement, he/she is responsible for completing the Travel Expense Report and submitting it with all appropriate receipts within 30 days following their return to the United States.
 - i. Reimbursements that are not submitted within a reasonable amount of time are considered taxable by the IRS and must be processed through the payroll system.
- c. The following items must be completed and submitted to the Business Office no later than 30 days after the conclusion of the study abroad trip:
 - i. Documentation of foreign exchange rates used.
 - a. This will only apply if funds were exchanged during the program. (www.oanda.com is a good resource for currency conversion)

- b. If currency is bought in advance, please provide documentation of the rate at which the currency was originally purchased.
 - d. Required documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program
 - i. Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.
 - e. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
 - f. The Travel Expense Report must be filled out in U.S. dollars and signed by the Study Abroad Program Director or his/her designee, as well as the department chair before being submitted to the Business Office.
 - g. Upon return from the trip, remaining institution funds must be deposited in the Business Office.
 - h. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to the Study Abroad/Business Office.
- 8. International Education Fee Usage
 - a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of an international education fee to be paid by each student enrolled in the institutions.

- b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.
- c. Institutions should use a portion of the revenue generated through the internationalization fee for study abroad scholarships.
- d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international education fees collected from students to promote internationalization at the home institution. The infrastructure should include student representation or input received from the entire study body.
- e. Employee Compensation/Benefits provided by Program Abroad
 - i. An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.
 - ii. A program shall provide upon request disclosure of any salaries and/or other benefits provided to any employee of a TBR institution which are paid for or subsidized by international education fees or secured from any vendor that is providing services to students.
- f. Faculty Compensation
 - i. Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions. Again, direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.
 - ii. Faculty compensation for summer session and inter-session international educational programs whether campus-based

or operated through the TnCIS are not subject to Policy 5:02:04:10 Faculty Compensation during Summer Session and Inter-sessions.

- iii. Faculty teaching or directing study abroad courses on behalf of the TnCIS must submit an Adjunct Faculty Contract and a travel authorization form at their home institution, which will be forwarded to the TnCIS Office by the home institution.
 - iv. For non-PSCC faculty, the TnCIS will process the contract through the PSCC Accounting Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.
 - v. Institutions will invoice PSCC for the services to receive reimbursement for paying the faculty members directly for their service.
- g. Faculty are expected to follow through on the agreed upon international study course and adhere to all institutional policies once abroad. In the event that a faculty member cancels their participation in the trip or is directed to return from a trip due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the institution in advance of the trip or the faculty member will be held responsible for costs associated with their return home.

I. Emergency Reserve/Contingency Fund

1. The college, as a whole, should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies, emergencies, and unforeseen problems of students,

faculty, and staff engaged in TBR sponsored or supported international programs or courses.

XII. Use of Technology Abroad

A. The TBR requires that its institutions fully comply with federal regulations that control the conditions under which certain information, technologies and commodities can be exported to a foreign country, person, or entity, including U.S. citizens in a foreign country.

1. Institutions are responsible for implementing export control procedures to determine whether an activity is covered under export control regulations, whether the U.S. Department of State's International Traffic in Arms Regulations (ITAR) 22 CFR §120-130, U. S. Department of Commerce's Export Administration regulations (EAR) 15 CFR § 734-774 or the Office of Foreign Assets Control (OFAC) 31 CFR §500-599.
2. All faculty, staff, or students involved in international travel including study abroad, restricted research, international collaborations, or foreign exchanges that risk export or violation of the regulations must comply with the provisions of any license (or other governmental approval), policy, procedure, or campus based Technology Control Plan (TCP) as required by ITAR. Before traveling internationally, faculty/staff/students should determine whether any item, device, component, or document is covered by ITAR and/or requires a license or other government approval/agreement for export or import as defined in those regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.
3. Institutions are responsible for determining if self-disclosure of any violations, real or perceived, of the export control regulations or TCP occurs during the courses of the sponsored activity to the federal agency is required.

B. European Union General Data Protection – EU GDPR

1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, “the EU GDPR”), when students are participating in a program taking place in the European Union.
2. All students participating in programs in the European Union must sign the “NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION” (Exhibit A).

BOARD TRANSMITTAL

MEETING: April 7, 2020 Quarterly Board Meeting

SUBJECT: Review and Approve 2019 – 20 Faculty Emeritus
Recommendations for Community College
Faculty

DATE: April 7, 2020

PRESENTER: Dr. Lana Hamilton, Vice Chancellor for Academic
Affairs

PRESENTATION REQUIREMENT: 15 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The Board requested a review and update to Policy on Faculty Emeritus: 5.02.01.10.
This update was completed and approved by the Board March 19th, 2019.

The policy now requires a central office staff review of recommendations from
Community College Presidents to the Chancellor and Vice Chancellor of Academic Affairs
prior to Board Review.

The Board will be asked to approve recommendations for faculty emeritus of the
following faculty members:

Cleveland State Community College

Mrs. Nancy Herrig: Service Dates- 2007-2017

Pellissippi State Community College

Dr. Carol Luther: Service Dates- 1993-2018

Southwest Tennessee Community College

Mr. Garry Spencer: Service Dates- 1978-2020

Volunteer State Community Colleges

Mr. Robert Berry: Service Dates- 1995-2019

Mr. Howard Espravnik: Service Dates- 1986-2020

Dr. Mickey Hall: Service Dates- 1989-2020

Mrs. Cynthia Wyatt: Service Dates- 2004-2020

Mrs. Joan Weaver: Service Dates- 1971-2020

The following materials are respectfully submitted for consideration.



TO: Chancellor Flora Tydings

FROM: Dr. William A. Seymour, President

SUBJECT: Recommendation of Emeritus Faculty Status

DATE: February 24, 2020

The purpose of this memorandum is to recommend one Cleveland State Community College faculty member for emeritus status as provided in TBR Policy 5:02:01:10, *Faculty Emeritus*. This faculty member meets the criteria as outlined in TBR policy, has been recommended by her division dean and Interim Vice President for Teaching and Learning, and, meets the criteria as outlined in Cleveland State Policy 5:02:01:10, *Emeritus Status*.

Below is the justification for Mrs. Nancy Herrig for emeritus faculty status.

NANCY HERRIG

Mrs. Herrig served the community as both a registered nurse and as a nursing faculty member by helping to educate hundreds of student nurses. Mrs. Herrig served as a mentor to new nursing faculty and nursing graduates. Her passion for care of the elderly is commendable and shined brightly to students leading many to seek employment in long-term care facilities after graduation and licensure.

Nancy retired from her full time faculty position in the Fall of 2017 after having served for 10+ years at Cleveland State. She originally served in Cleveland State Nursing department in the 90's when the department had a center of emphasis grant. She returned to full time faculty position at Cleveland State in 2008. Since her retirement, she has continued to serve as an adjunct nursing faculty to help through the hard years of transitioning to the new common nursing curriculum. The Cleveland State Nursing Faculty is always glad to have this trusted colleague return to assist with a skills lab or two.

Nancy always maintained a calm and steadfast approach to her work in the profession of nursing and her work as a faculty member. She served for many years as a nurse manager for home health and she brought a wealth of knowledge from those years of experience to the classroom. She was a hard worker and very devoted to her students and the patients they would ultimately care for. She spent many long hours here at the school always making sure she was well prepared for lecture, skills lab time, and

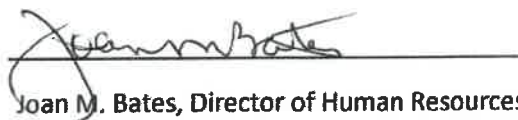
clinical time. She maintained an excellent relationship with the clinical agencies where she supervised students. She took on each task with a careful thoroughness that we all admired over the years.

Nancy was always professional in all interactions. She was wise and thoughtful and approachable. She developed positive relationships with students and colleagues alike.

CLEVELAND STATE COMMUNITY COLLEGE:

A handwritten signature in black ink, appearing to read "William A. Seymour", written over a horizontal line.

William A. Seymour, President

A handwritten signature in black ink, appearing to read "Joan M. Bates", written over a horizontal line.

Joan M. Bates, Director of Human Resources

TENNESSEE BOARD OF REGENTS:

A handwritten signature in black ink, appearing to read "Lana Hamilton", written over a horizontal line.

Lana Hamilton, Vice Chancellor for
Academic Affairs

A handwritten signature in blue ink, appearing to read "Flora W. Tydings", written over a horizontal line.

Flora Tydings, Chancellor

Cleveland State Community College

Mrs. Nancy Herrig: Service Date- 2007-2017

Mrs. Herrig served the community as both a registered nurse and as a nursing faculty member by helping to educate hundreds of student nurses.

Mrs. Herrig served as a mentor to new nursing faculty and nursing graduates. Her passion for care of the elderly is commendable and shined

Nancy retired from her full-time faculty position in the Fall of 2017 after having served for 10+ years at Cleveland State. She originally served in Cleveland State Nursing department in the 90's when the department had a center of emphasis grant. She returned to full time faculty position at Cleveland State in 2008. Since her retirement, she has continued to serve as an adjunct nursing faculty to help through the hard years of transitioning to the new common nursing curriculum. The Cleveland State Nursing Faculty is always glad to have this trusted colleague return to assist with a skills lab or two.

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Nancy was always professional in all interactions. She was wise and thoughtful and approachable. She developed positive relationships with students and colleagues alike.



MEMORANDUM

TO: Dr. Flora Tydings, Chancellor of the Tennessee Board of Regents
FROM: Dr. L. Anthony Wise, President, Pellissippi State Community College
SUBJECT: Candidate for Faculty Emeritus
DATE: Feb. 25, 2020

Based on the positive recommendations of Pellissippi State's Faculty Emeritus committee and of the Interim Vice President of Academic Affairs, I request that Dr. Carol Luther's name be brought to the Tennessee Board of Regents for approval of faculty emeritus status at the March 2020 Quarterly Meeting.

