

TENNESSEE BOARD OF REGENTS  
Committee Chairs Meeting  
Wednesday, May 31, 2023  
Agenda

1. Opening remarks (*Reynolds/Tydings*)
2. External Affairs (*McCormick*)
3. Workforce Development (*McCormick*)
4. Academic Policies and Programs/Student Life
  - Proposed TBR Policy 2.03.01.03 Ethical Recruitment of Prospective Students and Military Affiliated Individuals (*Leming*)
  - Proposed TBR Policy 2.03.01.04 Admission, Enrollment, and Readmission of Service Members (*Leming*)
  - Proposed TBR Policy 2.03.02.04: Micro-credentials and Learner Record (*Leming*)
  - New Academic Programs (*Reed*)
5. Finance and Business Operations/Personnel and Compensation
  - June Overview (*Fox*)
  - Proposed revisions to TBR Policy 7.01.00.00, Firearms and Other Weapons (*Lapps*)
  - Proposed TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Conditions (Employees) (*Lapps*)
  - Proposed revisions to TBR Policy 5.01.01.07, Parental Leave (*Lapps*)
  - Proposed revisions to TBR Policy, 5.01.01.14, Family, Medical, and Service Member Leave (*Lapps*)
6. Review draft of the June Quarterly Meeting Schedule (*Tydings*)

- This meeting will include members of the Tennessee Board of Regents who are participating by electronic means of communication and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/may-31-2023-committee-chairs-personnel-compensation-and-audit-committee-meetings>.
- Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: Proposed TBR Policy 2.03.01.03 Ethical Recruitment of Prospective Students and Military Affiliated Individuals

DATE: May 31, 2023

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION REQUIREMENTS: None

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

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To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices TBR institutions for the recruitment of prospective students, including military affiliated individuals (such as service members, reservists, veterans, spouses and other eligible family members).

## **Ethical Recruitment of Prospective Students and Military Affiliated Individuals: 2.03.01.03**

### **Policy/Guideline Area**

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Student Success

### **Applicable Divisions**

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TCATs, Community Colleges

### **Purpose**

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To establish consistent policies and practices at Tennessee Board of Regents (TBR) institutions for the recruitment of prospective students, including military affiliated individuals (such as service members, reservists, veterans, spouses and other eligible family members), that are compliant with the requirements of federal law and Executive Order 13607.

### **Policy/Guideline**

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- I. Introduction
  - A. This policy establishes standards for recruitment for all prospective students, including military affiliated individuals at the community colleges and colleges of applied technology under the governance of the Tennessee Board of Regents.
  - B. Each institution is directed to enact a policy consistent with the requirements of this policy. Alternatively, an institution may operate under this system policy. Institutional policy, and any subsequent revisions thereto, shall be submitted to the Vice Chancellor of Student Success and the Office of General Counsel for review and approval prior to final promulgation at the institution.
  - C. The applicable policy regarding the recruitment of students, including military affiliated individuals, shall be stated, at minimum, in the institution's catalog or handbook and uniformly applied to all prospective students.
- II. Prohibitions and Requirements

- A. No institution shall pay any commission, bonus, or other incentive payment to any person or entity engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance based directly, or indirectly, on securing enrollments or federal financial aid (including military Tuition Assistance Program funds) for any prospective student, including military affiliated individuals. For purposes of this policy, a “prospective student” is any individual who has contacted, or been contacted by, the institution or its employees/agents for the purpose of communicating about enrolling at the institution and/or the availability/types of financial aid.
- B. High-pressure recruitment tactics are prohibited. “High-pressure recruitment tactics” include making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing enrollment of prospective students, including military affiliated individuals or obtaining access to financial aid or tuition assistance funds.
- C. Institutions are prohibited from using or offering inducements for securing enrollments of prospective students or obtaining access to financial aid or tuition assistance funds. Inducements include, but are not limited to, any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other item having a monetary value of more than an insignificant amount, to any individual or entity, or its agents including third-party lead generators or marketing firms. This policy does not prohibit the payment of regular salaries to institutional employees or fees paid to contractors in conformity with all the applicable laws for the purpose of securing enrollments of prospective students, including military affiliated individuals or obtaining access to financial aid or tuition assistance funds.

- D. Institutions shall not make any misrepresentation(s) to prospective students, including military affiliated individuals or their family members regarding the nature of educational programs, financial charges, or employability of graduates. The prohibition shall apply to any direct or indirect contact with prospective students, including, but not limited to, any outreach, recruitment, marketing, advertisement, or admissions operation. Institutions shall also prohibit the making or use of any false, erroneous, or misleading statements to a prospective student. Misrepresentation(s) includes any statement that has the likelihood or tendency to mislead under the circumstances, regardless of whether it is made visually, in writing, orally, or through other means.
- E. Institutions are permitted to provide information about educational institution-sponsored scholarships or grants and tuition reductions available to prospective students, including military affiliated individuals.
- F. Institutions shall educate and monitor employees and third-party agents acting on behalf of the institution regarding compliance with this policy. Persons found to have violated the terms set forth in the policy will be subject to corrective action and potential disciplinary action, up to and including termination.

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**Sources****Authority**

T.C.A. § 49-8-203; Executive Order 13607; 34 C.F.R. Part 668

**History**

TBR Board Meeting June \_\_, 2023

**Related Policies**

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: Proposed TBR Policy 2.03.01.04 Admission, Enrollment,  
and Readmission of Service Members

DATE: May 31, 2023

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION  
REQUIREMENTS: None

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at Tennessee Board of Regents (TBR) institutions applicable to eligible service members, veterans, reservists, and others covered by the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Program (collectively, “service members”) for the admission, enrollment, and readmission of those returning from periods of active service.

## **Admission, Enrollment, and Readmission of Service Members: 2.03.01.04**

### **Policy/Guideline Area**

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Student Success

### **Applicable Divisions**

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TCATs, Community Colleges

### **Purpose**

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To establish consistent policies and practices at Tennessee Board of Regents (TBR) institutions applicable to eligible service members, veterans, reservists, and others covered by the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Program (collectively, “service members”) for the admission, enrollment, and readmission of those returning from periods of active service that are compliant with the requirements of federal law and Executive Order 13607.

### **Policy Statement**

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- I. Admission and Enrollment of Service Members
  - I. Service Members shall be admitted as students pursuant to the same standards and policies applicable to all other applicants for admission.
  - II. Special Provisions and Services for Service Members Applying for Admission and Financial Aid Pursuant to the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Programs
    - I. An institution may enact an institutional policy consistent with the requirements of this policy. Alternatively, an institution may operate under this system policy. An institutional policy, and/or any amendment thereof, shall be submitted to the Vice Chancellor for Student Success and the Office of General Counsel for review and approval prior to promulgation.
    - II. Each institution shall designate a point of contact for academic and financial advising (including access to disability counseling) to assist service members with the successful completion of their studies and with their job searches.
    - III. Service members, eligible for the Department of Defense Tuition Assistance Program (“TA”) must be directed to the appropriate Education Service Officer of the applicable branch of the armed forces to determine branch-specific eligibility criteria prior to enrollment in courses.

- IV. The institution shall inform service members that they are responsible for the timely submission of requests for TA to the appropriate Education Service Officer prior to enrollment and that they will be responsible for payment of the costs of tuition and fees if they fail to receive TA approval prior to branch-specific TA deadlines.
- V. The institution shall provide prospective student service members who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions.
- VI. The institution shall provide prospective student service members who are eligible to receive Federal military and veterans education benefits information about the availability of state financial aid and federal financial aid before arranging any private student loans or alternative financing programs.
- VII. The institution shall provide refunds in accordance with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion.
- VIII. The institution shall provide educational plans for all service members using Federal military and veterans education benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of



completion. Such educational plans are permitted to be consistent with educational plans provided to other students.

### III. [Readmission of Service Members](#)

- A. Institutions shall take the following actions relating to readmission of service members.
  - 1. Designate one or more offices that a service member may contact regarding notice of the need to suspend educational efforts and to request readmission.
  - 2. Accept any reasonable notice of intent to reenroll and not require that the notice of intent to return be provided in any particular form.
  - 3. Promptly readmit a service member who meets the requirements of this policy with the same academic status as when they last attended or were accepted for admission to the college prior to deployment for military service.
- B. Service members requirements:
  - 1. When possible, the service member, or an appropriate officer of the Department of Defense, must provide oral or written notice to the institution's designated office or contact that the reason for withdrawal from enrollment is due to receipt of orders or instructions to report for military service of at least 30 days. Notice must be provided as far in advance as reasonably possible and prior to withdrawal unless precluded from doing so by the military, e.g. service i related to a classified mission, etc.
  - 2. When notice cannot reasonably be provided prior to the date of withdrawal, the service member may submit an attestation of military service that necessitated the absence from school at the time of readmission.

3. Pre-withdrawal notice does not have to indicate whether the service member, intends to return to the school and may not be subject to any rule of timeliness. Timeliness must only be determined by the facts in each case.
  4. The service member, must provide notice of intent to re-enroll, along with documentation that eligibility for admission has not been terminated for a dishonorable discharge or other disqualifying event, after an absence of no longer than 5 years and;
    - a. Within 3 years of completion of service or
    - b. Within 2 years of the completion of any convalescence for any injury or illness related to their service.
- C. For purposes of this policy prompt readmission is:
1. Re-enrollment in the next available class in the same or most similar program as that in which the service member was enrolled prior to withdrawal;
  2. With the same enrollment status (e.g., full-time), unless the service member requests or agrees to a different enrollment status;
  3. With the same academic status as before withdrawal;
  4. With the same academic progress as before withdrawal, unless the service member is admitted to a different program and the hours are not transferable; and
  5. With the same number of credit or clock hours as had been completed before withdrawal.
- D. Exceptions to the prompt readmission requirement include:
1. When the service member fails to meet the requirements of section III above. In such circumstances however, the service member

shall be permitted to be readmitted pursuant to the same policies or requirements as all regular students.

2. When the institution reasonably determines that the service member is not prepared to return to their program of study at the status, rank, and/or level of academic progress previously achieved or is unable to complete the program, provided the institution has made reasonable efforts, at no extra cost to the student, to prepare the student to re-enroll. The institution shall bear the burden of proof in establishing that the service member is not prepared to resume their course of study at the level obtained prior to withdrawal.
3. When the service member requests to enroll in a different program, or
4. When the service member requests to re-enter their program of study at the beginning, or at any earlier point, of the program of study.

E. Tuition Upon Readmission

1. The tuition and fees charged the service member for the first academic year upon readmission shall be:
  - a. The same as that charged at the time of withdrawal;
  - b. Up to the limit of available TA benefits if not greater than that charged to other students; or
  - c. If starting in a new program, the same tuition and fees charged to other students in that program.
2. For subsequent academic years or for a different program, the tuition and fees shall not be more than the standard charges for other students.

IV. The provisions of federal law requiring or otherwise relating to this policy shall supersede any state laws to the contrary.

**Sources**

**Authority**

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Executive Order 13607; Post-9/11 GI Bill; Department of Defense Tuition Assistance Program

**History**

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**Related Policies**

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: Proposed TBR Policy 2.03.02.04 Micro-credentials and  
Learner Record

DATE: May 31, 2023

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION  
REQUIREMENTS: None

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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This policy sets out the principles and procedures for quality assurance of the TBR institutions' micro-credentials that are included on the System's comprehensive learner record. The principles and procedures include, but are not limited to design, approval, delivery, monitoring, and review.

## TBR Policy 2.03.01.04 Micro-Credentials and Learner Records

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### Policy/Guideline Area

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Academic Policies

### Applicable Divisions

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Community Colleges and Technical Colleges

### Purpose

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This Policy sets out the principles and procedures for quality assurance of the TBR institutions' micro-credentials that are included on the System's comprehensive learner record. The principles and procedures include, but are not limited to design, approval, delivery, monitoring, and review.

### Policy/Guideline

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#### Definitions

**Assertion:** the digital credential or claim the earner receives and serves as the record of their achievement. The assertion contains all general information of the badge and what makes it a unique instance of the badge, the identity of the badge recipient, and optionally a link to evidence, a narrative, and an expiration date.

**Assessment:** a process that ensures appropriate rigor and expertise to evaluate a learning activity to determine to what extent learning may have occurred.

**Badges (Digital):** online representations that recognize skills, achievements, membership affiliation, and participation. Badges are the visual representation issued to students upon successful completion of a micro-credential or demonstrated accomplishment or skill.

**Certificate:** certificates are academic programs based on a free-standing body of knowledge, often interdisciplinary in nature. They typically have a minimum number of credits, and are smaller than major programs of study. Certificates can be comprised of micro-credentials that culminate in the awarding of a certificate. Institutions should follow guidance found in [TBR Policy 2.01.01.00 II.B.4a](#). on academic actions required for certificate programs.