Dr. Luther served Pellissippi State as a faculty member in the English Department from 1993-2018, rising to the rank of full professor. During those 25 years, her impact on her students, her colleagues, and the college community at large was substantial.

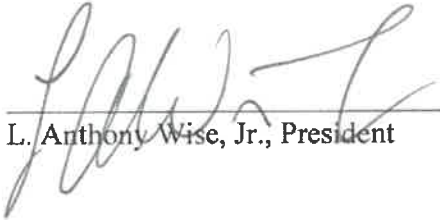
First and foremost, Dr. Luther was an outstanding teacher. Deeply knowledgeable about her subject, Dr. Luther shared her passion for writing and literature with her students. She was always reading, presenting at and attending conferences, and adopting innovative classroom strategies.

In that pursuit, she took a leadership role at the college in three High Impact Practices. When the college decided to adopt a Common Book program, Dr. Luther became chair of the committee, serving in that role for nearly 10 years. She organized an annual college-wide Convocation of the Common Book, which often brought the author to campus to speak to a packed house of students and faculty. The Honors Committee also thrived under her leadership with academically talented students earning scholarships and enrolling in challenging courses. Dr. Luther also engaged in and promoted study abroad, teaching with TnCIS in Ireland, France, and twice in Japan. Students in her classes both on campus and abroad consistently remarked on her depth of knowledge and her engaging teaching techniques.

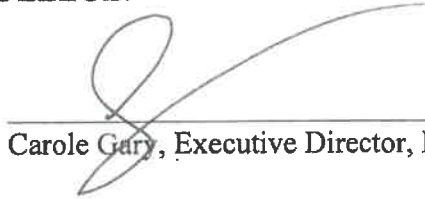
Her faculty colleagues were also the beneficiaries of her engagement in departmental and college initiatives. She served as a lead teacher for literature courses, chaired and served on numerous departmental committees, held a post in Faculty Senate, and engaged in endless hallway and office conversations with her colleagues about teaching.

For her hard work and dedication to Pellissippi State's mission of transforming lives, Dr. Luther is deserving of the title of faculty emeritus. It gives me great pleasure to recommend her.

PELLISSIPPI STATE COMMUNITY COLLEGE:

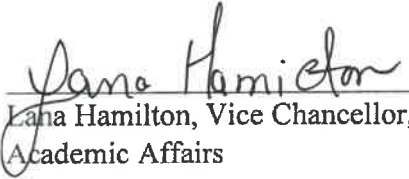


L. Anthony Wise, Jr., President



Carole Gary, Executive Director, Human Resources

TENNESSEE BOARD OF REGENTS:



Lana Hamilton, Vice Chancellor,
Academic Affairs



Flora Tydings, Chancellor

Pellissippi State Community College

Dr. Carol Luther. Service Dates: 1993-2018

Dr. Luther served Pellissippi State as a faculty member in the English Department, rising to the rank of full professor. For 25 years, her impact on her students, her colleagues, and the college community at large was substantial.

First and foremost, Dr. Luther was an outstanding teacher. Deeply knowledgeable about her subject, Dr. Luther shared her passion for writing and literature with her students. She was always reading, presenting at and attending conferences, and adopting innovative classroom strategies.

In that pursuit, she took a leadership role at the college in three High Impact Practices. When the college decided to adopt a Common Book program, Dr. Luther became chair of the committee, serving in that role for nearly 10 years. She organized an annual college-wide Convocation of the Common Book, which often brought the author to campus to speak to a packed house of students and faculty.

The Honors Committee also thrived under her leadership with academically talented students earning scholarships and enrolling in challenging courses. Dr. Luther also engaged in and promoted study abroad, teaching with TnCIS in Ireland, France, and twice in Japan. Students in her classes both on campus and abroad consistently remarked on her depth of knowledge and her engaging teaching techniques.

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SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

January 14, 2020

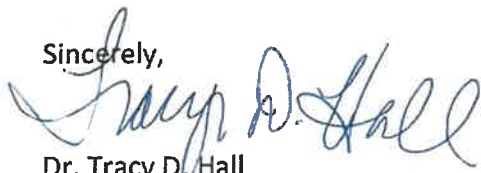
To all parties concerned:

Per TBR Faculty Emeritus policy 5.02.01.10, I am writing this letter to recommend Mr. Garry Spencer be granted Faculty Emeritus status. The following summary represents but a few of his accompaniments, acts of service to the college, and awards during his 40 years with the college:

- Recipient of the William Farris Outstanding Faculty Award
- Served as Department Chair of Technologies and Program Coordinator of Electrical Engineering Technology
- Served as a faulty liaison on multiple grants, including America's Promise and the Department of Labor's TAACCCT3 grant, Advanced Manufacturing, Mechatronics, and Quality Consortium
- Implemented current technology in courses he developed, including Digital Industrial Control Systems and Microprocessor-Based Control Systems
- Instrumental in implementing two new programs at Southwest: Advanced Integrated Industrial Technology, AAS and Industrial Process Control Technology, AAS
- Key person in developing two technical certificates: Machining Fundamentals and Advanced Machining
- Developed the following software programs used by many Southwest faculty and staff: Advising Program, Historical Course Search, Room Finder, Advising Center Program, Class Search mobile app, and Job Search for Students mobile app
- Founded and chaired the Robotics Club in 2014
- Service on numerous search committees and various college committees
- Worked with high school and middle school groups, and served as an advisor for the FIRST program
- Also served students by judging by the Memphis-Area Joint Engineers Council's Engineers Week Student Contest

Mr. Spencer's distinguished service to the college and students of Southwest is evident so a strong recommendation to approve is requested.

Sincerely,



Dr. Tracy D. Hall
President

OFFICE OF THE PRESIDENT

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

Allana Hamilton

Dr. Allana Hamilton
Vice Chancellor for Academic Affairs

2/27/2020

Date

Flora W. Tydings

Dr. Flora Tydings
Chancellor

3/2/2020

Date

OFFICE OF THE PRESIDENT

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

Southwest Tennessee State Community College

Mr. Garry Spencer. Service Dates: 1978-2020

- Recipient of the William Farris Outstanding Faculty Award
- Served as Department Chair of Technologies and Program Coordinator of Electrical Engineering Technology
- Served as a faculty liaison on multiple grants, including America's Promise and the Department of Labor's TAACCCT3 grant, Advanced Manufacturing, Mechatronics, and Quality Consortium
- Implemented current technology in courses he developed, including Digital Industrial Control Systems and Microprocessor-Based Control Systems
- Instrumental in implementing two new programs at Southwest: Advanced Integrated Industrial Technology, AAS and Industrial Process Control Technology, AAS
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Main Campus
1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
1-888-335-VSCC (8722)

Vol State at Livingston
113 Windle Community Rd
Livingston, TN 38570
931-823-7065
1-800-563-8220

Vol State at Highland Crest
150 Laureate Avenue
Springfield, TN 37172
615-433-7030
1-855-724-8722

**Vol State at Cookeville
Higher Education Campus**
1000 Neal Street
Cookeville, TN 38501
931-520-0551

15723-40 Volunteer State
Community College, a Tennessee
Board of Regents Institution, is
an AA/EEO employer and does
not discriminate on the basis of
race, color, national origin, sex,
disability, age, religion, sexual
orientation, or veteran status
in its programs and activities.
The following person has been
designated to handle inquiries
regarding the nondiscrimination
policies: Title IX Coordinator,
1480 Nashville Pike,
Gallatin, TN 37066,
615-230-3592.

MEMORANDUM

TO: Chancellor Flora Tydings

FROM: Jerry L. Faulkner, President

SUBJECT: Recommendation of Emeritus Faculty Status

DATE: February 14, 2020

The purpose of this memorandum is to recommend five Volunteer State Community College faculty members for emeritus status as provided in TBR Policy 5.02.01.10 Faculty Emeritus. These faculty members meet the criteria as outlined in TBR policy, have been recommended by their division dean and the Vice President of Academic Affairs, and, as outlined in VSCC Faculty Emeritus Procedures, have been recommended/approved by the College Promotion and Tenure Committee.

Listed below are the five faculty members being recommended for emeritus faculty status along with a justification for awarding such status.

Robert Berry

Robert Berry, Associate Professor of Computer Information Technology, has served the College (1995 – 2019) as a faculty member in a high-tech, high-demand field. Among his accomplishments was the development of a service project-centered capstone course for students in all of the College's Computer Information Technology (CIT) AAS programs. In addition, he was a key contributor to the development of new programs that make the Volunteer State Community College CIT portfolio among the broadest in the TBR system. His dedication to his students and the College, as well as his contributions to the community, warrant the awarding of emeritus faculty status.

Howard Espravnik

Howard Espravnik, Associate Professor of Communication, has served the College (1986 – 2020) not only as a dedicated faculty member but also as the Manager of the College Radio Station. He has worked to not only increase the involvement of students in the radio station but has made strides to create new and innovative pathways for students such as the Digital Radio Track. His collaboration with the College's work-based learning department aided in the implementation of the radio station as an internship option for our students. He has worked continually to improve the Communication program by introducing new courses into the curriculum. He has served the campus community through the broadcasting of various activities and events and served as host of the 40th anniversary celebration of the radio station. Mr. Espravnik has served the College and the community with excellence and is deserving of emeritus faculty status.