**Credit Hour:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. [SACS-COC policy](#) and [COE Objectives 2-A-6 and 2-A-7](#) follow the federal definition of the credit hour.

**Alternative Credentials:** non-degree credentials offered by TBR institutions may include a myriad of credit alternatives including Massive Open Online Courses (MOOCs),

micro-credentials (badges), credit- or non-credit bearing certificate programs and various other opportunities. Typically issued in a digital format.

Digital credentials: digital insignia that can be stored and shared virtually to show accomplishment of learning, skills, and knowledge.

Learning outcomes: the expression of the set of knowledge and skills, and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning through measurable assessments and standards.

Micro-credential: a certification of an individual's discrete learning and achievements. Micro-credentials are often aligned to industry or other professional needs and, in some instances, may be used to provide credit towards formal qualifications. Micro-credentials are certified through assignment of a digital credential and associated metadata. A micro-credential offered by a TBR institution should be asserted by a recognized campus authority.

Micro-credential Programs: largely stand-alone programs created to provide professional development opportunities to equip enrollees with specific knowledge, skills, and proficiencies. The credentials may be either credit-bearing or non-credit bearing. Micro-credentials allow institutions to recognize a learners' skills and accomplishments in ways that are verifiable. Micro-credentials are less than a technical certificate (less than 15 credit hours or 300 clock hours). Schools and programs may consider implementation of additional admissions standards for credentials that are transferable toward a certificate or degree program.

For-credit learning: college-level courses, often stackable toward a certificate and/or degree program. Courses must follow the credit or clock hour policy for earned hours.

Not-for-credit learning: courses or other learning experiences that do not result in a learner earning academic credit, which do not typically appear on an academic transcript, and may be recognized through other means. Learning may be offered in a variety of formats ranging from stand-alone courses to a series of courses or modules, focused on a specialized set of competencies. Non-credit micro-credential programs are not directly transferrable toward a certificate or degree program.

Third Party micro-credential provider: an arrangement made with another party in the provision of higher education, including placements and joint award of qualifications. All third parties who design and deliver a micro-credential on behalf of a TBR institution must adhere to this policy.

Verifiable: confirmation that a credential is authentic, accurate, and legitimate and has been awarded by an institution to a specific learner. Verifiable credentials can protect against credential fraud and increase trust in the credential being awarded. Any credential listed on a TBR Learner Record must be verified.

## A. Awarding of Credit for Degree-Seeking Programs

- I. Admission
  - a. For the purposes of institutional and governmental reporting obligations, a learner taking a micro-credential course does not meet the definition of any degree or certificate seeking student.
  - b. If a learner wishes to pursue a formal degree-seeking program, clear information should be provided about official admission application requirements that exist, including whether or not micro-credential credits may transfer to the degree program, and if so, which degree-program requirements they might fulfill.
- II. Credit arrangements for micro-credentials may be established. Eligibility for formal credit will be assessed according to TBR Policy [TBR Policy 2.01.00.04 and any applicable College policies and procedures](#).
- III. Schools may determine advanced standing equivalencies, if applicable, for non-credit and for-credit micro-credential programs.
- IV. Upon successful completion of micro-credential program requirements, digital acknowledgement of achievement will be granted to students.
- V. Programs are encouraged to develop ways for micro-credentials to be highly visible, with connections to professional networks and leveraged as much as possible.
- VI. Micro-credentials will usually be an open “public” offering. However, in some circumstances, micro-credentials will have restricted entry, for example an industry partner offering, or specific entry requirements.
- VII. There is no limit to the number of micro-credentials a student may earn.
- VIII. Students enrolled in a micro-credential credit-bearing program must have a cumulative GPA of at least 2.0 for successful completion of the program.

## B. Micro-credential Program Duration

- I. For-credit micro-credential programs are generally 15 or fewer credit hours. Non-credit micro-credentials vary in length.
- II. Micro-credential programs should balance time-to-completion considerations (either credit hours, units, etc.) with the time necessary for students to demonstrate competency and achievement of program outcomes.
- III. Micro-credential programs should enable participants to achieve program outcomes in as timely a manner as possible.

## C. Tuition and Aid

- I. Micro-credential programs pursued as stand-alone programs do not qualify for federal financial aid. Micro-credential participants may apply for other forms of funding that may be available. However, some micro-credential programs may be completed while students are pursuing a degree. Those degree-seeking students may be eligible for federal financial aid.
- II. Innovative pricing models are encouraged to make programs widely accessible given that federal financial aid is generally not available to participants. TBR institutions should seek guidance and approval from the TBR System Office prior to implementing new models.
- III. Micro-credentials embedded into credit-bearing degree pathways are eligible for federal financial aid.



#### D. Micro-credential Program Design and Delivery

- I. When designing and delivering for-credit offerings, the following principles must be adhered to:
  - a. for-credit learning must align with the strategic directions of the College and the relevant Faculty / Department / School / Office;
  - b. for-credit learning must be financially viable, with due consideration given to design and delivery costs and other factors as appropriate to the Faculty / Department / School / Office;
  - c. admission requirements to a for-credit learning or micro-credential program will be determined as part of the approval process specified in Part A of this policy;
  - d. any for-credit learning must be consistent with the requirements of [TBR Policy 2.01.00.04](#)
  - e. when and how credentials may be stacked together should be included in institutional policies and approved in accordance with TBR Policy 2.01.01.00 II B.
  - f. in cases of for-credit learning and micro-credential programs, learning outcomes aligned [to SACS-COC's Policy on Quality and Integrity of Educational Credentials](#) and SACS-COC Principle 8.2a must be developed; task(s) must be set to assure the attainment of the learning outcomes; and
  - g. credit must be based on the hours it will take for participants to successfully complete the micro-credential using the following standards:
    - i. The basis for the assignment of credit is defined federally as not less than one hour each week for approximately 15 weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
    - ii. At least an equivalent amount of work as required outlined above for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

#### E. Model Framework for Micro-Credentials

- I. Each institution must establish a model for faculty oversight regarding the review, approval, and verification of micro-credentials. Institutions should determine their specific needs and consider whether different information should be collected and approval workflows established between credit-bearing or non-credit micro-credentials. An institutional model framework or proposal form should contain information regarding:
  - a. Program title
  - b. Program description
  - c. Issuing entity type (credit or non-credit)
  - d. Requirements
  - e. Criteria
  - f. Evidence (demonstrations or examples of criteria to be met)
  - g. Assessment protocol
  - h. Effective date
  - i. Expiration date (if applicable)
  - j. Learning outcomes

- k. Alignment with external standards and competency frameworks
  - l. Description of the timing of how the micro-credential can be earned and when a learner can begin and finish the credential (traditional semester/quarter model or on-demand)
  - m. Clock or credit hours, if applicable
- F. Recording micro-credentials in student record
- a. Certifications and micro-credentials should be recorded on the STDGVC screen in Banner
  - b. Micro-credentials will be titled “*name* Credential” in the student information system
- E. Micro-credential Program Assessment and Effectiveness
- I. Micro-credential programs and courses should be reviewed annually by the creating school to ensure continued viability. This cyclical review will ensure that programs remain effective at meeting students’ educational needs. Updates to the curriculum, courses and teaching strategies should be implemented regularly in the pursuit of continuous improvement.
  - II. All courses should be reviewed prior to release to students to ensure effective design and delivery strategies are in place to support engaging learning experiences and student achievement of learning objectives.
  - III. Instructors who teach online micro-credential courses should first complete professional development to ensure they are prepared to teach students in the online learning environment.

## Exhibits

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### Sources

[AACRAO’s Alternative Credentials: Considerations, Guidance, and Best Practices \(2022\)](#)

Reference [TBR Policy 2.01.00.04](#) related to Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges

Reference [TBR Policy 2.01.01.00](#) related to Approval of Academic Programs, Units, and Modifications

**SACSCOC’s policy statement on the “[Quality and Integrity of Educational Credentials](#)” per SACSCOC policy on CBE [COE Objectives 2-A-6 and 2-A-7](#)**

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COMMITTEE CHAIRS TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: Proposed A.A.S. in Electric Vehicle Engineering  
Technology at Chattanooga State Community College

DATE: May 31, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION  
REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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Chattanooga State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Electric Vehicle Engineering Technology (EVET).

Chattanooga's industry partner Volkswagen Group of America is transitioning to producing electric vehicles, with the expectation of phasing out combustion engine automobiles by 2035. VW predicts a greater need in the near future, for Electric Vehicle Technicians. This program will prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

VW has requested to use the AAS Electrical Vehicle Engineering Technology degree as the educational portion of the apprenticeship. They will also provide space, electric vehicles, subject matter experts, and job placement for graduates.

The A.A.S. in Electric Vehicle Engineering Technology degree will be initially offered through the Volkswagen Electric Vehicle apprenticeship starting August 2023 and is expected to expand to the Annicola campus by 2025. The EVET degree is comprised of stackable credentials which allows for multiple entry (TCAT and dual enrollment) and exit (technical certificates) points. The program components can also be used in non-credit workforce training.

# EXECUTIVE SUMMARY CHATTANOOGA AAS IN ELECTRIC VEHICLE ENGINEERING TECHNOLOGY

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## PROGRAM DESCRIPTION

Chattanooga State Community College (ChSCC) proposes an Electric Vehicle Engineering Technology Associate of Applied Science degree (AAS-EVET). The proposed program will require 61-64 credit hours and will primarily be offered on-ground. The AAS-EVET will provide an educational pathway for students interested in the electric vehicle manufacturing and maintenance industry. The Electrical Vehicle Engineering Technology, AAS, will prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

The proposed program was intentionally designed, in conjunction with TCAT and industry partner peers, to provide multiple entrance points for students with and without automotive or electric vehicle experience. Furthermore, the proposed program will include stackable certificates aligned to in-demand occupations and industry workforce needs.

Electric Vehicle start-ups, legacy automakers, and suppliers invest heavily in Tennessee. In late 2021, Tennessee had the country's largest share of electric vehicle investment and was ranked first in the southeast for EV production (<https://www.areadevelopment.com/>). Tennessee has almost 1000 auto suppliers with operations in over 90% of its counties. According to the Tennessee Department of Economic and Community Development, over 20,000 Tennesseans will be employed by companies with electric vehicle operations. Tennessee is projected to have over 200,000 electric vehicles by 2028 (<https://tnecd.com/industries/electric-vehicle-manufacturing/>).

Volkswagen Group of America – Chattanooga Operations (VW) is transitioning to producing the electric vehicle, with the expectation of phasing out combustion engine automobiles by 2035. Volkswagen –Chattanooga Operations is VW's first electric vehicle manufacturing plant in North America and is projected to create 1,000 new jobs in Tennessee. VW currently has a need and predicts a more significant need for an Electric Vehicle Technician soon. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills.

To ensure its workforce needs are met, VW is starting a new Electric Vehicle Expert apprenticeship in August 2023. Chattanooga State Community College, the educational partner for VW's current Robotronics Technical Expert apprenticeship, will be the educational partner for the Electrical Vehicle Expert apprenticeship. A requirement of VW's apprenticeships is for the apprentices to attain an AAS in the targeted program of study successfully. In addition, VW will expand the current high school program at the Volkswagen Academy to include an electric vehicle track.

The proposed program will seek accreditation by the Engineering Technology Accreditation Commission of ABET. According to ABET's website ([abet.org](http://abet.org)), ABET is the global accreditor of college and university programs in applied and natural science, computing, engineering, and engineering technology. ABET accreditation assures that programs meet standards to produce graduates ready to enter critical technical fields by focusing on what the student experience and learns. In addition, ABET accreditation includes an in-depth review of program curricula, faculty, facilities, and institutional support by subject matter experts within the discipline. This accreditation aligns with current engineering technology programs at Chattanooga State Community College.

The title and descriptions of the recommended CIP and associated SOC codes for the proposed EVET-AAS program are displayed in Table 1. Recommended CIP and SOC Codes Description.

Table 1. Recommended CIP and SOC Codes Descriptions

CIP Code	CIP Description	SOC Code	SOC Description
15.0803	Automotive Engineering Technology/Technician	49-3023	Automotive Service Technologists and Technicians
<i>A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, manufacturing and testing self-propelled ground vehicles and their systems.</i>		<i>Diagnose, adjust, repair, or overhaul automotive vehicles.</i>	
47.0614	Alternative Fuel Vehicle Technology/Technician	49-3023	Automotive Service Technologists and Technicians
<i>A program that prepares individuals to apply technical knowledge and skills to the maintenance of alternative fuel vehicles and the conversion of standard vehicles to AFV status.</i>		<i>Diagnose, adjust, repair, or overhaul automotive vehicles.</i>	
47.0604	Automobile/Automotive Mechanics Technology/Technician	49-2092	Electronic Equipment Installers and Repairers, Motor Vehicles
<i>A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles.</i>		<i>Repair, maintain, or install electric motors, wiring, or switches.</i>	
15.0403	Electromechanical Technology/Electromechanical Engineering Technology	17-3024	Electro-Mechanical and Mechatronics Technologists and Technicians
<i>Prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing and testing automated, servo-mechanical, and other electromechanical systems.</i>		<i>Operate, test, maintain, or adjust unmanned, automated, servo-mechanical, or electromechanical equipment</i>	

### INSTITUTIONAL GOVERNING BOARD APPROVAL

The proposed Electric Vehicle Engineering Technology, AAS program was approved by the Tennessee Board of Regents on June 15, 2023.

### PROPOSED IMPLEMENTATION DATE

August 2023

### ALIGNMENT WITH STATE MASTER PLAN AND INSTITUTIONAL MISSION/STRATEGIC PLAN

#### State Master Plan

How the proposed Electric Vehicle Engineering Technology, AAS program aligns with the State’s Mater Plan is described below.

- Increase enrollment in majors leading to high-demand jobs.
  - Motor Vehicle Manufacturing, Motor Vehicle Parts Manufacturing, Other Electrical Equipment, and Component Manufacturing are categorized as high demand with a growth outlook, according to Jobs4TN.gov.
- Increase the number of Tennesseans with post-secondary credentials (Drive to 55).
  - Electric Vehicle Engineering Technology is an emerging technological field identified as an occupational area with above-average growth over the next decade. The EVET-AAS will provide access to high-quality education to attain skills desired by Tennessee's employers. (jobs4tn.gov)

- Increase dual enrollment opportunities in high-need, technical fields.
  - The EVET-AAS was designed with opportunities for high school dual enrollment courses. VW has communicated with ChSCC and Hamilton County Schools their desire to expand the current high school program to 100 participants with a combination of mechatronics and electric vehicle pathways. The current high school program (Mechatronics Academy at VW) offers students the opportunity to earn up to 42 credit hours towards a Mechatronics Technology AAS degree.
- Execute partnerships between higher education and industry.
  - VW will integrate the EVET-AAS into their new Electric Vehicle Expert apprenticeship. Courses were developed in conjunction with VW's fundamental electric vehicle technician competencies. In addition, the proposed program course structure was designed to be easily replicated across Tennessee, where vendor-specific content can be integrated into practical (lab) experiences.

The proposed Electric Vehicle Engineering Technology, AAS program will provide graduates with the knowledge, skills, and competencies to successfully enter the electric vehicle workforce in manufacturing (diagnose problems and repair, vehicle control systems, high voltage systems, battery management systems, battery safety) and maintenance/repair (diagnose issues via integrated electronic systems and complex computers, repair/replace components, thermal management systems). The proposed EVET-AAS program will provide a pathway for students to attain a high-demand, high-wage career aligning with The College System of Tennessee's strategic plan, TBR's Center for Workforce Development goals, and Chattanooga State Community College's vision, mission, and supports strategic plan theme of Program Innovation.

### **The College System of Tennessee**

#### ***2015-25 TBR Strategic Plan's Community and Workforce policy pillar***

TBR is committed to improving the condition of individuals, families, and communities across the state, which manifests itself in tangible ways such as economic vitality and mobility, but also by improving and enriching the communities we serve. (<https://www.tbr.edu/sites/default/files/2015-25-TBR-Strategic-Plan.pdf>)

#### ***TBR's Center for Workforce Development goal***

Collaborate with business, industry, government agencies, local agencies, and our college institutions to develop and deliver rapid response workforce training programs that will prepare and support a competitive workforce across a range of occupational levels. (<https://www.tbr.edu/cwd>)

### **Chattanooga State Community College**

#### ***Vision***

5,000 Chattanooga State students of every race and income-level will earn a credential that creates a pathway to family-sustaining wages.

#### ***Mission***

We are Chattanooga State, a dedicated team that delivers accessible, innovative learning opportunities that surpass expectations. Together, we enrich the lives of students and their families; develop a talented workforce; and partner with our community to lead boldly.

#### ***Strategic Plan: Program Innovation***

We encourage fearless innovation and resiliency through opportunities to pilot or deploy at scale new programs, supports, and services and enhance or improve existing programs, supports, and services.

## **FEASIBILITY**

## Industry Support

With a focus on sustainability, the Volkswagen Group wants to achieve carbon neutrality by 2050 and plans to introduce over 25 new electric vehicles to the US over the next ten years. In 2022, VW started its US production of the ID4 and committed over \$800 million to “electricify its plant,” building dedicated facilities for vehicle and battery pack assembly. VW currently has an urgent need and predicts a more significant need soon for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway starting in August 2023. VW requested Chattanooga State to create an AAS Electrical Vehicle Engineering Technology degree as the apprenticeship’s educational portion.

## Student Interest

Chattanooga State Community College did not formally survey students about their interest in electric vehicle engineering technology. However, ChSCC has been able to gauge interest via presentations and outreach events. Below lists the critical qualitative EVET data.

- April 2023: Presentation "Electric Vehicle Workforce Innovation," EV Innovations Conference. Over 30 secondary and post-secondary personnel inquired about new courses and VW's Electric Vehicle apprenticeship program.
- February 2023: Informal survey of TCAT-Automotive Technology students on interest in learning more about EV repair. 25 out of 25 were interested.
- AY-2022-23: Career fair, open houses, and bus tours.
- Information about VW's Electric Vehicle apprenticeship was provided to Unum Group Pop-Up Career Fair attendees, and ~30 were interested in learning more.
- High school bus tours of the Mechatronics Academy at VW provided an overview of the new electric vehicle apprenticeship, and 25-30% of the high school students were interested.
- Volkswagen Academy hosted an open house highlighting the new Electric Vehicle apprenticeship. The approximately 160 attendees demonstrated significant interest.

## Local and Regional Demand

With four major OEMs in the state, Tennessee is number one in the southeast for electric vehicle manufacturing and investments. Since 2017, the electric vehicle industry has committed over \$16 billion in investments and over 12,300 new jobs.

According to The Improving the Pipeline for Tennessee’s Workforce Academic Supply for Occupational Demand Report’s In-Demand Occupations data (provided by THEC, TDLWD, and TDOE (2022)), Electrical and Electronic Engineering Technologists and Technicians are in-demand in seven regions, including the Chattanooga area, and key to six TNECD Industry clusters. In addition,

Automotive Service Technicians and Mechanics are in high demand in nine regions in Tennessee.

## Workforce Need

According to Jobs4TN.gov, there is a high demand for Motor Vehicle Manufacturing and Motor Vehicle Parts Manufacturing talent, and the job outlook is growing. Additionally, employment of Electrical and Electronic Technicians is projected to grow 2% from 2020 to 2030. Furthermore, VW anticipates an additional need for skilled electric vehicle technicians soon to meet their labor needs.

## CURRICULUM

The proposed curriculum consists of 64 credit hours comprised of 16 credit hours of general education, 15 credit hours of engineering technology core courses, and 33 credit hours of electrical vehicle engineering technology courses, including a three credit hour capstone course. The proposed curriculum requires the development of nine new courses for a total of 27 credit hours. Initially, for the VW Electric Vehicle apprenticeship two full-time, non-tenure-track faculty member will be hired to support the new program. An additional full-time, tenure-track faculty will be hired in Year 3 to support the program on the Amnicola campus.

Upon completion of the proposed program, students will be able to:

- Diagnose, repair, and test electric vehicles and subsystems
- Safely handle, store, and dispose of high voltage battery systems
- Diagnose, repair, and test high voltage battery systems
- Diagnose, repair, and test DC/DC converters.
- Diagnose, repair, and test vehicle charging interface/infrastructure.
- Diagnose, repair, and test regenerative braking.
- Diagnose, repair, and test power electronic circuitry for electric drive systems.
- Diagnose, repair, and test motor control electronic hardware.
- Diagnose, repair, and test thermal systems management and control.
- Integrate automotive systems, include mechanic certification and testing requirements.
- Diagnose, repair, and test high voltage electric distribution systems.

## PROGRAM PRODUCTIVITY

Please provide 3 years of enrollment and graduate data

	2023-24	2024-25	2025-26	2026-27
<b>Enrollment</b>	12	24	30	38
<b>Graduates</b>	--	12	12	16

## INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM

The Electric Vehicle Engineering Technology, AAS will be housed in the Engineering Systems Technology department, which is part of the Engineering and Information Technologies (EIT) division.

Initially, the proposed program will require two full-time, non-tenure track faculty. The technical courses will be taught at the Volkswagen Academy. VW has allocated classroom space and will allow VW-EVE apprentices to use VW training equipment and electric vehicles during lab activities, over 7000 square feet in training space. The EVET-AAS @ VW will also share computer, classroom, and electrical lab space with the Mechatronics Technology-AAS apprentices and Mechatronics Academy @ VW high school students.

In year 3, the EVET-AAS program will be offered at the Amnicola Campus. The new TCAT-4 building is projected to be completed at this time. The credit program expects to share automotive lab space with the Automotive Technology TCAT program. The EIT Division has labs with electrical and motor controls equipment the EVET-AAS program can use. Additionally, a garage near the CETAS building (where EIT is housed) can be used for additional lab space. An additional full-time tenure track faculty member will be hired in year three, and adjuncts will be used to teach specialized courses. Current faculty are available to teach electrical and engineering technology core courses.

## ASSESSMENT AND POST-APPROVAL MONITORING



An annual performance review of the proposed program will be conducted for the first three years following program approval. The review will be based on benchmarks established in the approved proposal. At the end of this period, the campus, institutional governing board, and THEC staff will perform a summative evaluation. The benchmarks include but are not limited to enrollment and graduation, program cost, progress toward accreditation, and other metrics set by the institution and staff. If benchmarks are not met during the monitoring period, the Commission may recommend that the institutional governing board terminate the program. If additional time is needed and requested by the institutional governing board, the Commission may extend the monitoring period.



## Financial Projections Form

<b>Institution</b>	Chattanooga State Community College					
<b>Program Name</b>	Electric Vehicle Engineering Technology - AAS					
<b>Projected One-Time Expenditures</b>						
<b>Category</b>	<b>Planning</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Faculty & Instructional Staff						
Non-Instructional Staff						
Graduate Assistants						
Accreditation			\$7,400			
Consultants						
Equipment		\$7,000	\$40,000	\$150,000	\$150,000	\$10,000
Information Technology						
Library resources						
Marketing						
Facilities						
Travel						
Other						
<i>Total One-Time Expenditures</i>	\$0	\$7,000	\$47,400	\$150,000	\$150,000	\$10,000
<b>Projected Recurring Expenditures</b>						
<b>Category</b>	<b>Planning</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Faculty & Instructional Staff		\$180,000	\$185,400	\$211,962	\$231,690	\$237,592
Non-Instructional Staff						
Graduate Assistants						
Accreditation				\$1,600	\$1,600	\$1,600
Consultants						
Equipment						
Information Technology						
Library						
Marketing						
Facilities						
Travel		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other			\$3,000	\$3,000	\$3,000	\$3,000
<i>Total Recurring Expenditures</i>	\$0	\$185,000	\$193,400	\$221,562	\$241,290	\$247,192
<b>Grand Total (One-Time and Recurring)</b>	<b>\$0</b>	<b>\$192,000</b>	<b>\$240,800</b>	<b>\$371,562</b>	<b>\$391,290</b>	<b>\$257,192</b>

<b>Projected Revenue</b>						
<b>Category</b>	<b>Planning</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Tuition		\$69,768	\$131,328	\$169,290	\$221,274	\$276,849
Grants		\$120,000	\$150,000	\$300,000	\$200,000	\$100,000
Other						
<b>Total Revenues</b>	<b>\$0</b>	<b>\$189,768</b>	<b>\$281,328</b>	<b>\$469,290</b>	<b>\$421,274</b>	<b>\$376,849</b>

*\*Years 6 and 7 should only be included for doctoral programs*

# Electric Vehicle Engineering Technology

## CC - Application/Proposal for All New Programs

### Instructions

Refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.

Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow more space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs through Curriculog.

**NOTE: THE FIRST ACTION FOR ANY NEW DEGREE OR CERTIFICATE, WITH 24 OR MORE SEMESTER CREDIT HOURS (SCH), IS TO SUBMIT A LETTER OF INTENT TO THE VICE CHANCELLOR FOR ACADEMIC AFFIARS. No other proposals require prior notice. The institution will receive approval to proceed from the Vice Chancellor within 30 days.**

Please remember to attach the [cover letter](#) when submitting your proposal.