Mickey Hall

Mickey Hall, Professor of English, has served the College in many capacities during his tenure at the College (1989 – 2020) including serving as the Dean of Humanities. He has been instrumental in improving and developing courses within the English Department, as well as improving standards and processes for the College as a whole through his membership on various College committees including serving as Chair of the Campus-wide Promotion and Tenure Committee. As a faculty member, he continually receives high ratings and positive feedback from his students – he is responsive, courteous, and always introducing new ways to challenge their thinking. Dr. Hall's value as a colleague in the Humanities Division and the respect he has gained throughout the campus community for his willingness to collaborate and improve the College, makes him highly deserving of the title of Faculty Emeritus.

Cynthia Wyatt

Cynthia Wyatt, Associate Professor, has been a diligent colleague and used her experience and knowledge to help Volunteer State Community College and the Humanities Division grow to its full potential for many years (2004 – 2020). Her commitment has led to the success of our English Department through her service as a committee member to the Humanities Division Best Essays and Instructional Effectiveness Committees. Along with her committee work she has served as a volunteer in our Language Center and Arts Alive program and lends her expertise in the publication of "Number One" which is a collection of short stories and poems written by faculty and students. Her concern for her students is evidenced by her use of our learning management system which gives students stronger utilization of course tools resulting in their better understanding of course materials. Based on her many contributions to the College, I am honored to recommend Mrs. Wyatt for the title of Faculty Emeritus.


Joan Weaver

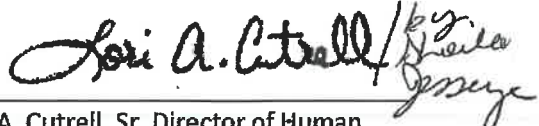
Joan Weaver, Associate Professor of Business, has served the College for 48 years (1971 – 2020) and in doing so, is one of Vol State's founding employees. Mrs. Weaver began her work at the College as an administrator and quickly transitioned into a faculty member role where she taught Accounting courses porting the education of students in both transfer (A.S.) and career (A.A.S.) programs. In addition, she served as the College's site director for courses delivered at our Madison campus. Mrs. Weaver represented the College on several TBR committees that took early steps on the path to a common curriculum framework that now benefits students not only at Volunteer State but all across the System. Mrs. Weaver's dedication to the students and administration at Volunteer State Community College makes her highly deserving of the title of Faculty Emeritus.

Your recommendation to the Board to award emeritus faculty status to these outstanding faculty members is appreciated.

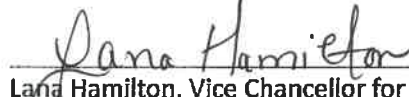
JLF/gs

VOLUNTEER STATE COMMUNITY COLLEGE:


Jerry L. Faulkner, President


Lori A. Cutrell, Sr. Director of Human
Resources/Affirmative Action Officer

TENNESSEE BOARD OF REGENTS:


Lana Hamilton, Vice Chancellor for
Academic Affairs


Flora Tydings, Chancellor

Volunteer State Community College

Mr. Robert Berry. Service Dates: 1995-2019

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Dr. Mickey Hall. Service Dates: 1989-2020

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Mrs. Weaver's dedication to the students and administration at Volunteer State Community College makes her highly deserving of the title of Faculty Emeritus.



BOARD TRANSMITTAL

MEETING: March 2020 Quarterly Board Meeting

SUBJECT: Proposed Program Terminations, Modifications, and New Technical Program Implementations

DATE: March 26, 2020

PRESENTER: Dr. Lana Hamilton, Vice Chancellor for Academic Affairs

PRESENTATION REQUIREMENT: 10 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

Program Proposals requiring Board approval from TCAT Committee:

Twenty-five (25) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. Please see corresponding implementation proposals for each program following the list below. The proposals are:

1. Implementation of an Emergency Medical Technology program at TCAT Crump
2. Implementation of an online/ distance Health Information Management Technology program at TCAT Crump- Columbia State Community College Clifton Campus (2H)
3. Implementation of an online/ distance Health Information Management Technology program at TCAT Crump- Henderson/Chester County Instructional Service Center (2B)
4. Implementation of a Diesel-Powered Equipment Technology program at TCAT Crump- Regional Transportation Education Center (pending THEC site approval)

5. Implementation of an online/ distance education Information Technology and Infrastructure Management program at TCAT Crump- Henderson/Chester County Instructional Service Center (2B)
6. Implementation of an Advanced Manufacturing Production Technology dual enrollment at TCAT Dickson- Houston County High School (2N)
7. Implementation of an Advanced Manufacturing Production Technology dual enrollment at TCAT Dickson- Stewart County High School (2L)
8. Relocation of the Industrial Maintenance program at TCAT Hohenwald- Wayne County Instructional Service Center (2B)- address change only
9. Implementation of an Emergency Medical Technology program at TCAT Hohenwald- Perry County Instructional Service Center (2E)
10. Implementation of an evening Welding Technology program at TCAT Jacksboro- Jellico Instructional Service Center (pending THEC site approval)
11. Implementation of an Emergency Medical Technology program at TCAT Knoxville- American Medical Response (pending THEC site approval)
12. Implementation of an Advanced Manufacturing Production Technology dual enrollment program at TCAT McKenzie- Weakley County Center for Adults (2A).
13. Implementation of a Cosmetology Instructor Training program at TCAT Murfreesboro
14. Implementation of a Nursing Aide program at TCAT Murfreesboro
15. Implementation of an Electrical Apprenticeship Training standard program at TCAT Nashville
16. Implementation of a Heating, Ventilation, and Air Conditioning Apprentice Training standard program at TCAT Nashville
17. Implementation of an evening Emergency Medical Technology program at TCAT Oneida/ Huntsville- York Institute Instructional Service Center (AB)
18. Replication of the Welding Technology as an evening program at TCAT Pulaski- Lawrenceburg Instructional Service Center (AA)
19. Implementation of an evening Welding Technology program at TCAT Pulaski- Marshall County Instructional Service Center/Spot Lowe Vocational Center (pending THEC site approval)

20. Implementation of an evening Welding Technology program at TCAT Pulaski- Lincoln County Instructional Service Center (pending THEC site approval)
21. Relocation of the Industrial Maintenance Automation program from TCAT Shelbyville- Sundquist Center for Advanced Technologies to the Lincoln Central Academy Extension Campus (pending THEC site approval)
22. Implementation of Farming Operations Technology program at TCAT Shelbyville- Lincoln Central Academy Extension Campus (pending THEC site approval)
23. Relocation of the Information Technology and Infrastructure Management program from TCAT Shelbyville main campus to TCAT Shelbyville- Middle Tennessee Education Center Instructional Service Center (2E)
24. Implementation of the Information Technology and Infrastructure Management program at TCAT Shelbyville- Franklin County Extension Campus (2K)
25. Implementation of the Information Technology and Infrastructure Management program at TCAT Shelbyville- Lincoln Central Academy Extension Campus (pending THEC site approval)

Academic Actions for March 2020 Requiring Only Notification to Vice Chancellor:

Six (6) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposals are as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/ Implementation Date
Crossville	TCAT Crossville is submitting a program modification to add the Legal Administrative Assistant exit point/diploma to the Administrative Office Technology program. This action has no impact on program length.	None	Fall 2020
Hartsville	TCAT Hartsville is requesting to inactivate Building Construction Technology, a dual enrollment program, at the Tri-County Extension Campus due to low enrollment.	None	Spring 2020
Morristown	The Tennessee College of Applied Technology Morristown is proposing to inactivate the Medical Office Information Technology program due to lack of enrollment	None	Summer 2020
Morristown	The Tennessee College of Applied Technology Morristown is proposing to inactivate the Retail, Hospitality, & Tourism Technology program due to lack of enrollment.	None	Summer 2020
Newbern	TCAT Newbern proposes to terminate the Electronics Program. However, we will start offering Computer Information Technology at the beginning of the Summer 2020 trimester. All current students will transfer to the new program	None	Summer 2020
Ripley	TCAT Ripley is submitting a proposal to duplicate the Practical Nursing program to take place in the evenings and on weekends.	Funds from the GIVE Grant will be utilized for program equipment and faculty Equipment: \$92,330 3 new Faculty: \$135,910	Fall 2020

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied Technology- Crump

PROPOSED PROGRAM TITLE: Emergency Medical Technology

PROPOSAL: The Tennessee College of Applied Technology Crump proposes a new Emergency Medical Technology program. The program would award an Advanced Emergency Medical Technician certificate and the program length is 744 clock hours.

PROGRAM ACCREDITATOR: TN Department of Health Bureau of Health Licensure and Regulation Division of Emergency Medical Services.

EFFECTIVE DATE: Fall 2020

OBJECTIVES:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of AEMTs.
3. Perform the roles and responsibilities of an AEMT with regard to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an AEMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life span development, and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries.
8. Apply principles of emergency medical services operations, including considerations in ambulance

and air medical transportation, multiple-casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to situations involving weapons of mass destruction.

NEED:

This is a new program for TCAT Crump. Jackson State Community College offers the program at the Jackson, Tennessee Campus which is over 60 miles from TCAT Crump. This program is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. According to the Jobs4TN website Emergency Medical Technicians have a stable outlook with a medium rated demand and a low supply of workers to meet this demand. Currently there are only 28 candidates available for 184 job openings. Letters of support were submitted by Hardin County Mayor, McNairy County Mayor, and a notification letter was sent to TBR presidents.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	8
	2	15	12
	3	20	16

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$72,000
	2nd Year:	\$74,000
	3rd Year:	\$76,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$48,000
	2nd Year:	1	\$48,960
	3rd Year:	1	\$49,939

FISCAL RESOURCES: Hardin County received a 3 STAR Grant that will be utilized to purchase equipment and lab supplies to start the EMT Program. Hardin Medical Center will partner with TCAT Crump to help provide instructor salaries and additional equipment.