### SECTION I. INTRODUCTION

**Institution(s):\***

Chattanooga State Community College

**Proposal Statement:** Chattanooga State Community College would like to establish a new program of study, AAS Electrical Vehicle Technology, to prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

**Title of Program:\*** Electric Vehicle Engineering Technology

**CIP Code:\*** 15.0403

**SOC Code:\*** 17-3024

**Concentrations:(If Applicable)** NONE

**CIP Code:** 15.1701

**SOC Code:** 17-3029

**Delivery Site(s):\*** Volkswagen Academy, Chattanooga State Community College-Main Campus

**Prepared:** July 1, 2022

**Proposed Implementation Date:\*** July 1, 2023

**Cooperative/ Collaborative Partners:** Volkswagen Group of America – Chattanooga Operations

**Campus Contact:** Lyn Potter/423.304.1588

**Projected Date for Submission of Proposal:\*** March 1, 2023

**Target Date for Board Approval:\*** May 1, 2023

## **A. PURPOSE**

### **Goals and Objectives in keeping with Institutional Mission**

**Specify: campus specific, regional, state-wide, national, International; Population: Traditional, Non-traditional [over 25], Military, Dual Enrollment [High School], Workforce, or other; Academic, Workforce development and/or Research Needs**

**Purpose:\*** Currently, Tennessee is home to almost 40% of the Southeast EV manufacturing jobs and investment (Tydings, 2022). Chattanooga State Community College would like to establish a new program of study, AAS Electrical Vehicle Engineering Technology, to prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles. The development of the AAS aligns with the Strategic Plan and Mission of Chattanooga State Community College as follows: 1. Strategic Plan: Program Innovation (PI): We encourage fearless innovation and resiliency through opportunities to pilot or deploy at scale new programs, supports, and services and enhance or improve existing programs, supports, and services. 2. Mission: We are Chattanooga State, a dedicated team that **delivers accessible, innovative learning opportunities that surpass expectations**. Together, we enrich the lives of students and their families, **develop a talented workforce, and partner with our community** to lead boldly into the future. The AAS Electric Vehicle Engineering Technology degree will be initially offered through the Volkswagen Electric Vehicle apprenticeship, and is expected to expand to the Amnicola campus by 2025. The EVET degree is comprised of stackable credentials which allows for multiple entry (TCAT and secondary students) and exit (technical certificates) points. The program components can also be used in non-credit workforce training.

## **B. INSTITUTIONAL PRIORITY**

**Justify why this is a priority at this time and summarize the institution's other current program development plans; institutional plans and meeting benchmarks to exit from post-approval monitoring, for any flagged programs; and resource commitments.**

**Institutional  
Priority:\***

Volkswagen Group of America is transitioning to producing electric vehicles, expecting to phase out combustion engine automobiles by 2035. VW currently has an urgent need, and predicts a greater need in the near future, for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway, with a start date of August 2023. VW has requested to use the AAS Electrical Vehicle Engineering Technology degree as the educational portion. Collaboratively, Chattanooga State faculty, TCAT-Chattanooga instructors, and VW team members have developed the program structure, course descriptions, and expected outcomes and competencies. The program structure allows seamless matriculation from TCAT electric vehicle and high school dual enrollment programs. Initially and for the apprenticeship, Volkswagen Group of America will provide space, electric vehicles, subject matter experts, and job placement for graduates.

**C. NEED**

Identify the academic, workforce development, and/or research needs the program proposed in this letter of application will meet. Cite employment projections and supply/demand data appropriate to the discipline and degree level as justification using the [supply/demand analysis](#) as appropriate, for the degree or certificate.

Local WIA data may also serve as a good resource.

**Needs Met:\***

Volkswagen Group of America Chattanooga Operations has requested an associates of applied science in electric vehicle engineering technology be established to use as the educational and competency training for the new electric vehicle apprenticeship which will begin in August 2022.

<b>SOC Code</b>	<b>Occupation</b>	<b>InDemand in TN</b>	<b># Regions</b>	<b>Key to Industry Sectors</b>	<b>Entry Level Education</b>
17-3023	Electrical & Electronic Engineering Technologists & Technicians				Y
8		Yes		Associates	
49-3023	Automotive Service Technicians & Mechanics				Y
10		Yes		Postsecondary nondegree	

award

A brief survey of the need and demand for the program should be conducted in order to inform development.

**Summarize the results.\***

Volkswagen Group of America is transitioning to producing the electric vehicle, with the expectation of phasing out combustion engine automobiles by 2035. VW currently has a need, and predicts a greater need in the near future, for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will have a need for technicians with the Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway.

Tennessee has almost 1000 auto suppliers in with operations in over 90% of its counties. According to the Tennessee Department of Economic and Community Development, over 20,000 Tennesseans will be employed by companies with electric vehicle operations and there will be over 200,000 electric vehicles on Tennessee by 2028 (<https://tnecd.com/industries/electric-vehicle-manufacturing/>). Volkswagen –Chattanooga Operations is VW’s first electric vehicle manufacturing plant in North America and is projected to create 1,000 new jobs in Tennessee.

Electric Vehicle start-ups, legacy automakers, and their suppliers are investing heavily Tennessee. In late 2021, Tennessee had the largest share of electric vehicle investment in the country and is ranked first in the southeast for EV production (<https://www.areadevelopment.com/>).

Letters of support from industry stating that the proposed credential is recognized and would add value to their workforce should be included. Address sustainability of the program beyond the anticipated date of the first program graduates per THEC policy. Specifics will be included in the [Financial Projections Form](#).

- Please confirm:\***
- Letters of support for short term (1-2 years) have been attached.
  - Letters of support for longer term (5+ years) have been attached.

**D. IMPACT**

**Describe the articulation and transfer avenues projected for the proposed program in compliance with PC§ 49-7-202.\***

Matriculation from TCAT Automotive Program with and Electric Vehicle Certification: 15 credit hours will be awarded towards an AAS EVET. High School dual enrollment program graduates can have between 18-36 credit hours towards an AAS EVET.

**Describe the anticipated effect the program will have on existing associated degree programs or concentrations within the institution as well as other institutions within the system.\***

The EVET program may draw students away from Mechatronics Technology, and AAS Engineering Technology, Mechanical. It will provide an upskilling opportunity for TCAT students who complete a Hybrid Electric Vehicle diploma.

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## **F. PLANS FOR ACCREDITATION**

Identify the source and projected date of Professional accreditation if applicable; if the proposed program requires a SACSCOC Substantive Change Review and, if so, describe the scope of the substantive change. Include which agencies provide accreditation and which you prefer.

Information on actions constituting substantive change can be found at the following website: <http://www.sacscoc.org/substantivechange.asp>.

If there are no plans to seek specialized accreditation, please provide reasons.

**Plans for Accreditation:\***

The AAS Electric Vehicle Engineering Technology degree will be accredited by the Accreditation Board of Engineering and Technology (ABET), Engineering Technology Accreditation Commission. The program can request accreditation evaluation after the first AAS degree is awarded. All Engineering Technology degrees at Chattanooga State are accredited by ETACABET.

## **G. LOW PRODUCING PROGRAMS AT YOUR INSTITUTION**

**Identify any low producing programs at your institution(s) based on THEC annual program productivity report(s):**

Please see attachment-EV Letter of Application form

## **H. NEWLY APPROVED AND ESTABLISHED PROGRAMS**

CIP <http://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=55&ca=2>

SOC [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

SOC to CIP Crosswalk is available at <http://nces.edu.gov/ipeds/cipcode/resources.aspx?y=55>

Web-based inventory and program productivity analysis for state institutions are available at:

[http://tennessee.gov/thec/divisions/academicaffairs/aa\\_main.html](http://tennessee.gov/thec/divisions/academicaffairs/aa_main.html)



**List all newly approved and established programs including certificates offered through any public institution in Tennessee including the Tennessee College of Technology at the same level**

Please see attachment-EV Letter of Application form

**SECTION II: ARTICULATIONS, COLLABORATIONS AND DUPLICATIONS INCLUDING INTERDISCIPLINARY PROPOSALS**

**A. If a similar program to the one proposed already exists at other institution(s) in the state, describe any opportunities for collaboration with other institutions that have been or will be pursued.**

TCAT: Hybrid Electrical Vehicle - CIP Code: 29.47.0614.00 Program Description: This program provides training in Hybrid and Electric Vehicle fundamentals as well as other systems in which a technician may be challenged. Training in each area includes classroom instruction and practice on simulated vehicle systems before receiving hands on experience diagnosing and repairing "live" vehicles. Articulation opportunities by awarding credit for: Course Number Course Name Credit Hours EVET 1010 Intro to EV Technology 3 EVET 1120 Braking Systems 3 EVET 1130 Steering & Suspension Sys. 3 EVET 1240 Elect. & Chassis Ctrl Sys. 3 EVET 1350 Clim Ctrl & Therm Mgmt Sys 3

**B. If there are no proposed articulated or collaborative programs, skip to the next section.**

For any proposed articulated or collaborative program(s):

**a. Which institution(s) will have a degree-granting authority?**

**b. Which institution(s) will have the authority for faculty hiring, course assignment, systematic evaluation, and reappointment decisions?**

**c. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?**

**d. Which institution(s) will be responsible for academic and student-support services?**

**e. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?**

**f. In addition to the information provided by each participating institution regarding Financial Projections, please address the following items:**

**How will tuition rates be determined if they differ among the institutions?**

**Has a formal agreement been developed regarding cost-sharing policies?**  Yes  No

**If yes, please include it as part of the Letter of Application.**

**If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.**

**What arrangements, if any, have been made for exchange of money between participating institutions?**

**Provide Financial Projections (using the THEC Financial Projection form) for each institution involved PLUS an aggregate form representing all financial projections for proposed programs involving multiple institutions.**

**If one institution wishes to discontinue the program, what agreements exist for terminating the offering?**

**Specify any other issues and how they**

issues and now they are proposed to be addressed.

**B. If the proposed program is currently available through the Academic Common Market (ACM), explain why the need for the requested program/course development cannot be better met through collaboration or in the case of universities, the ACM.\***

Currently, there are not any duplicate programs in the state. However, other institutions may be investigating the program.

**C. If a 100% online program is being proposed:**

Review the State Authorization Reciprocity Agreement (<http://www.wiche.edu/sara>) for additional requirements if the program will be advertised as open to residents outside of Tennessee.

**1. If the institution(s) is (are) authorized to offer the same program as a ground program, will the existing program be maintained in addition to on-line delivery?**

- Yes  
 No

**2. Specify whether the proposed program is to be delivered:**

- institutional online courses only  
 institutional online courses and/or TN eCampus  
 only through TN eCampus  
 Other Institutional Collaborative or Industry-Institutional Partnerships  
Length of Agreement: - Open-ended or limited

**Start Date**

**End Date**

**3. Check all institutions and organizations that will participate in the collaborative:**

**Community Colleges and/or TCATs**

**4. List any other support agencies including clinical affiliations, government, health and Business that will participate and explain the relationship.**

*For ALL new programs (degrees, certificates, or concentrations) or for expansion of any existing program to a new location, notification must be sent to the TCAT Directors and other Community College Presidents two weeks prior to submission of the proposal*

## SECTION III: PROGRAM STRUCTURE

### A. Residency requirements:

SACSCOC require a minimum of 25% of the credits to be earned by the institution awarding the credential.

- B. Macromajors or Academic Foci:**
- Arts
  - Business
  - Education
  - Health Sciences
  - Humanities
  - Social Sciences
  - STEM
  - Applied Science and Technology
  - General Education

Please format your program as follows:

General Education (Undergraduate only)

Major Field Core (courses required of ALL students in a program)

Concentration(s) (identify and list courses for each concentration separately; undergraduate concentrations must be at least 15 SCH; graduate concentrations at least 12 SCH.)

Electives (May be guided or general electives; Include descriptions, prerequisites or restrictions that may apply.) This section defines pathways, specializations, etc. that are not listed on the Academic Program Inventory.

Other credits (If applicable, describe requirements for theseis, disseration, clinical experience, internship, portfolio or other capstone expereince.)

### Curriculum\*

6. Number of NEW courses 9

SCH 27

7. Number of SCH anticipated from transfer, articulation, PLA and other sources per THEC 1.06.0 (specify source): 15 CH from TCAT

## SECTION IV: STUDENT ENROLLMENT PROJECTIONS

Estimate the unduplicated annual full-time, part-time and FTE enrollments and number of graduates for the first five years of program operation. Include anticipated international enrollment if used as a primary recruiting tool. If the proposed program involves more than one institution, provide aggregated as well as disaggregated data for all institutions.

Complete a minimum of 3 years projection for certificates and associate degrees or expand to the point that the program is expected to be self-sustaining.