FACILITIES: This program will use existing facilities on the TCAT Crump Main Campus.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology- Crump

PROPOSED PROGRAM TITLE: Health Information Management Technology

PROPOSAL: The Tennessee College of Applied Technology Crump already has a hybrid Health Information Management Technology Program in its Academic Program Inventory. This proposal is to add a distance education/online program offering that will utilize Columbia State Community College Clifton Campus (2H). The program would award Health Information Specialist diploma, and the program length is 1296 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Summer 2020

OBJECTIVES: The Health Information Management Technology program is designed to develop the skills and knowledge needed to secure jobs in today's rapidly changing medical field. Students have the opportunity to study and experience training with today's advanced electronic health records software and develop the computer skills needed for the modern medical office. Each student has the opportunity to learn medical coding and insurance billing as well as basic medical office skills

NEED: There are no other Health Information Management Technology Programs in the TCAT Crump service area. TCAT Crump will convert the current hybrid Health Information Management program to fully online. Technology Data from Jobs4TN indicates a strong demand for occupations related to the Health Information Management Technology program including Medical Records and Health Information Technicians, Medical Secretaries, and Medical Transcriptionist. The long-term outlook through

2026 for these occupations projects a positive employment growth of 3,690 new positions statewide and 280 new positions in the Southwest and Southern Middle Tennessee areas. Letters of support were submitted by medical professionals from Frix Jennings Clinic. A notification letter was sent to TBR presidents.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	16
	2	25	20
	3	30	24

PROJECTED COSTS:	YEAR	COST
	1st Year:	0
	2nd Year:	0
	3rd Year:	0

NEW FACULTY NEEDED:	YEAR	NUMBER
	1st Year:	0
	2nd Year:	0
	3rd Year:	0

FISCAL RESOURCES: TCAT Crump already operates a Health Information Management Technology program and this is simply to convert the program offering as an online / distance education program.

FACILITIES: This program will utilize existing facilities at the Instructional Service Centers

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION: Tennessee College of Applied Technology- Crump

PROPOSED PROGRAM TITLE: Health Information Management Technology

PROPOSAL: The Tennessee College of Applied Technology Crump already has a hybrid Health Information Management Technology Program in its Academic Program Inventory. This proposal is to add a online/distance education program offering that will utilize the Henderson/ Chester County Instructional Service Center (2B). The program would award Health Information Specialist diploma, and the program length is 1296 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Summer 2020

OBJECTIVES: The Health Information Management Technology program is designed to develop the skills and knowledge needed to secure jobs in today's rapidly changing medical field. Students have the opportunity to study and experience training with today's advanced electronic health records software and develop the computer skills needed for the modern medical office. Each student has the opportunity to learn medical coding and insurance billing as well as basic medical office skills

NEED: There are no other Health Information Management Technology Programs in the TCAT Crump service area. TCAT Crump will convert the current hybrid Health Information Management program to fully online. Data from Jobs4TN indicates a strong demand for occupations related to the Health Information Management Technology program including Medical Records and Health Information Technicians, Medical Secretaries, and Medical Transcriptionist. The long-term outlook through

2026 for these occupations projects a positive employment growth of 3,690 new positions statewide and 280 new positions in the Southwest and Southern Middle Tennessee areas. Letters of support were submitted by medical professionals from Frix Jennings Clinic. A notification letter was sent to TBR presidents.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	16
	2	25	20
	3	30	24

PROJECTED COSTS:	YEAR	COST
	1st Year:	0
	2nd Year:	0
	3rd Year:	0

NEW FACULTY NEEDED:	YEAR	NUMBER
	1st Year:	0
	2nd Year:	0
	3rd Year:	0

FISCAL RESOURCES: TCAT Crump already operates a Health Information Management Technology program and this is simply to convert the program offering as an online / distance education program.

FACILITIES: This program will utilize existing facilities at the Instructional Service Centers

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL –4

INSTITUTION: Tennessee College of Applied Technology- Crump

PROPOSED PROGRAM TITLE: Diesel-Powered Equipment Technology

PROPOSAL: The Tennessee College of Applied Technology Crump is proposing to establish a Diesel-Powered Equipment Technology Program at the future Regional Transportation Education Center in Parsons, Tennessee (pending THEC proposal). The program would award a Diesel Technician diploma, and the program length is 2160 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES:

1. Provide training for those who are interested in obtaining a thorough knowledge of Diesel-Powered Equipment component constructions, theory of operation, proper service procedures, mechanical skills necessary for gainful employment in the Diesel field, and to obtain ASE Certification in one or more areas.
2. To develop a knowledge and skill of the use of tools, diagnostic test equipment, technical manuals, and practical "hands on" industry type shop experience.
3. To ensure the trainee develops proper safety practices and desirable attitudes such as good moral and personal characteristics essential to job success.
4. To develop the student's cognitive and psychomotor skills to be able to pass the examinations administered by the National Institute of Automotive Service Excellence (ASE) and be awarded their certificate showing their areas of demonstrated competence.

NEED: The nearest Diesel-Powered Equipment Technology program is offered at TCAT Dickson which is 62 miles from Parsons. In the primary service area the demand for diesel mechanics is expected to have a 5 year job growth of 20% with 32 projected job openings annually according to data from Tennessee Department of Economic & Community Development. Letters of support have been submitted by Reeves Brothers Trucking, French Trucking, and Auto Zone. A notification of letter has been sent to TCAT Presidents and TBR staff.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	7
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$219,590
	2nd Year:	\$10,000
	3rd Year:	\$10,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$48,000
	2nd Year:	1	\$48,000
	3rd Year:	1	\$48,000

FISCAL RESOURCES: This program was submitted as part of the college's GIVE Grant application in partnership with the Ayers Foundation. TCAT Crump received a GIVE Grant for supplies, equipment and salary and benefit costs for the first 30 months of the program.

FACILITIES: The program will be housed in the Regional Transportation Education Center in property acquired from the Tennessee National Guard and renovated by TBR with funds provided by the Ayers Foundation.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 5

INSTITUTION:	Tennessee College of Applied Technology- Crump
PROPOSED PROGRAM TITLE:	Information Technology and Infrastructure Management
PROPOSAL:	Tennessee College of Applied Technology Crump is submitting a proposal to start a new distance education, less than 100% online, Information Technology and Infrastructure Management program at the Henderson-Chester Technology Center Instructional Service Center (2B). The program would award an Information Technology and Infrastructure Systems Coordinator diploma and the program length is 2160 clock hours.
PROGRAM ACCREDITATOR:	
EFFECTIVE DATE:	Fall 2020
OBJECTIVES:	At the completion of the program, graduates will have satisfied the educational requirements for the ITIM prepared for initial employment at small, medium and enterprise level private businesses, medical institutions, logistics, government, manufacturing and educational network and computing environments. Students will learn software, hardware, operation, network devices, wireless and other advanced technology, firewalls, mobile devices, cybersecurity, and troubleshooting.
NEED:	This program is not offered in the primary service area. However, TCAT Crump does offer a Computer Information Systems and Computer Information Technology program at the Main Campus. According to Jobs4TN data the demand for computer information technicians is expected to grow considerably over the next 5 years. There is a projected employment growth of 8,180 new positions in the related IT field through

2026. Letters of support were submitted by the McNairy County Mayor, Chester County Mayor, the Executive Director of Team Hardin County, and Bramblett group.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	10
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$10,000
	2nd Year:	\$2,000
	3rd Year:	\$2,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$48,000
	2nd Year:	1	\$48,000
	3rd Year:	1	\$48,000

FISCAL RESOURCES: The funds for this program will come from existing campus budget and appropriations and fees received from student maintenance fees.

FACILITIES: The program will be housed at the current Instructional Service Center in Henderson, TN.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION:	Tennessee College of Applied Technology Dickson
PROPOSED PROGRAM TITLE:	Advanced Manufacturing Production Technology DE ONLY
PROPOSAL:	The Tennessee College of Applied Technology Dickson is proposing to implement an Advanced Manufacturing Production Technology. This program will utilize facilities at Houston County High School (2N). The length of this dual enrollment program is 432-clock hours. It is designed as a pathway for secondary students to be prepared for careers in advanced manufacturing careers.
PROGRAM ACCREDITATOR:	
EFFECTIVE DATE:	Fall 2020
OBJECTIVES:	<p>The AMPT program will:</p> <ul style="list-style-type: none">• Address the shortage of production associates in manufacturing facilities.• Emphasize the soft skills needed to be successful in the workplace.• Expand the student opportunities to earn technical college credit and industry related certifications while in high school.• Equip students with a valuable set of skills to allow them to earn a living wage immediately upon high school graduation.• Expand EPSO opportunities.• Increase TCAT dual enrollment headcount.• Increase Drive to 55 outcomes.• Serve as a driver of economic development
NEED:	The Advanced Manufacturing Production Technology dual enrollment program is not currently available at TCAT Dickson and so this proposed change is not in danger of duplicating already existing offerings. Job growth for graduates of the AMPT program in the Northern Middle

Tennessee workforce area is favorable (Utilizing data retrieved from Jobs4TN.com):

- Maintenance Workers, Machinery: 245 annual job openings with a median salary of \$61,116
- Production Clerks: 360 annual openings with a median salary of \$44,373
- Mechanics, Installers, Repairers: 380 annual openings with a median salary of \$62,625.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	40
	2	40	40
	3	40	40

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$139,618
	2nd Year:	\$35,000
	3rd Year:	\$35,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	2	\$12,000
	2nd Year:	2	\$12,000
	3rd Year:	2	\$12,000

FISCAL RESOURCES: The Advanced Manufacturing Production Technology dual enrollment program is being financially supported by the THEC GIVE Grant, Dual Enrollment Grant, and state appropriations, as needed.