### Year 1

**Full-Time Headcount\*** 12

**Part-time Headcount\*** 0

**International Headcount Anticipated\*** 0

**Total Year Headcount\*** 12

**FTE\*** 24.8

**Graduates\*** 0

### Year 2

**Full-Time Headcount\*** 24

**Part-time Headcount\*** 0

**International Headcount Anticipated\*** 0

**Total Year Headcount\*** 24

**FTE\*** 51.2

**Graduates\*** 12

### Year 3

**Full-Time Headcount\*** 30

**Part-time Headcount\*** 6

**International Headcount Anticipated\*** 0

**Total Year Headcount\*** 36

**FTE\*** 68.4

**Graduates\*** 12

### Year 4

**Full-Time Headcount** 38

**Part-time Headcount** 12

**International Headcount Anticipated** 0

**Total Year Headcount** 50

**A. Explain the basic assumptions including attrition rate used in estimating the size of the proposed program by benchmark against other comparable programs in the discipline and institution to establish a baseline for your projected enrollments. Assumptions should be related to the evidence of need and to other supportive data.**

The VW Electric Vehicle apprenticeship will have 12 students per cohort with a new cohort each year. The attrition rate for the VW RTE apprenticeship is nearly 0, so the assumption is made that the cohort will be full. Year 3 is the anticipated start date for the Amnicola Hwy campus to offer the program. Conservatively projecting 6 full time students and 6 part time students participating in the program.

- o S: Students
- o HC: Head Count
- o CH: Credit Hours
- o SCH: Student Credit Hours
- o FTE: Full-time Equivalent

Please see the attachment EV Letter of Application form page 10 for more details.

**B. Describe the recruitment plan for both domestic and international enrollment (if anticipated).**

The new AAS EVET will be highlighted on Chattanooga State's website, included in television and marketing ads, and information will be disseminated about the program via newsletters and outreach events.

## SECTION V: RESOURCES

**A. List any requirement for needed resources support along with any industry contributions.**

Volkswagen Group of America's electric vehicle training equipment and vehicles will be available for ChSCC faculty and student use for the apprenticeship program. When the program is offered on campus, equipment will need to be secured either through industry donations, grants, or TAF funding.

- a. Testing and Diagnostic Equipment
- b. Battery Pack
- c. Motor Drive Systems
- d. Inverters e. Power Controllers
- f. Battery Management Systems
- g. Chargers
- h. High Voltage DC Chargers
- i. DC to DC Converters
- j. Cabling & Connectors

k. Electric Vehicles

**B. Cite the THEC annual degree productivity data where funds may be redirected from closed low-producing programs (THEC A1:1.2OP) of relevant.**

See the attachment EV Letter of Application form page 11

**C. Faculty: Describe the strengths of the existing faculty in credentials and available FTE (state number of full- and part-time faculty to support the program). Estimate additional FTE (specify number of full-time and part-time faculty) needed to support the program. If faculty are drawn from multiple departments or are committed to teach in multiple programs, identify which faculty and the percentage of their time dedicated to each program.**

**Faculty**

See the attachment EV Letter of Application form page 12

**D. Describe Administrative/organizational structure and personnel**

See the attachment EV Letter of Application form page 13 for organizational chart

**E. Describe Clerical and Support Personnel, available and needed**

Engineering and Information Technologies Division has a Secretary III to support the AAS EVET.

**F. Describe existing library and information technology resources to be available to support the projected program.**

Information is provided in Appendix A: ABET Self-Study (June 2021): Criterion 7. Section B and Section E

**G. Describe Student Advisement Support. If the proposed program is part of a collaboration or articulation agreement, how will student advising be coordinated by all participating institutions to facilitate progression and completion across all participating institutions.**

Professional advisors are assigned to a division but are housed in a centralized location. Engineering and Information Technologies' advisors are Tiffany Scruggs and Trevor Hill. Both Ms. Scruggs and Mr. Hill are well-versed in all the Engineering and Information Technologies programs. The advisor discusses the program with the student and the specific academic requirements for the program. For more industry-specific questions, PLA credit, and admittance to the VW program, the student may see a faculty advisor or department head. The advisor may also consult with the faculty advisors/department head for industry-specific questions. A fully admitted student is informed if they need learning support classes and their options for retesting if they are not college level.. An academic plan is mapped out for the first semester, and future semesters may be mapped with an expected graduation date. Dr Potter, Department Head, provide VW apprenticeship students with this information

**H. Describe existing and anticipated instructional facilities & instructional equipment to support the proposed program.**

Initially, the AAS EVET will be offered at the Volkswagen Academy utilizing Volkswagen Group of America's electric vehicle training facilities, equipment and vehicles. TCATChattanooga is in the construction phase of a TCAT-5 building. Once building is complete, space will be allocated to electric vehicle programs for ChSCC and TCAT.

**SECTION VI: FINANCIAL PROJECTIONS**

A. Use the THEC [Financial Projections Form](#) (FP) to provide revenues and expenditures for the proposed program. If the proposed program involved more than one institution, provide a separate excel FP Form for each institution as well as an aggregate for the combined financial projections. **Submit as an Appendix the THEC Financial Projection Form. (NOTE: The form is auto-formated to show a balanced budget. Do NOT alter format.)**

Please confirm.  I have attached the THEC Financial Projection Form.

**B. If reallocation is used, provide a rationale and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where funds may be redirected from closed/ low producing program (A1:1.2OP), if relevant. What will be the impact on the other program?**

C. List for each institution involved:

1. All active Letters of Application

2. Approved programs not meeting benchmarks

3. Low producing programs at all levels

4. Programs terminated within the last 12 months

Fire Science

**SECTION VII: DEGREE MAP OF PROGRAM STRUCTURE**



A. Attach a Curriculum Master Academic Plan (MAP) showing the projected path to completion in the shortest period of time, (i.e., four semesters for 60 SCH).

Indicate course delivery method by color coding or highlighting delivery mode as follows:

<b>BLACK</b>	<b>BOLD</b>	Ground
<b>RED</b>	<b>BOLD</b>	On-line
<b>BLUE</b>	<b>BOLD</b>	TN eCampus Share Library of Courses
<b>GREEN</b>	<b>BOLD</b>	Hybrid

**B. Description of All Courses:**

**1. Provide rubric, number, title, and credit hours of each course needed for full implementation of the proposed program.**

**2. Identify which courses already exist and which courses must be developed by the institution.**

**3. Identify any new courses to be requested as an addition to the Common Course Library.**

**C. Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, the proposed method of awarding of prior learning assessment credit, etc.**

**D. Provide a rationale for the delivery mode(s). Include options such as block scheduling, dual enrollment, dual admissions, cohort programs, on-line, etc. If on-line delivery will be used, indicate what percentage of the program will be delivered on-line. (If the program is to be delivered 100% online, include a list of all degrees at all levels for which SACSCOC has been notified and accepted. If the program is to be delivered across state lines, please document appropriate support structures to facilitate a successful program in keeping with SARA guidelines.)**

**Rationale for Delivery Mode(s):**

**E. Admission, Retention, and Graduation Requirements (Provide complete statement as it will appear in the catalog only if requirements are different from standard institutional requirements as stated in the *Catalog*.) (Note: The Board reviews and approves the exact statement presented.)**

**Admission,  
Retention, and  
Graduation  
Requirements**

**F. Include an organizational chart and/or statement to describe the location of the program within the organizational structure and if it will require the addition of a new organizational unit. If so, describe the nature of the unit. Identify campus and off-campus locations where the institution plans to offer the program.**

**Organizational chart  
and/or statement to  
describe the location  
of the program**

**G. Identify campus  
and off-campus  
locations where the  
institution plans to  
offer the program.**

**H. If a certificate  
program is being  
proposed, will it  
meet Federal  
Student Aid  
eligibility per the  
U.S. Department of  
Education upon  
being added to the  
institution's Program  
Participation  
Agreement (PPA)?**  YES  
 NO

All certificate programs eligible for Federal Student Aid are subject to Gainful Employment Regulations.

## **SECTION VIII: PROGRAM PERFORMANCE, EVALUATION, AND RESOURCES**

**A. Identify the  
assessment metrics  
associated with each  
program goal and  
objective and how  
each metric will  
inform the program.**

**B. Identify which individuals within the proposed program are responsible for evaluation and outline an evaluation schedule for each of the first five years of the program.**



**Tennessee Higher Education Commission**  
**THEC Financial Projections**  
Please Enter the Name of the Institution Here  
Please Enter the Name of the Proposed Program Here

Seven-year projections are required for doctoral programs.  
Five-year projections are required for baccalaureate and Master's degree programs  
Three-year projections are required for associate degrees and undergraduate certificates.  
Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>I. Expenditures</b>							
<b>A. One-time Expenditures</b>							
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	5,000	110,000	150,000	150,000	-	-	-
Library	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total One-time</b>	\$ 5,000	\$ 110,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
<b>B. Recurring Expenditures</b>							
<b>Personnel</b>							
<b>Administration</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Administration</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faculty</b>							
Salary	\$ 120,000	\$ 123,600	\$ 177,308	\$ 232,627	\$ -	\$ -	\$ -
Benefits	60,000	61,800	63,654	65,564	-	-	-
<b>Sub-Total Faculty</b>	\$ 180,000	\$ 185,400	\$ 240,962	\$ 298,191	\$ -	\$ -	\$ -
<b>Support Staff</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Support Staff</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Graduate Assistants</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating</b>							
Travel	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
Printing	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total Operating</b>	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
<b>Total Recurring</b>	\$ 185,000	\$ 190,400	\$ 245,962	\$ 303,191	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES (A + B)</b>	\$ 190,000	\$ 300,400	\$ 395,962	\$ 453,191	\$ -	\$ -	\$ -

**\*If tuition and fees for Graduate Assistants are included, please provide the following information.**

Base Tuition and Fees Rate	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Number of Graduate Assistants		-		-		-		-		-		-

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>							
Tuition and Fees <sup>1</sup>	56,268	113,424	140,976	206,706	-	-	-
Institutional Reallocations <sup>2</sup>	(66,268)	(163,024)	54,986	46,485	-	-	-
Federal Grants <sup>3</sup>	200,000	350,000	200,000	200,000	-	-	-
Private Grants or Gifts <sup>4</sup>	-	-	-	-	-	-	-
Other <sup>5</sup>	-	-	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 190,000</b>	<b>\$ 300,400</b>	<b>\$ 395,962</b>	<b>\$ 453,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

**(1) In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.**

Tuition and fees will be assessed during AY 2023-24 based on standard titon and fee rates.

**(2) Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

Utilizing an un-used faculty position

**(3) Please provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.**

NSF ATE Grants; TDOT with the US Department of Transportation

**(4) Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).**

N/A

**(5) Please provide information regarding other sources of the funding.**

Will actively seek out donations from EV industry partners.

August 30, 2022

Subject: Letter of Notification, New Program, AAS Electric Vehicle Technology  
To: Dr. Jothany Blackwood, Vice Chancellor of Academic Affairs, TBR  
CC: Dr. Thomas Sewell, Associate Vice Chancellor for Academic Innovation, TBR  
Dr. Rebecca Ashford, President, ChSCC  
Dr. Tremaine Powell, Dean, Engineering & Information Technologies, ChSCC

Dr. Jothany,

Chattanooga State Community College would like to establish a new program of study, AAS Electrical Vehicle Technology, to prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles. Therefore, please accept this letter as Chattanooga State's notification of the new program development. Below is the required information for Chattanooga State to initiate developing a new Associate of Applied Science degree as described in TBR Academic Guideline A:010.

1. Title of the proposed program (and any concentrations);
  - AAS Electrical Vehicle Engineering Technology
2. CIP and SOC codes for the overall program (and any proposed concentrations);
  - CIP 15.0403 – Electromechanical Technology/Electromechanical Engineering Technology
  - SOC: 17-3024- Electro-Mechanical and Mechatronics Technologists and Technicians
  - CIP: 15.1701- Energy Systems Technology/Technician  
SOC: 17-3029 - Engineering Technologists and Technicians, Except Drafters, All Other
  - CIP: 47.0614 - Alternative Fuel Vehicle Technology/Technician  
SOC: 49-3023 - Automotive Service Technicians and Mechanics
3. Fit with Institutional Strategic Plan and Mission;
  - Volkswagen Group of America is transitioning to producing electric vehicles, expecting to phase out combustion engine automobiles by 2035. VW currently has a need, and predicts a greater need in the near future, for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway. The requested educational portion of the apprenticeship is an AAS in Electrical Vehicle Engineering Technology. The development of the AAS aligns with the below portion of the Strategic Plan and Mission of Chattanooga State Community College.
    - Strategic Plan: Program Innovation (PI): We encourage fearless innovation and resiliency through opportunities to pilot or deploy at scale new programs, supports, and services and enhance or improve existing programs, supports, and services.

- Mission: We are Chattanooga State, a dedicated team that **delivers accessible, innovative learning opportunities that surpass expectations**. Together, we enrich the lives of students and their families, **develop a talented workforce, and partner with our community** to lead boldly into the future.