FACILITIES: The delivery site for this proposed program is Houston County High School and Stewart County High School. The AMPT program will be taught in high school classrooms with sufficient space and necessities for operations.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 7

INSTITUTION:	Tennessee College of Applied Technology Dickson
PROPOSED PROGRAM TITLE:	Advanced Manufacturing Production Technology DE ONLY
PROPOSAL:	The Tennessee College of Applied Technology Dickson is proposing to implement an Advanced Manufacturing Production Technology. This program will utilize facilities at Stewart County High School (2L). The length of this dual enrollment program is 432-clock hours. It is designed as a pathway for secondary students to be prepared for careers in advanced manufacturing careers.
PROGRAM ACCREDITATOR:	
EFFECTIVE DATE:	Fall 2020
OBJECTIVES:	<p>The AMPT program will:</p> <ul style="list-style-type: none">• Address the shortage of production associates in manufacturing facilities.• Emphasize the soft skills needed to be successful in the workplace.• Expand the student opportunities to earn technical college credit and industry related certifications while in high school.• Equip students with a valuable set of skills to allow them to earn a living wage immediately upon high school graduation.• Expand EPSO opportunities.• Increase TCAT dual enrollment headcount.• Increase Drive to 55 outcomes.• Serve as a driver of economic development
NEED:	The Advanced Manufacturing Production Technology dual enrollment program is not currently available at TCAT Dickson and so this proposed change is not in danger of duplicating already existing offerings. Job growth for graduates of the AMPT program in the Northern Middle

Tennessee workforce area is favorable (Utilizing data retrieved from Jobs4TN.com):

- Maintenance Workers, Machinery: 245 annual job openings with a median salary of \$61,116
- Production Clerks: 360 annual openings with a median salary of \$44,373
- Mechanics, Installers, Repairers: 380 annual openings with a median salary of \$62,625.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	40
	2	40	40
	3	40	40

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$139,618
	2nd Year:	\$35,000
	3rd Year:	\$35,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	2	\$12,000
	2nd Year:	2	\$12,000
	3rd Year:	2	\$12,000

FISCAL RESOURCES: The Advanced Manufacturing Production Technology dual enrollment program is being financially supported by the THEC GIVE Grant, Dual Enrollment Grant, and state appropriations, as needed.

FACILITIES: The delivery site for this proposed program is Houston County High School and Stewart County High School. The AMPT program will be taught in high school classrooms with sufficient space and necessities for operations.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 8

INSTITUTION: Tennessee College of Applied Technology
Hohenwald

PROPOSED PROGRAM TITLE: Industrial Maintenance

PROPOSAL: The Tennessee College of Applied Technology Hohenwald is submitting a proposal to relocate the Industrial Maintenance program that is currently located at the Wayne County Instructional Service Center to a new Instructional Service Center (2B). The program will award the Industrial Maintenance Technician diploma, and the program length is 1728 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: March 2020

OBJECTIVES:

NEED: There is no potential for duplicating programs within the service area, due to the fact that an existing program is already established and simply being relocated. There is demand in Wayne county among the approximately 16,600 residents for Emergency Medical Technology training. TCAT Hohenwald provides training for residents, as well as the residents in the six counties in TCAT Hohenwald's service area. The residents in this service area totals almost 200,000 residents combined. A notification letter was sent to TCAT Presidents and TBA staff.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	
	2	20	
	3	20	

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$3,000
	2nd Year:	\$3,000
	3rd Year:	\$3,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$45,000
	2nd Year:	1	\$45,000
	3rd Year:	1	\$45,000

FISCAL RESOURCES: The fiscal resources will be provided through the budget of TCAT Hohenwald

FACILITIES: Facilities will be provided at the Wayne County Instructional Service Center site.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 9

INSTITUTION:	Tennessee College of Applied Technology-Hohenwald
PROPOSED PROGRAM TITLE:	Emergency Medical Technology
PROPOSAL:	The Tennessee College of Applied Technology Hohenwald plans to submit a new proposal to the Tennessee Board of Regents for an Emergency Medical Technology program. This program would be located at Perry County Instructional Service Center (2E). The program would award an Advanced Emergency Medical Technician certificate and the program length is 744 clock hours.
PROGRAM ACCREDITATOR:	State of Tennessee Department of Health Office of Emergency Medical Services
EFFECTIVE DATE:	Fall 2020
OBJECTIVES:	The program will include, in the first trimester, the basic knowledge, theory and application necessary to prepare a student to become a Basic Emergency Medical Technician, with a 2 nd trimester to prepare the student at the Advanced Emergency Technician (AEMT) Level. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Students that complete this program will possess the basic knowledge and skills necessary to provide patient care and transportation.
NEED:	There is currently no Emergency Medical Technology program in Perry County. There is demand in Perry county among the 7,975 residents for Emergency Medical Technology training. TCAT Hohenwald provides training needs for these residents, as well as the residents in the six counties

in TCAT Hohenwald's service area. The residents in this service area totals almost 200,000 residents combined. Letters of support from the Town of Linden Mayor, Perry County Ambulance Services, and Perry County's Mayor. A notification letter was sent to TCAT Presidents and TBR staff.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	15
	2	15	15
	3	15	15

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$125,000
	2nd Year:	\$5,000
	3rd Year:	\$5,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$45,000
	2nd Year:	1	\$45,000
	3rd Year:	1	\$45,000

FISCAL RESOURCES: The fiscal resources will be provided through the budget of TCAT Hohenwald.

FACILITIES: The delivery site for this program is the Perry County EMS Instructional Service Center.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION:	Tennessee College of Applied Technology Jacksboro
PROPOSED PROGRAM TITLE:	Welding Technology
PROPOSAL:	The Tennessee College of Applied Technology Jacksboro proposes to implement a Welding Technology for adults at the Jellico Instructional Service Center campus (pending THEC site approval) which will prepare students to work in welding related industries. This program will award a Combination Welder diploma and the program length is 1296 clock hours.
PROGRAM ACCREDITATOR:	
EFFECTIVE DATE:	Spring 2021
OBJECTIVES:	Students will attain the needed knowledge of skills and theory to obtain entry level job performance in the welding/cutting industry.
NEED:	TCAT Jacksboro serves Campbell County which includes the town of Jellico. Jellico is approximately a 45-minute drive from the TCAT Jacksboro main campus which makes it difficult for many students from Jellico to attend classes. No other technical or community college is closer to Jellico. Locally, employers are requesting graduates with welding skills on a regular basis. The proposal to add the Welding Technology program to the Jellico area will provide additional graduates to meet the demand of employers in this region. Letters of support are provided from the Principal of Jellico High School, The Jellico Housing Authority, and The Springs of Life Recovery Center.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	7
	2	12	8
	3	15	11

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$8,000
	2nd Year:	\$10,000
	3rd Year:	\$10,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$47,000
	2nd Year:	1	\$47,000
	3rd Year:	1	\$47,000

FISCAL RESOURCES: Student maintenance fees will cover most of the program costs; however, TCAT Jacksboro is pursuing potential grants to assist with program implementation. An additional fee will be required for COE review to implement an Instructional Service Center at Jellico High School. TCAT Jacksboro will cover this cost through its' budget

FACILITIES: Campbell County Schools will provide the facility, equipment, and utilities to support the program. The welding special academic fee assessed to each student will cover a portion of the materials cost with TCAT Jacksboro supplementing other needed materials through its' budget

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION:	Tennessee College of Applied Technology Knoxville
PROPOSED PROGRAM TITLE:	Emergency Medical Technology
PROPOSAL:	The Tennessee College of Applied Technology Knoxville is submitting a proposal to implement an Emergency Medical Technology program that would be located at TCAT Knoxville- American Medical Response (pending THEC site approval). The final award for this program would be an Advanced Emergency Medical Technician certificate, and the length of the program is 744 clock hours.
PROGRAM ACCREDITATOR:	
EFFECTIVE DATE:	Fall 2020
OBJECTIVES:	The Emergency Medical Technology Program is designed to provide basic and advanced training for emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Emergency Medical Technicians function as a part of a comprehensive Emergency Medical System response, under medical oversight. EMTs perform interventions with the basic equipment found on an ambulance.
NEED:	The Tennessee College of Applied Technology Knoxville will be partnering with an existing organization to provide EMT/AEMT training within the Knoxville area.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	24	18
	2	24	18
	3	24	18

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$0
	2nd Year:	\$0
	3rd Year:	\$0

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	0	\$0
	2nd Year:	0	\$0
	3rd Year:	0	\$0

FISCAL RESOURCES: AMR will be providing oversight, curriculum, equipment and faculty to conduct this program with the College.