4. Proposed implementation date;
  - AY 2023-24
5. Proposed location(s) where the program will be offered;
  - Initial at Chattanooga State’s Volkswagen site
  - Within three years, at Chattanooga State’s main campus
6. Explanation of the resources available to support the program;
  - Volkswagen Group of America will provide space, electric vehicles, subject matter experts, and job placement for graduates.
7. Anticipated new cost
  - Testing and Diagnostic Equipment \$ 110,000
  - Possibly:
    - Battery Pack \$ 60,000
    - Motor Drive Systems \$ 40,000
    - Inverters \$ 24,000
    - Power Controllers \$ 18,000
    - Battery Management Systems \$ 18,000
    - Chargers \$ 18,000
    - High Voltage DC Chargers \$ 36,000
    - DC to DC Converters \$ 12,000
    - Cabling & Connectors \$ 10,000
8. Duplicate programs offered at other institutions serving the same region or population;
  - Currently, there are not any duplicate programs in the state. However, other institutions may be investigating the program.
9. List of all comparable or closely related programs, regardless of assigned CIP and SOC code;
  - No other AAS program.
  - TCAT Crossville: [Hybrid Electrical Vehicle](#)
10. Anticipated submission date of the Implementation Portfolio, if approved for development
  - January 2023

Chattanooga State looks forward to the approval to proceed.

Sincerely,



Dr. Beth Norton  
Vice President, Academic Affairs  
Chattanooga State Community College



**Letter of Application for All New Degrees Programs  
with/without Concentrations, Certificates, Duplications of  
Existing Community College Programs, Collaborative/Joint  
Programs**

***Refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1  
before developing a Letter of Application.***

**INSTRUCTIONS:** Please respond to each question. If the question is not applicable, please use “NA” **and** include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be **submitted to the TBR Vice Chancellor for Academic Affairs and the Vice Chancellor for Community Colleges as designated in A-010.**

**SECTION I. INTRODUCTION**

**DATE OF SUBMISSION:** 2/22/2023

**INSTITUTION(S):** Chattanooga State Community College

**TITLE OF PROGRAM:** AAS Electric Vehicle Engineering Technology

**CIP and SOC CODES:** (provide the explanation of how the cip codes were determined)

- CIP 15.0403 – Electromechanical Technology/Electromechanical Engineering Technology  
SOC: 17-3024- Electro-Mechanical and Mechatronics Technologists and Technicians
- CIP: 15.1701- Energy Systems Technology/Technician  
SOC: 17-3029 - Engineering Technologists and Technicians, Except Drafters, All Other
- CIP: 47.0614 - Alternative Fuel Vehicle Technology/Technician  
SOC: 49-3023 - Automotive Service Technicians and Mechanics

**CONCENTRATIONS:** There are not any concentrations at this time

**CIP and SOC CODES:**

**PROJECTED DATE FOR SUBMISSION OF IMPLEMENTATION PORTFOLIO:**

March 1, 2023

**TARGET DATE FOR BOARD APPROVAL:** May 1, 2023

**PROPOSED DATE OF PROGRAM IMPLEMENTATION:** July 1, 2023

**A. PURPOSE: (Goals and Objectives in keeping with Institutional Mission)**  
**(Specify: campus specific, regional, state-wide, national, International; Population: Traditional, Non-traditional [over 25], Military, Dual Enrollment [High School], Workforce, or other; Academic, Workforce development and/or Research Needs)**

Currently, Tennessee is home to almost 40% of the Southeast EV manufacturing jobs and investment (Tydings, 2022). Chattanooga State Community College would like to establish a new program of study, AAS Electrical Vehicle Engineering Technology, to **prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.**

The development of the AAS aligns with the Strategic Plan and Mission of Chattanooga State Community College as follows:

1. Strategic Plan: Program Innovation (PI): We encourage fearless innovation and resiliency through opportunities to pilot or deploy at scale new programs, supports, and services and enhance or improve existing programs, supports, and services.
2. Mission: We are Chattanooga State, a dedicated team that **delivers accessible, innovative learning opportunities that surpass expectations.** Together, we enrich the lives of students and their families, **develop a talented workforce, and partner with our community** to lead boldly into the future.

The AAS Electric Vehicle Engineering Technology degree will be initially offered through the Volkswagen Electric Vehicle apprenticeship, and is expected to expand to the Annicola campus by 2025. The EVET degree is comprised of stackable credentials which allows for multiple entry (TCAT and secondary students) and exit (technical certificates) points. The program components can also be used in non-credit workforce training.

**B. INSTITUTIONAL PRIORITY (Justify why this is a priority at this time and summarize the institution's current program development plans; institutional plans and meeting benchmarks to exit from post-approval monitoring, for any flagged programs; and resource commitments)**

Volkswagen Group of America is transitioning to producing electric vehicles, expecting to phase out combustion engine automobiles by 2035. VW currently has an urgent need, and predicts a greater need in the near future, for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway, with a start date of August 2023. VW has requested to use the AAS Electrical Vehicle Engineering Technology degree as the educational portion.

Collaboratively, Chattanooga State faculty, TCAT-Chattanooga instructors, and VW team members have developed the program structure, course descriptions, and expected outcomes and competencies. The program structure allows seamless matriculation from

TCAT electric vehicle and high school dual enrollment programs. Initially and for the apprenticeship, Volkswagen Group of America will provide space, electric vehicles, subject matter experts, and job placement for graduates.

**C. NEED:** *(Identify the academic, workforce development, and/or research needs the program proposed in this letter of application will meet. Cite employment projections and supply/demand data appropriate to the discipline and degree level as justification using the Bureau of Labor Statistics (bls.gov), O\*Net (onenetonline.org) and the THEC supply/demand analyses ([http://tennessee.gov/thec/Divisions/AcademicAffairs/academic\\_programs/THEC%20supply%0and%20demand%20Final.pdf](http://tennessee.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC%20supply%0and%20demand%20Final.pdf)), as appropriate, for the degree or certificate field.*

Volkswagen Group of America Chattanooga Operations has requested an associates of applied science in electric vehicle engineering technology be established to use as the educational and competency training for the new electric vehicle apprenticeship which will begin in August 2022.

SOC Code	Occupation	In-Demand in TN	# Regions	Key to Industry Sectors	Entry Level Education
17-3023	Electrical and Electronic Engineering Technologists and Technicians	Y	8	Yes	Associates
49-3023	Automotive Service Technicians and Mechanics	Y	10	Yes	Postsecondary nondegree award

**Letters of support from industry stating that the proposed credential is recognized and would add value to their workforce should be included. Address sustainability of the program both in the short term (1-2 years) and longer term (5+ years) beyond the anticipated date of the first program graduates per THEC policy.**

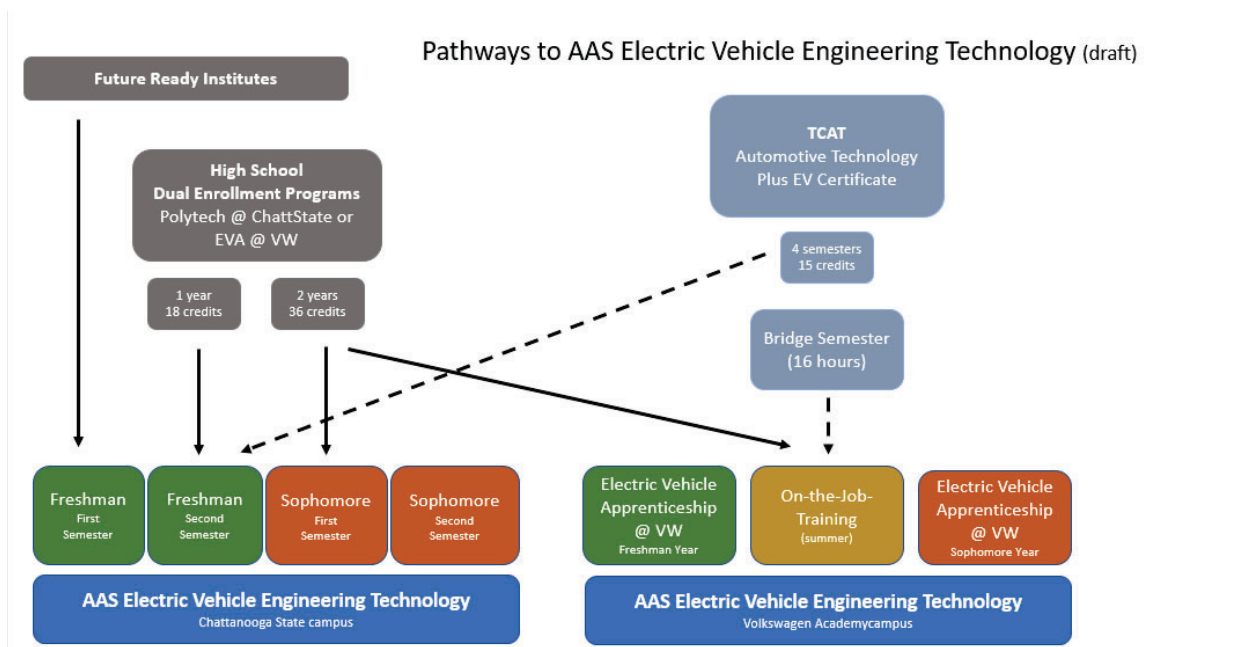
Appendix A: Letter of support from Volkswagen Group of America – Chattanooga Operations

**D. IMPACT:**

**Describe the articulation and transfer avenues projected for the proposed program in compliance with PC§ 49-7-202. Describe the anticipated effect the program will have on existing associated degree programs or concentrations within the institution as well as other institutions within the system.**

Matriculation from TCAT Automotive Program with and Electric Vehicle Certification: 15 credit hours will be awarded towards an AAS EVET.

High School dual enrollment program graduates can have between 18-36 credit hours towards an AAS EVET.



**E. DIVERSITY STATEMENT:**

The AAS Electric Vehicle Engineering Technology program will strive to create an open, inclusive, and equal environment in which every student has the opportunity to flourish by providing an equitable education to all.

**F. PLANS FOR ACCREDITATION:**

*(Identify the source and projected date of Professional accreditation if applicable; if the proposed program requires a SACSCOC Substantive Change Review and, if so, describe the scope of the substantive change. Information on actions constituting substantive change can be found at the following website: <http://www.sacscoc.org/substantivechange.asp> . If there are no plans to seek specialized accreditation, please provide reasons.)*

The AAS Electric Vehicle Engineering Technology degree will be accredited by the Accreditation Board of Engineering and Technology (ABET), Engineering Technology Accreditation Commission. The program can request accreditation evaluation after the first AAS degree is awarded. All Engineering Technology degrees at Chattanooga State are accredited by ETAC-ABET.

**G. IDENTIFY ANY LOW PRODUCING PROGRAMS AT YOUR INSTITUTION(S) BASED ON THE ANNUAL PROGRAM PRODUCTIVITY REPORT(S):**

	Institution	Program	Degree	Year Implemented	Status	Enrollment Benchmarks Attained	Graduation Benchmarks Attained
1.	Chattanooga	Paramedic	AAS	2016	Extended Productivity	No	No
2.	Chattanooga	Nuclear Medicine Technology	AAS	2017	Extended Productivity	Yes	No

**H. LIST ALL NEWLY APPROVED AND ESTABLISHED PROGRAMS INCLUDING CERTIFICATES OFFERED THROUGH ANY PUBLIC INSTITUTION IN TENNESSEE INCLUDING THE TENNESSEE COLLEGES OF TECHNOLOGY AT THE SAME LEVEL**

<b>Institution</b>	<b>Degree</b>	<b>Major</b>	<b>TN CIP Code</b>
Chattanooga State Community College	C1	MECHANICAL SYSTEMS	09.15.0403.00
Chattanooga State Community College	AAS	MECHATRONICS TECHNOLOGY	09.15.0403.00
Cleveland State Community College	AAS	ELECTROMECHANICAL TECHNOLOGY	09.15.0403.00
Cleveland State Community College	AAS	MECHATRONICS TECHNOLOGY	09.15.0403.00
Cleveland State Community College	C1	MECHATRONICS LEVEL 1	09.15.0403.00
Dyersburg State Community College	C1	MECHATRONICS	09.15.0403.00
Motlow State Community College	C1	MECHATRONICS TECHNOLOGY	09.15.0403.00
Motlow State Community College	AAS	MECHATRONICS TECHNOLOGY	09.15.0403.00
Northeast State Community College	C1	ELECTROMECHANICAL	09.15.0403.00
Pellissippi State Community College	AAS	ELECTROMECHANICAL TECHNOLOGY	09.15.0403.00
Roane State Community College	AAS	MECHATRONICS TECHNOLOGY	09.15.0403.00
Roane State Community College	C1	MECHATRONICS	09.15.0403.00
Southwest Tennessee Community College	C1	MECHATRONICS TECHNOLOGY	09.15.0403.00
Southwest Tennessee Community College	AAS	MECHATRONICS TECHNOLOGY	09.15.0403.00
University of Tennessee, Chattanooga	BAS	MECHATRONICS ENGINEERING TECHNOLOGY	09.15.0403.00
Volunteer State Community College	AAS	MECHATRONICS	09.15.0403.00
Volunteer State Community College	C1	MECHATRONICS	09.15.0403.00
Tennessee College of Applied Technology at Covington	D	HYBRID ELECTRICAL VEHICLE	29.47.0614.00
Tennessee College of Applied Technology at Crossville	D	HYBRID ELECTRICAL VEHICLE	29.47.0614.00
Tennessee College of Applied Technology at Crossville	D	HYBRID ELECTRICAL VEHICLE TECHNOLOGY	29.47.0614.00