FACILITIES: The Emergency Medical Technology Program is designed to provide basic and advanced training for emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Emergency Medical Technicians function as a part of a comprehensive Emergency Medical System response, under medical oversight. EMTs perform interventions with the basic equipment found on an ambulance.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 12

INSTITUTION: Tennessee College of Applied Technology
McKenzie

PROPOSED PROGRAM TITLE: Advanced Manufacturing Production Technology-
DE

PROPOSAL: The Tennessee College of Applied Technology
McKenzie proposes to start a program in Advanced
Manufacturing Production Technology- DE. This
program will be located at the Weakley County
Center for Adults (2A). This program would award
an Advanced Manufacturing Production Technician
and the program length is 432 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: The AMPT program addresses the needs of various
entities in the state. This program addresses the
shortage of production associates in manufacturing
facilities. Emphasizes the "soft skills" needed to be
successful in the workplace. It expands the
opportunities to earn technical college credit and
industry recognized stackable credentials within
their current school setting

NEED: The Advanced Manufacturing Production
Associate/Advanced Manufacturing Production
Technician was designed as a pathway for
secondary students to be prepared for careers in
advanced manufacturing facilities. The Tennessee
Higher Education Commission (THEC) notes that
positions as Production Associates in advanced
manufacturing facilities is one of the top, in-demand
occupations in Tennessee. The job outlook for
manufacturing technicians and maintenance
workers is projected to grow five percent from
2018-2028, about as fast as the average for all
occupations. the need to keep increasingly
sophisticated machinery functioning and efficient

will continue to create demand for these workers. Letters of support have been submitted by Weakley County Schools and Imerys Performance Minerals America. A notification letter was sent to TBR Presidents and TBR staff.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	16	13
	2	18	16
	3	20	18

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$50,000.00
	2nd Year:	\$52,500.00
	3rd Year:	\$54,000.00

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$40,000
	2nd Year:	1	\$42,500
	3rd Year:	1	\$44,000

FISCAL RESOURCES: Dual enrollment grant and school funds for the first year.

FACILITIES: Facilities will be provided by the Weakley County Board of Education. Equipment is being provided by the Weakley county board of education.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 13

INSTITUTION: Tennessee College of Applied Technology-
Murfreesboro

PROPOSED PROGRAM TITLE: Cosmetology Instructor Training

PROPOSAL: The Tennessee College of Applied Technology
Murfreesboro is submitting a proposal to implement
a new Cosmetology Instructor Training program.
The final award will be a Cosmetology Instructor
certificate and this program length is 300 clock
hours.

PROGRAM ACCREDITATOR: Board of Cosmetology

EFFECTIVE DATE: Fall 2020

OBJECTIVES:

Upon completion of the course requirements, the
determined graduate will:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and Audio- visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate
will continue to learn new and current educational
practices for career development as a teacher and to

maintain professional proficiency in cosmetology and related fields.

NEED:

Currently, there are no other training programs for Cosmetology Instructors within this service area. Employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	5	3
	2	5	3
	3	5	3

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$5,000
	2nd Year:	\$5,000
	3rd Year:	\$5,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	0	0
	2nd Year:	0	0
	3rd Year:	0	0

FISCAL RESOURCES: Supplies and current faculty will be shared.

FACILITIES: Current facilities will be utilized.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION:	Tennessee College of Applied Technology- Murfreesboro
PROPOSED PROGRAM TITLE:	Nursing Aide
PROPOSAL:	The Tennessee College of Applied Technology Murfreesboro is submitting a proposal to implement a new Nursing Aide program. The final award will be a Nursing Assistant certificate and this program length is 120 clock hours.
PROGRAM ACCREDITATOR:	Department of Health
EFFECTIVE DATE:	Fall 2020
OBJECTIVES:	<p>Upon completion of the course requirements, the determined graduate will:</p> <ol style="list-style-type: none">1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, and abuse laws.3. Demonstrate professional communication skills including documentation, and legal and ethical responsibilities.4. Demonstrate safety and inflectional control practices that comply with standards of practice for nursing assistants.5. Identify stages of growth and development.6. Define common medical terms and abbreviations used in health care.7. Demonstrate competence and proficiency in the following categories of skills:8. Communication and interpersonal relationships
NEED:	Currently, there are no other training programs for Nursing Aide within this service area. Job growth for nursing assistants in general is expected to be at a rate of 11% over the 2016-2026 decade, according to the U.S. Bureau of Labor and Statistics (BLS). This projected growth is faster than the average for

all occupations and is expected to create 173,400 new positions by 2026. The BLS expects long-term care facilities and nursing homes to have the best job opportunities because of the aging baby-boom population.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	13
	2	15	13
	3	15	13

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$6,000
	2nd Year:	\$6,000
	3rd Year:	\$6,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$5,000
	2nd Year:	1	\$5,000
	3rd Year:	1	\$5,000

FISCAL RESOURCES: TCAT state appropriations will be used along with tuition dollars.

FACILITIES: Current facilities nursing lab and classroom will be used.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 15

INSTITUTION: Tennessee College of Applied Technology Nashville

PROPOSED PROGRAM TITLE: Electrical Apprenticeship Training- Standard

PROPOSAL: Tennessee College of Applied Technology Nashville was approached by local business and industry to establish an Electrical Apprenticeship Training standard program to assist in filling the need for qualified journeyman electricians. TCAT Nashville proposes to implement an 8,640-clock hour program to meet the needs of local employers that culminates in a diploma.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: To fulfill the need of local business and industry by providing them with well trained, highly qualified, journeyman electricians.

NEED: The Electrical Apprenticeship Training program is not currently being offered by any institution within the service delivery area. Projections for estimated employment (retrieved from Jobs4TN) indicate 11,800 openings across the state and the Department of Labor & Workforce Development has identified “Electrician” as an occupation likely to experience “High National” and “High Regional Growth”. Letters of support have been submitted by the American Subcontractors Association of Tennessee.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	30	0
	2	35	0
	3	40	0

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$50,000
	2nd Year:	\$50,000
	3rd Year:	\$50,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$50,000
	2nd Year:	0	0
	3rd Year:	0	0

FISCAL RESOURCES: State Appropriations.

FACILITIES: Current facilities will be utilized.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 16

INSTITUTION: Tennessee College of Applied Technology Nashville

PROPOSED PROGRAM TITLE: Heating, Ventilation, Air Conditioning
Apprenticeship Training- Standard

PROPOSAL: The Tennessee College of Applied Technology Nashville was approached by local business and industry to establish an Heating, Ventilation, Air Conditioning Apprenticeship Training standard program to assist in filling the need for qualified journeyman HVAC Technicians. This program will award a diploma and the program is 8,955 clock hours in length.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: This apprenticeship program seeks to fulfill the need of local business and industry by providing them with well trained, highly qualified, journeyman HVAC technicians.

NEED: The Heating, Ventilation, Air Conditioning Apprenticeship Training standard program is not currently offered by any institution within the service delivery area. Jobs and Candidates Available Table. Industry opening projections include:

- Heating and Air Conditioning Mechanics and Installers: 210 openings
- Installation, Maintenance, and Repair Occupations: 2,848 openings

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 15 percent from 2016 to 2026, much faster

than the average for all occupations. Commercial and residential building construction is expected to drive employment growth. The growing number of sophisticated climate-control systems is also expected to increase demand for qualified HVACR technicians. Repair and replacement of HVACR systems is a large part of what technicians do. The growing emphasis on energy efficiency and pollution reduction is likely to increase the demand for HVACR technicians as climate-control systems are retrofitted, upgraded, or replaced entirely. Letters of support have been submitted by the American Subcontractors Association of Tennessee.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	30	0
	2	35	0
	3	40	0

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$50,000
	2nd Year:	\$50,000
	3rd Year:	\$50,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$50,000
	2nd Year:	0	0
	3rd Year:	0	0

FISCAL RESOURCES: State Appropriations.

FACILITIES: Current facilities will be utilized.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 17

INSTITUTION: Tennessee College of Applied Technology- Oneida/
Huntsville

PROPOSED PROGRAM TITLE: Emergency Medical Technology

PROPOSAL: The Tennessee College of Applied Technology Oneida/ Huntsville is proposing a new evening Emergency Medical Technology program at York Institute Instructional Service Center (AB). The program would award an Advanced Emergency Medical Technician certificate, and the program length is 744 clock hours.

PROGRAM ACCREDITATOR: Tennessee Department of Health EMS Board

EFFECTIVE DATE: Fall 2020

OBJECTIVES: To provide post-secondary training in Emergency Medical Technology/Advanced Emergency Medical Technology to help fill the need for EMT/AEMT by Ambulance Authorities throughout the service area

NEED: TCAT Oneida/Huntsville has a day post-secondary program at the Oneida Campus, but it is at capacity. There is currently a huge demand for licensed EMT/AEMTs throughout the service area. We have surveyed and found we have a sufficient number of interested students to start the EMT/AEMT Program in Fentress County. Letters of support were submitted by the Directors of Fentress and Scott County Ambulance Services. A notification letter was sent to TBR presidents.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	15
	2	24	20
	3	24	20

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$40,000
	2nd Year:	\$40,000
	3rd Year:	\$40,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1 Adjunct	\$35,000
	2nd Year:	1 Adjunct	\$35,000
	3rd Year:	1 Adjunct	\$35,000

FISCAL RESOURCES: The EMT/AEMT Program in Fentress County is funded by ARC Power Grant funding and GIVE Grant funding.

FACILITIES: York Institute has an adequate lab and classroom that will be used by TCAT Oneida/Huntsville.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 18

INSTITUTION: Tennessee College of Applied Technology Pulaski

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: The Tennessee College of Applied Technology Pulaski is submitting a proposal to replicate the postsecondary Welding Technology program at the Lawrenceburg Instructional Service Center (AA) as an evening program. The program length would be 1296 clock hours and culminate in the student earning a Combination Welder diploma.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES:

NEED: We do not believe that the addition of this program will cannibalize many students from our existing evening Welding program on the main campus in Pulaski. An analysis of students revealed that only a small number of students enrolled in the evening program were from Lawrence County. Industry partners in the Lawrence County area have identified a great need for additional trained welders. The CTE director has expressed that the 30-minute drive to Pulaski from Lawrence County is an issue for many students. This evening program in Lawrence County would allow more students to enroll.