**I. IDENTIFY ANY LOW PRODUCING PROGRAMS IN THE SAME OR SIMILAR CIP/SOC CODES IN ANY PUBLIC INSTITUTION IN TENNESSEE BASED ON THE CURRENT THEC LISTING OF PROGRAMS FAILING TO MEET ENROLLMENT OR GRADUATION BENCHMARKS AS POSTED ON THE THEC WEBSITE BASED ON THEC ANNUAL PROGRAM PRODUCTIVITY REPORT(S) AT THE TIME OF SUBMISSION OF THE LETTER OF APPLICATION:**

Institution	Program	Degree	Years in PAM	PAM Status	Enrollment Benchmark Attained	Graduation Benchmark Attained
Northeast CC	Electromechanical Technology	Certificate	1	Standard	No	Yes

**SECTION II: ARTICULATIONS, COLLABORATIONS AND DUPLICATIONS INCLUDING INTERDISCIPLINARY PROPOSALS**

- A. If a similar program to the one proposed already exists at other institution(s) in the state, describe any opportunities for collaboration with other institutions that have been or will be pursued.**

TCAT: Hybrid Electrical Vehicle - CIP Code: 29.47.0614.00

Program Description:

This program provides training in Hybrid and Electric Vehicle fundamentals as well as other systems in which a technician may be challenged. Training in each area includes classroom instruction and practice on simulated vehicle systems before receiving hands-on experience diagnosing and repairing “live” vehicles.

Articulation opportunities by awarding credit for:

Course Number	Course Name	Credit Hours
EVET 1010	Intro to EV Technology	3
EVET 1120	Braking Systems	3
EVET 1130	Steering & Suspension Sys.	3
EVET 1240	Elect. & Chassis Ctrl Sys.	3
EVET 1350	Clim Ctrl & Therm Mgmt Sys	3

- B. For any proposed articulated or collaborative program(s):**

*This is not a collaborative program. The program will have a pathway for TCAT matriculation.*

- Which institution(s) will have a degree-granting authority?*
- Which institution(s) will have the authority for faculty hiring, course assignment, systematic evaluation, and reappointment decisions?*
- What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?*

- d. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
- e. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
- f. In addition to the information provided by each participating institution regarding Financial Projections, please address the following items:
  - How will tuition rates be determined if they differ among the institutions?
  - Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the Letter of Application. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
  - What arrangements, if any, have been made for exchange of money between participating institutions?
  - Provide Financial Projections (using the THEC Financial Projection form) for each institution involved PLUS an aggregate form representing all financial projections for proposed programs involving multiple institutions.
  - If one institution wishes to discontinue the program, what agreements exist for terminating the offering?
  - Specify any other issues and how they are proposed to be addressed.

C. If the proposed program is currently available through the Academic Common Market (ACM) ([http://www.sreb.org/page/1304/academic\\_common\\_market.html](http://www.sreb.org/page/1304/academic_common_market.html)), explain why the need for the requested program/course development cannot be better met through collaboration or in the case of universities, the ACM.  
Electric Vehicle Engineering Technology is not listed in the ACM

D. If a 100% online program is being proposed:

The program is not a 100% online program.

1. If the institution(s) is (are) authorized to offer the same program as a ground program, will the existing program be maintained in addition to on-line delivery?  
Review the State Authorization Reciprocity Agreement (<http://www.wiche.edu/sara>) for additional requirements if the program will be advertised as open to residents outside of Tennessee.

2. Specify whether

ROCC (Regents Online Campus Collaborative)\* credit

ROCE (Regents Online Continuing Education & Workforce Development)\*noncredit

Other Institutional Collaborative or Industry-Institutional Partnerships

Length of Agreement:

Open-ended or limited (provide start and end dates)

3. Check all institutions and organizations that will participate in the collaborative:

Universities:  APSU  ETSU  MTSU  TSU  TTU  UOM

Community Colleges:  CLSCC  COSCC  CSTCC  DSCC  JSCC

MSCC  NSCC  NSTCC  PSTCC  RSCC

STCC  VSCC  WSCC



4. List any other support agencies including clinical affiliations, government, health and Business that will participate and provide evidence in portfolio per THEC 1.1.20K:
5. List any international collaborations which will be pursued and provide documentation of interest by the international partner institution(s), if available.

*\*For Doctoral Programs, provide letters from presidents of Tennessee institutions offering same or similar CIP doctoral programs within the same broad geographic service area certifying that the doctoral program will not be perceived as duplicative.*

*\*For Technical Certificates, provide documentation of notification to Tennessee Technology Centers within the service area.*

### SECTION III: PROGRAM STRUCTURE

A. Residency requirements (in keeping with SACSCOC requirements): \_\_\_\_\_

B. Macromajors or Academic Foci:

ACADEMIC FOCI	Check all applicable
Arts	
Business	
Education	
Health Sciences	
Humanities	
Social Sciences	
STEM	
Applied Science and Technology	X
General Education	

C. **CURRICULUM:** *The proposed program requires completion of 64 Semester Credit Hours (SCH) distributed as follows (IF more than 120 SCH provide justification per THEC 1.0.60A):*

1. **General Education (Undergraduate only):**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>SCH</u>
MATH 1710	Pre-Calculus Algebra	3
PHYS 1030	Concepts of Physics	4
ENGL 1010	Compositions 1	3
HU/FA ELEC	Humanity/Fine Art Elective	3
SO/BEH ELEC	Social/Beh. Science Elective	3

Total: 16

2. **Major Field Core (courses required of ALL students in a program)**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>SCH</u>
EVET 1010	Intro to EV Technology	3
EVET 1120	Braking Systems	3
EVET 1130	Steering & Suspension Sys.	3
MECH 1310	Electrical Components	3

EVET 1240	Elect. & Chassis Ctrl Sys.	3
EVET 1350	Clim Ctrl & Therm Mgmt Sys	3
ET 112	Mathematics for ET	3
MECH 2320	Motor Controls	3
EVET 2120	EV Power Elec & Propul.	3
EVET 2230	Bat. Sys, Mgmt, & HV Safe	3
EVET 2250	HV Arch. & Integration	3
EVET 2790	EV Capstone	3

Total: 36

3. **Concentrations(s):** *(Identify and list courses for each concentration separately; undergraduate concentrations must be at least 15 SCH; graduate concentrations at least 12 SCH.)*

<u>Rubric/Number</u>	<u>Course Title</u>	<u>SCH</u>
<u>No concentrations at this time</u>		

4. **Electives:** *(May be guided or general electives; Include descriptions, prerequisites, or restrictions that may apply.)*

**Engineering Technology Electives**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>SCH</u>
CSEG 1000	College Success for ET	3
ENST 1313	CAD for Electronics	3
ET 115	Computers for ET	3
ET 220*	Communication for ET	3

\*(Pre-req ENGL 1010)

Total: 12

5. **Other credits** *(If applicable, describe requirements for thesis, dissertation, clinical experience, internship, portfolio or other capstone experience.)*

<u>Rubric/Number</u>	<u>Course Title</u>	<u>SCH</u>
<u>N/A</u>		

6. **Number of NEW courses** *(include newly developed yet never taught courses):*

9 with 27 SCH

7. **Number of SCH anticipated from transfer, articulation, PLA and other sources per THEC 1.06.0** *(specify source):* 15 CH from TCAT

8. **For Universities only:** *Indicate all Tennessee Transfer Pathways (TTP) acceptable for entry into the proposed program per THEC 1.0.60:*

**SECTION IV: STUDENT ENROLLMENT PROJECTIONS**

*Estimate the unduplicated annual full-time, part-time and FTE enrollments and number of graduates for the first five years of program operation. Include anticipated international enrollment if used as a primary recruiting tool. If the proposed program involves more than one institution, provide aggregated as well as disaggregated data for all institutions.*

*Complete a minimum of 3 years projection for certificates and associate degrees, 5 years projection for undergraduate and masters degrees and 7 years for doctoral degrees.*

Year	Full-Time Headcount	Part-time Headcount	International Headcount Anticipated	Total Year Headcount	FTE	Graduates
FA 2023	12	0	0	12	24.8	0
FA 2024	24	0	0	24	51.2	12
FA 2025	30	6	0	36	68.4	12
FA 2026	38	12	0	50	90.5	16

**A. Explain the basic assumptions including attrition rate used in estimating the size of the proposed program by benchmark against other comparable programs in the discipline and institution to establish a baseline for your projected enrollments. Assumptions should be related to the evidence of need and to other supportive data.**

The VW Electric Vehicle apprenticeship will have 12 students per cohort with a new cohort each year. The attrition rate for the VW RTE apprenticeship is nearly 0, so the assumption is made that the cohort will be full.

Year 3 is the anticipated start date for the Amnicola Hwy campus to offer the program. Conservatively projecting 6 full time students and 6 part time students participating in the program.

- S: Students
- HC: Head Count
- CH: Credit Hours
- SCH: Student Credit Hours
- FTE: Full-time Equivalent

<p><u>Year One</u>                      Full-time HC: <math>12(S) * 31(CH) = 372(SCH)</math>  <math>372S(CH) / 15 = 24.8FTE</math></p>	<p><u>Year Two</u>                      Full-time HC: <math>12(S) * 31(CH) = 372(SCH)</math>  <math>12(S) * 33(CH) = 396(SCH)</math>  <math>372(SCH) + 395(SCH) = 768(SCH) / 15 = 51.2 FTE</math></p>
<p><u>Year Three</u>                      Full-time HC: <math>12(S) * 31(CH) = 372(SCH)</math> (VW)  <math>12(S) * 33(CH) = 396(SCH)</math> (VW)  <math>6(S) * 31(CH) = 186(SCH)</math> (main)                      Part-time HC: <math>6(S) * 12(CH) = 72(SCH)</math> (main)  <math>372(SCH) + 396(SCH) + 186(SCH) + 72(SCH) = 1026(SCH) / 15 = 68.4 FTE</math></p>	<p><u>Year Two</u>                      Full-time HC: <math>12(S) * 31(CH) = 372(SCH)</math> (VW)  <math>12(S) * 33(CH) = 396(SCH)</math> (VW)  <math>8(S) * 31(CH) = 248(SCH)</math> (main)  <math>6(S) * 33(CH) = 198(SCH)</math> (main)                      Part-time HC: <math>12(S) * 12(CH) = 144(SCH)</math> (main)  <math>372(SCH) + 396(SCH) + 248(SCH) + 198(SCH) + 144(SCH) = 1358(SCH) / 15 = 90.5 FTE</math></p>

**B. Describe the recruitment plan for both domestic and international enrollment if anticipated. Please note: Programs may not be advertised prior to final approval through the THEC commission meeting per the THEC Policy 1.0.60.B**

The new AAS EVET will be highlighted on Chattanooga State’s website, included in television and marketing ads, and information will be disseminated about the program via newsletters and outreach events.

**SECTION V: RESOURCES**

**A. Provide the most recent accreditation report/audits for any existing offerings within the same division/department/college which speaks to need or resource allocations.**

Appendix B: ABET Self-Study (June 2021): Criterion 7. Section A

**B. List any requirement for needed resources support along with any industry contributions**

Volkswagen Group of America’s electric vehicle training equipment and vehicles will be available for ChSCC faculty and student use for the apprenticeship program. When the program is offered on campus, equipment will need to be secured either through industry donations, grants, or TAF funding.