Data from jobs4tn.gov indicates that the outlook for welding jobs is stable for the middle TN area and statewide. There are 840 welding job openings across the state. In addition, many employers in our service area have expressed difficulty in finding trained welders. The Advanced Manufacturing Council in Lewisburg has listed as one of its goals to expand welding training capacity in the area

using the TCATs and local high school vocational centers. Due to unavailability of area CTE directors (school closings), letters of support will be forwarded later. Attached are minutes from the Adv. Manuf. Council meeting indicating the need for more welding training and a letter notifying TCAT Presidents of this proposed change.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	
	2	10	
	3	12	

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$24,200
	2nd Year:	\$26,200
	3rd Year:	\$28,200

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$16,200
	2nd Year:	0	0
	3rd Year:	0	0

FISCAL RESOURCES: Student tuition and fees will cover the annual costs of the program assuming a minimum enrollment of 8 students.

FACILITIES: There will be no facilities costs incurred by TCAT-Pulaski. The secondary system will provide use of the building, equipment and cover overhead costs.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 19

INSTITUTION: Tennessee College of Applied Technology Pulaski

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: The Tennessee College of Applied Technology Pulaski plans to add an evening postsecondary Welding program at the Marshall County Instructional Service Center/ Spot Lowe Vocational Center (QO). This would be a new instructional service center for Pulaski and would require COE approval. The program would be a duplication of our existing evening Welding program. The program could also include dual enrolled high school students if students were interested in that option. The program length would be 1296 clock hours and culminate in the student earning a Combination Welder diploma

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: The mission of the program is to equip the student with the technical knowledge and “hands-on” skills necessary to prepare the student for employment within the welding and related fields. Students enrolled in Welding Technology will be educated and trained through classroom instruction and practical welding exercises within an industrial setting environment. Students master the basic welding techniques for both acetylene and SMAW, MIG, and TIG welding. Applications in gas cutting and torch use are also included. Students learn how to weld using the shielded arc, flux cored arc, gas metal arc, and gas tungsten arc welding processes. Both manual and mechanized oxy-fuel and plasma arc cutting is used excessively. Students will master the physical properties of metal, the effects of heat, thickness allowances, shrinkage, basic joint design

and layout. The program offers certificates throughout the program of study for completion of specific areas of welding with a diploma for completion of all areas.

NEED: We do not believe this program will cannibalize students from the Pulaski evening Welding program. There is only 1 Marshall County student currently enrolled in the main campus program. Laura Monks, TCAT-Shelbyville president, and Mike Whitehead, TCAT-Pulaski president, both serve on the same Advanced Manufacturing Council and is aware of the need and approves of this decision. Data from jobs4tn.gov indicates that the outlook for welding jobs is stable for the middle TN area and statewide. There are 840 welding job openings across the state. In addition, many employers in our service area have expressed difficulty in finding trained welders. The Advanced Manufacturing Council in Lewisburg has listed as one it's goals to expand welding training capacity in the area using the TCATS and local high school vocational centers. Due to unavailability of area CTE directors (school closings), letters of support will be forwarded later. Attached are minutes from the Adv. Manuf. Council meeting indicating the need for more welding training and a letter notifying TCAT Presidents of this proposed change.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	7
	2	10	9
	3	12	11

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$24,200
	2nd Year:	\$26,200
	3rd Year:	\$28,200

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$16,200
	2nd Year:	0	0
	3rd Year:	0	0

FISCAL RESOURCES: Student tuition and fees will cover the annual costs of the program assuming a minimum enrollment of 8 students.

FACILITIES: There will be no facilities costs for TCAT-Pulaski. The secondary school system will provide the building, use of existing equipment and cover overhead costs.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 20

INSTITUTION: Tennessee College of Applied Technology Pulaski

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: The Tennessee College of Applied Technology Pulaski plans to add an evening postsecondary Welding program at the Lincoln County High School (pending THEC site approval). The program would be a duplication of the existing evening Welding program. The program could also include dual enrolled high school students if students were interested in that option. The program length would be 1296 clock hours and culminate in the student earning a Combination Welder diploma

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: The mission of the program is to equip the student with the technical knowledge and “hands-on” skills necessary to prepare the student for employment within the welding and related fields. Students enrolled in Welding Technology will be educated and trained through classroom instruction and practical welding exercises within an industrial setting environment. Students master the basic welding techniques for both acetylene and SMAW, MIG, and TIG welding. Applications in gas cutting and torch use are also included. Students learn how to weld using the shielded arc, flux cored arc, gas metal arc, and gas tungsten arc welding processes. Both manual and mechanized oxy-fuel and plasma arc cutting is used excessively. Students will master the physical properties of metal, the effects of heat, thickness allowances, shrinkage, basic joint design and layout. The program offers certificates throughout the program of study for completion of

specific areas of welding with a diploma for completion of all areas.

NEED:

We do not believe this program will cannibalize students from the Pulaski evening Welding program. There are no Lincoln County students currently enrolled in the main campus program. Laura Monks, TCAT-Shelbyville president, and Mike Whitehead, TCAT-Pulaski president, have discussed the need for this program and Laura supports the decision to offer the program since Pulaski is already offering DE welding in Lincoln County. Data from jobs4tn.gov indicates that the outlook for welding jobs is stable for the middle TN area and statewide. There are 840 welding job openings across the state. In addition, many employers in our service area have expressed difficulty in finding trained welders. Lincoln County industry partners supported a recent GIVE grant proposal to expand welding training in Lincoln County. Due to unavailability of area CTE directors (school closings), letters of support will be forwarded later. Attached is a letter notifying TCAT Presidents of this proposed change.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	7
	2	10	9
	3	12	11

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$24,200
	2nd Year:	\$26,200
	3rd Year:	\$28,200

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$16,200
	2nd Year:	0	
	3rd Year:	0	

FISCAL RESOURCES:

Student tuition and fees will cover the annual costs of the program assuming a minimum enrollment of 8 students.

FACILITIES:

There will be no facilities costs for TCAT-Pulaski. The secondary school system will provide the building, use of existing equipment and cover overhead costs.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 21

INSTITUTION: Tennessee College of Applied Technology
Shelbyville

PROPOSED PROGRAM TITLE: Industrial Maintenance Automation

PROPOSAL: The Tennessee College of Applied Technology
Shelbyville proposes to relocate the Industrial
Maintenance Automation program currently taught
at the Sundquist Center for Advanced Technologies
to the Lincoln Central Academy Extension Campus
(pending THEC site approval). The relocation of the
program will allow TCAT Shelbyville to expand
enrollment in the program, expand the lab space for
equipment, and allow additional programs to utilize
the equipment.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES:

NEED: The TCAT Shelbyville Industrial Maintenance
Automation program has been offered in Lincoln
County at the Sundquist Center for Advanced
Technologies since 2003. This campus is also
known as the Motlow State Community College
Fayetteville Center. The Tennessee Higher
Education Commission Academic Supply and
Demand Report for 2020 provides in the Southern
Middle Region there will be 70 annual openings for
first-line supervisors of mechanics, installers, and
repairers.

The Jobs4TN website provides the Southern Middle
Tennessee Workforce Area will have a 53.15%
increase in Motor Vehicle Parts Manufacturing for
the 2016-2026 time period. The skills taught in the
Industrial Maintenance Automation program

directly support the work being performed in the motor vehicle parts manufacturing industry. Additionally, overall employment in the manufacturing sector is expected to increase by 12.97% for the same time period. A notification of this proposed change has been sent to TCAT Presidents.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	20
	2	20	20
	3	20	20

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$7,000
	2nd Year:	\$7,000
	3rd Year:	\$7,000

NEW FACULTY NEEDED:	YEAR	NUMBER
	1st Year:	0
	2nd Year:	0
	3rd Year:	0

FISCAL RESOURCES: The fiscal resources as related to program costs and salary will be funded through tuition, fees, revenue generated through supplemental and special industry training, and state appropriations.

FACILITIES: The TCAT Shelbyville Lincoln Central Academy campus will be supported by the facilities department at the main campus. Information Technology support from the main campus will also be provided. A full-time campus coordinator has been hired to support the needs of faculty and staff at the Lincoln Central Academy campus.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 22

INSTITUTION: Tennessee College of Applied Technology
Shelbyville

PROPOSED PROGRAM TITLE: Farming Operations Technology

PROPOSAL: The Tennessee College of Applied Technology
Shelbyville is submitting a proposal to implement a
full-time day Farming Operations Technology
program at Lincoln Central Academy Extension
Campus beginning in fall 2020 (pending THEC site
approval). This is a new program for TCAT
Shelbyville that is not on our current list of program
offerings. This program will award a Precision
Production Technology diploma and the program is
1728 clock hours in length.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: Farming Operations Technology program will
provide students with skills and knowledge needed
for today's farming operations which include, but
not limited to, row crops, animal agriculture, and
precision agriculture. Students may earn
certificates by completing courses that offers
exposure to principles in agriculture, livestock
equipment, and precision agriculture. Other courses
for credentials will present welding, farm-based
electricity, and shop principles as well as agriculture
finance. Students will be presented material for
understanding farm machinery maintenance, soil
and plant management, crop and livestock
marketing, and herd management. Precision
agriculture is the future of the industry and will be
offered as an individual diploma.

NEED: The Farming Operations Technology program is not
offered at another TCAT within a 150-mile radius

of Lincoln Central Academy. We are in discussions with Motlow State Community College to develop an articulation agreement to their A.S. in Agriculture. According to the Jobs4TN.gov website, employment in agricultural related jobs in animal production will increase by 8.03% between the years of 2016 through 2026. This is a statewide percentage. According to the Jobs4TN.gov website, employment in agricultural related jobs in Crop production will increase by 8.03% between the years of 2016 through 2026. This is a statewide percentage. According to the Tennessee Farm Bureau website, Lincoln County had a total of 61,000 cattle and calves in 2017 – most of the counties in the Central Basin according to most recent data. Total agricultural related employment was 2800 in 2017 in Lincoln County. A letter was sent to TCAT Presidents and TBR staff to notify them of this proposed change.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	16	0
	2	20	14
	3	20	16

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$100,000
	2nd Year:	\$10,000
	3rd Year:	\$10,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$60,000
	2nd Year:	0	\$60,000
	3rd Year:	0	\$60,000

FISCAL RESOURCES:	The fiscal resources will be provided through tuition, fees, revenue generated from supplemental or special industry courses, and state appropriations.
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FACILITIES:

TCAT Shelbyville will provide facility and information technology support through the main campus. A campus coordinator has been hired for the campus to support the needs of faculty and students.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 23

INSTITUTION: Tennessee College of Applied Technology-
Shelbyville

PROPOSED PROGRAM TITLE: Information Technology and Infrastructure
Management

PROPOSAL: Tennessee College of Applied Technology
Shelbyville is proposing to relocate an Information
Technology and Infrastructure Management
program currently located at the Main Campus
to the Middle Tennessee Education Center
Instructional Service Center (2E). The program
would award an Information Technology and
Infrastructure Systems Coordinator diploma and the
program length is 2160 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: TCAT Shelbyville would like to relocate the
Information Technology and Infrastructure
Management program currently located at the Main
Campus at 1405 Madison Street in Shelbyville to
the Middle Tennessee Education Center
instructional service center, located at 200 Dover
Street, Shelbyville, TN.

NEED: The main campus ITIM program will combine with
our MTEC ITIM program to better serve the
business and industry in the area, as well as serve
more students. By relocating the program, there is
less potential for duplication of programs and effort.
Also, a cybersecurity center can be developed and
implemented. This is an existing program that is
currently housed in the same city in which it will be
relocated. Because of the close proximity to the
main campus, the MTEC location shares an

advisory committee with the main campus. By combining these programs, more students can be served.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	60	
	2	60	
	3	60	

PROJECTED COSTS:	YEAR	COST
	1st Year:	N/A
	2nd Year:	N/A
	3rd Year:	N/A

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	N/A	N/A
	2nd Year:	N/A	N/A
	3rd Year:	N/A	N/A

FISCAL RESOURCES: There will be no additional salary or program costs. There will be an increase in the number of students enrolled, so the institution should see an increase in funds.

FACILITIES: The relocation of the main campus ITIM program will make better use of existing facilities. More students can be served at the MTEC location and existing space used for ITIM at the main campus will be repurposed.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 24

INSTITUTION: Tennessee College of Applied Technology
Shelbyville

PROPOSED PROGRAM TITLE: Information Technology and Infrastructure
Management

PROPOSAL: The Tennessee College of Applied Technology
Shelbyville is submitting a proposal to provide a
full-time day Information Technology and
Infrastructure Management (ITIM) program at the
Franklin County extension campus (2K). The
program would award an Information Technology
and Infrastructure Systems Coordinator diploma
and the program length is 2160 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: This program is designed to consist of a
combination of job simulated and live projects
providing the student with real "hands-on" learning
experiences. Students will be provided with a first-
hand knowledge of the software, hardware, and
operation of computers, network devices, wireless
and other advanced technology used in industry
today. This may include building, repairing,
troubleshooting, installing, networking and
servicing computers, network devices, firewalls,
mobile devices and other advanced IT/IS devices.
The instruction also includes an introduction to
information management, cybersecurity,
workstations, servers, network infrastructure, and
other advanced technology including a thorough
education in information technology and
information systems. Instruction continues with
networking, security, communications, multiple
operating systems, and culminates with system and

network analysis, diagnosis, and advanced troubleshooting.

NEED:

The ITIM program is currently only offered at the main campus in Shelbyville with a total day enrollment of 60 students and 20 evening students. The waitlist currently averages 200 students. The ITIM program is offered at the main campus, which is 30 miles to the west from the Franklin County extension campus. The closest TCAT with a similar program is TCAT McMinnville or TCAT Chattanooga, which are approximately 40 and 60 miles from the Franklin County campus. Motlow State Community offers an AAS Cyber Defense program in the same service area. TCAT Shelbyville and Motlow State have an articulation agreement that states TCAT Shelbyville graduates may transfer up to 30 hours of credit to Motlow State.

According to the Jobs4TN.gov website, the Southern Middle TN region has an estimated employment need from 2016 - 2026 of 1,350 individuals with advanced training in the information industry field. According to the THEC Academic Supply and Demand Report for 2020, Computer-User Support Specialists (annual openings of 1,135) are listed in the top 25 high-demand occupations with greatest number of annual openings. Notification of this proposed change has been sent to TCAT Presidents and TBR staff.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	16	0
	2	20	14
	3	20	18

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$40,000
	2nd Year:	\$5,000
	3rd Year:	\$5,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	0	
	2nd Year:	0	
	3rd Year:	0	

FISCAL RESOURCES: The fiscal resources will be provided through tuition, fees, revenue generated from supplemental or special industry courses, and state appropriations.

FACILITIES: TCAT Shelbyville will provide facilities and information technology support management through the main campus office of facilities, a campus coordinator, and administrative support staff person (s).

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 25

INSTITUTION: Tennessee College of Applied Technology
Shelbyville

PROPOSED PROGRAM TITLE: Information Technology and Infrastructure
Management

PROPOSAL: The Tennessee College of Applied Technology
Shelbyville is submitting a proposal to provide a
full-time day Information Technology and
Infrastructure Management (ITIM) program at the
Lincoln Central Academy Extension Campus
(pending THEC site approval). The program would
award an Information Technology and
Infrastructure Systems Coordinator diploma and the
program length is 2160 clock hours.

PROGRAM ACCREDITATOR:

EFFECTIVE DATE: Fall 2020

OBJECTIVES: This program is designed to consist of a
combination of job simulated and live projects
providing the student with real "hands-on" learning
experiences. Students will be provided with a first-
hand knowledge of the software, hardware, and
operation of computers, network devices, wireless
and other advanced technology used in industry
today. This may include building, repairing,
troubleshooting, installing, networking and
servicing computers, network devices, firewalls,
mobile devices and other advanced IT/IS devices.
The instruction also includes an introduction to
information management, cybersecurity,
workstations, servers, network infrastructure, and
other advanced technology including a thorough
education in information technology and
information systems. Instruction continues with
networking, security, communications, multiple
operating systems, and culminates with system and

network analysis, diagnosis, and advanced troubleshooting.

NEED:

The ITIM program is currently only offered at the main campus in Shelbyville with a total day enrollment of 60 students and 20 evening students. The waitlist currently averages 200 students. The ITIM program is offered at the main campus, which is 40 miles to the north from the Lincoln Central Academy extension campus. The closest TCAT with a similar program is TCAT Pulaski, which is approximately 30 miles from the Lincoln Central Academy. Motlow State Community College offers an AAS in Cyber Defense in the same service area. TCAT Shelbyville and Motlow State have an articulation agreement that states TCAT Shelbyville graduates may transfer up to 30 hours of credit to Motlow State. According to the Jobs4TN.gov website, the Southern Middle TN region has an estimated employment need from 2016-2026 of 1, 350 individuals with advanced training in the information industry field. According to the THEC Academic Supply and Demand Report for 2020, computer-user support specialist (annual openings of 1,1235) are listed in the top 25 high-demand occupations with greatest number of annual openings. Notification of this proposed change has been sent to TCAT Presidents and TBR staff.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	16	0
	2	20	16
	3	20	16

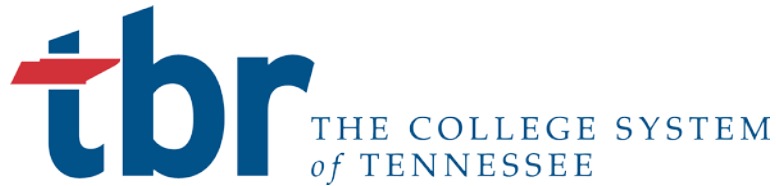
PROJECTED COSTS:	YEAR	COST
	1st Year:	\$40,000
	2nd Year:	\$5,000
	3rd Year:	\$5,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$60,000
	2nd Year:	0	\$60,000
	3rd Year:	0	\$60,000

FISCAL RESOURCES: The fiscal resources will be provided through tuition, fees, revenue generated from supplemental or special industry courses, and state appropriations.

FACILITIES: TCAT Shelbyville will provide facilities and information technology support through the main campus. The campus will have a campus coordinator to support faculty and student needs.

ACTION REQUIRED: Staff recommends approval



BOARD TRANSMITTAL

MEETING: April Quarterly Board Meeting

SUBJECT: Proposed Changes to TBR Policy 1:04:01:00
Duties of the Chancellor

DATE: April 7, 2020

PRESENTER: Christine Modisher

PRESENTATION REQUIREMENT: 3 minutes with discussion

ACTION REQUIRED: ROLL CALL VOTE

STAFF'S
RECOMMENDATION: Approve

The Board will be asked to consider and act on the following change to Section 1.C of TBR Policy 1:04:01:00 Duties of the Chancellor.

C. The discretionary powers of the Chancellor shall be broad enough to enable the discharge of these responsibilities consistent with the mission and policies of the Board of Regents and the applicable state and federal laws. In addition, the Chancellor shall have authority to act for the Board in all matters during a declared state of emergency and, in consultation with the Vice-Chairman, to waive any policy provisions as necessary to carry out the mission of the Board during such emergency. Any such actions by the Chancellor shall be reported to the Board in a timely manner.