- a. Testing and Diagnostic Equipment
- b. Battery Pack
- c. Motor Drive Systems
- d. Inverters
- e. Power Controllers
- f. Battery Management Systems
- g. Chargers
- h. High Voltage DC Chargers
- i. DC to DC Converters
- j. Cabling & Connectors
- k. Electric Vehicles

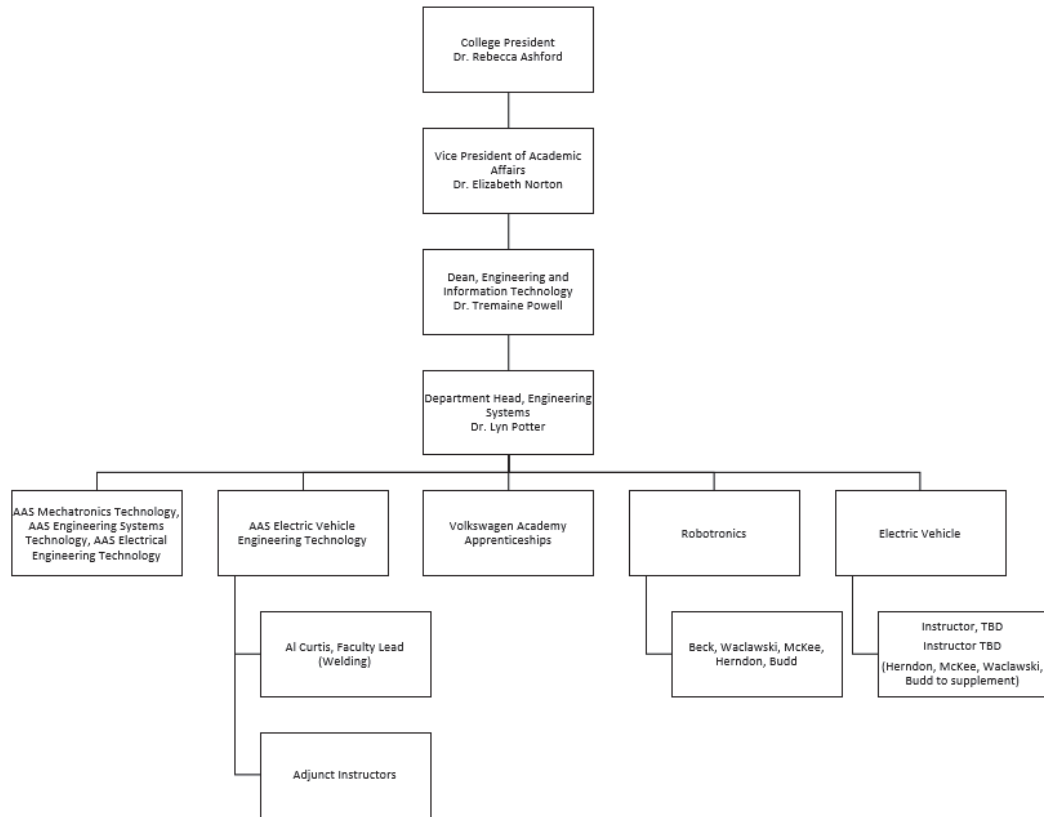
**C. Cite the THEC annual degree productivity data where funds may be redirected from closed low-producing programs (THEC A1:1.2OP) of relevant.**

	Institution	Program	Degree	Year Implemented	Status	Enrollment Benchmarks Attained	Graduation Benchmarks Attained
1.	Chattanooga	Paramedic	AAS	2016	Extended Productivity	No	No
2.	Chattanooga	Nuclear Medicine Technology	AAS	2017	Extended Productivity	Yes	No

**D. Faculty: Describe the strengths of the existing faculty in credentials and available FTE (state number of full- and part-time faculty). Estimate additional FTE (specify number of full-time and part-time faculty) needed to support the program. If faculty are drawn from multiple departments or are committed to teach in multiple programs, identify which faculty and the percentage of their time dedicated to each program.**

Faculty Name	Highest Degree Earned- Field	FT or PT <sup>3</sup>	Program
Matthew McKee	BS, Engineering Technology,	FT - 12 mo	Current VW Apprenticeship instructor; support in mechanical, electrical, and CAD
Michael Waclawski	MS, Project Management,	FT - 12 mo	Current VW Apprenticeship instructor support in electrical,
Jeff Herndon	MS, Engineering Management	FT - 12 mo	Current VW Apprenticeship instructor support in mechanical and electrical
William Budd	MA, Curriculum and Instruction	FT - 12 mo	Current VW Apprenticeship instructor; support in instructional design and CAD
Rick Swafford	ASE Certified Master Automobile Technician Audi Certified Master Technician VW Certified Expert Technician BFA, Studio Ceramics	FT - 12 mo	Current TCAT instructor; assisted in developing the program and curriculum – support in automotive systems NEW EVET Faculty – March 1, 2023
New Hire of VW apprenticeship cohort	Electric Vehicle and Fuel Cell Technology experience. A-1 thru A-8, G-1, L1, and L3 ASE Certification (Light Duty Hybrid/Electric Vehicle).	FT	Mechanical, electrical, and automotive systems
Albert Curtis	BS, Engineering ,	FT - 9 mo	Owned EV company; assisted in developing the program and curriculum, Amnicola campus - support in mechanical and electrical
Joe Russell	BS, Engineering and Technology,	PT	Amnicola campus - support in mechanical and electrical
David Cooper	BS, Electrical Engineering,	FT - 9 mo	Amnicola campus - support in mechanical and electrical
Alex Aviles	AAS, Industrial Electrical and Electronic Technology	FT - 12 mo	Amnicola campus - support in mechanical and electrical
Jerry Roberts	BS, Electromechanical Engineering Tech,	FT - 9 mo	Amnicola campus - support in mechanical and electrical

**E. Administrative/organizational structure and personnel**



**F. Clerical and Support Personnel, available and needed**

Engineering and Information Technologies Division has a Secretary III to support the AAS EVET.

**G. Describe existing library and information technology resources to be available to support the projected program.**

Information is provided in Appendix A: ABET Self-Study (June 2021): Criterion 7. Section B and Section E

**H. Describe Student Advisement Support. If the proposed program is part of a collaboration or articulation agreement, how will student advising be coordinated by all participating institutions to facilitate progression and completion across all participating institutions.**

Professional advisors are assigned to a division but are housed in a centralized location. Engineering and Information Technologies' advisors are Tiffany Scruggs and Trevor Hill. Both Ms. Scruggs and Mr. Hill are well-versed in all the Engineering and Information Technologies programs. The advisor discusses the program with the student and the specific academic requirements for the program. For more industry-specific questions, PLA credit, and admittance to the VW program, the student may see a faculty advisor or department head. The advisor may also consult with the faculty advisors/department head for industry-specific questions. A fully admitted student is informed if they need learning support classes and their options for retesting if they are not college level.. An academic

plan is mapped out for the first semester, and future semesters may be mapped with an expected graduation date. Dr Potter, Department Head, provide VW apprenticeship students with this information

**I. Describe existing and anticipated instructional facilities & instructional equipment to support the proposed program.**

Initially, the AAS EVET will be offered at the Volkswagen Academy utilizing Volkswagen Group of America’s electric vehicle training facilities, equipment and vehicles. TCAT-Chatanooga is in the construction phase of a TCAT-5 building. Once building is complete, space will be allocated to electric vehicle programs for ChSCC and TCAT.

**SECTION VI: FINANCIAL PROJECTIONS**

**A. Use the THEC Financial Projections Form (FP) to provide revenues and expenditures for the proposed program. If the proposed program involved more than one institution, provide a separate excel FP Form for each institution as well as an aggregate for the combined financial projections. Submit as an Appendix the THEC Financial Projection Form.**

Appendix C: Electric Vehicle Engineering Technology THEC Financial Projection

**B. If reallocation is used, provide a rationale and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where funds may be redirected from closed/low producing programs (A1:1.2OP), if relevant.**

**C. List for each institution involved:**

1. All active Letters of Application
2. Approved programs not meeting benchmarks
3. Low producing programs at all levels

	Institution	Program	Degree	Year Implemented	Status	Enrollment Benchmarks Attained	Graduation Benchmarks Attained
1.	Chattanooga	Paramedic	AAS	2016	Extended Productivity	No	No
2.	Chattanooga	Nuclear Medicine Technology	AAS	2017	Extended Productivity	Yes	No

4. Programs terminated within the last 12 months

## CRITERION 7. FACILITIES

### A. Offices, Classrooms, and Laboratories

Mechatronics Technology is housed in the Engineering and Information Technologies Division. E&IT's administrative offices & instructional space are located primarily in the Center for Engineering Technology Arts & Science complex (CETAS). The Volkswagen Academy (VWA) provides labs and office space for apprenticeship faculty. The division's operating hours usually are 7:30 a.m. to 5:30 p.m. However, a leadership team member usually remains on duty past 5:30 to ease the transition and ensure the evening adjunct faculty members and students are settled for the night. Faculty located on the main campus have a private office equipped with a desk, chairs, computer, and access to a printer. VWA faculty are located in an open office with VW employees with a desk, chair, computer, and access to a printer.

The main campus location has three general-purpose classrooms, 25 instructional/lab combination rooms, seven computer labs for the division to use. Instructional spaces are equipped with either a projection screen or a large format flat screen monitor for lecture and demonstration. A brief description of all the division's instructional space used by the Mechatronics Technology program is provided in Table 7-1, Classrooms and Labs. Some of the room numbers are changing during summer 2021. The new room numbers are listed first, with the old numbers in parenthesis. VWA has two computer labs, four labs/classrooms, two large industrial training areas available for student instructions.

The equipment used in the Mechatronics Technology is modern and industry relevant. The department seeks industry input on new equipment purchases to ensure the purchase meets workforce requirements. Recent additions are updated PLCs, a collaborative robot, and drones. Mechatronics Technology students who are in the VW apprenticeship program utilize the equipment at the Volkswagen Academy, VWs training center.

*Table 7-1: Classrooms and Labs*

<b>Room</b>	<b>Laboratory</b>	<b>Area, sq ft</b>	<b>Lab Equipment</b>
CETAS 110	Computer Lab	1218	36 Computers
CETAS 111	Design/Drafting 3D Printing Lab	1192	24 Computer, 3D printer, 1 Glowforge
CETAS 112	Computer Lab	1101	24 Computers
CETAS 113	Robotics Lab	1334	Robotic Welders, Pick & Place Robots, Collaborative Robots,
CETAS 115	Mechanical Lab	1334	Hardness Testers, Oven, Metallurgic Microscope, Compressor, Tensile Tester
CETAS 116	Training Lab	867	
CETAS 126	General classroom	360	Capacity 24
CETAS 139	General classroom	360	Capacity 24
CETAS 151 (342)	Computer Lab	911	30 computers
CETAS 152 (341)	Computer Lab	833	31 computers



<b>Room</b>	<b>Laboratory</b>	<b>Area, sq ft</b>	<b>Lab Equipment</b>
CETAS 153 (327)	General Classroom	450	Capacity 20
CETAS 168 (313)	Welding Lab	953 / 2063	Bench Grinder, Plasma Cutter, Lathe, welding booths, MIG, TIG, Stick welders, Drill Press
CETAS 169	Electrical Lab	545	6 workbenches with equipment
CETAS 170	Electrical Lab	545	6 workbenches with equipment
CETAS 173 (270)	Manufacturing Lab	1330	Lathes, Mills, CNC Mill, CNC Lathe, Hydraulic press
CETAS 181 (207)	PLC Lab	1103	Allen Bradley and Siemens PLCs
CETAS 180 (208)	Automation Lab	1667	Process Control Trainer, MPS trainer, Fanuc LR Mate 200iD, Mitsubishi 757
CETAS 182 (215)	Computer Lab	1368	37 CAD Computer Workstations
CETAS 183 (206)	Mechanical Systems Lab	1216	8 Workstations, Lab-Volt Pump Trainer, Lab-Volt Piping Trainer, Widos Plastic Pipe Welder
CETAS 184 (205)	Chemical / Instrumentation	1656	Chemistry Workstations with 15 Computers Lambda 25 UV WinLab, Spectrum Two FT IR Sp10, Series 400 Isothermal Gas Chromatograph
CETAS 193 (213)	E & I Lab	1768	6 (2person) Workbenches W/ Equipment & Computers, Lab-Volt Solar Trainers, Lab-Volt Process Control & Instrumentation Trainer, Hampden Distillation Trainer, Lab-Volt Motor
CETAS 194 (212)	Safety Lab	816	Piping and Ladder safety trainers
CETAS 195 (216)	Computer Lab	816	30 Computers
VWA 10-505	Computer lab	1020	25 computers
VWA 10-605	Computer lab	1250	28 Computers
VWA 10-615	Safety Classroom	1150	
VWA 10-630	PLC lab	1150	7 PLC trainers, 7 Interbus trainers
VWA Area 6	Computer-based training area	700	6 computers
VWA Area 6	Robotics Application Center	2500	3 robotic arms
VWA Area 6	Robotics Programming Center	2500	3 robotic arms
VWA 10-815	Electrical Lab	1400	Electrical Lab, workbenches, PLC
VWA 10-830	Classroom	1150	
VWA Area 8	CNC Center	2500	CNC mills & lathes
VWA Area 8	Welding Center	2500	12 welding stations, MIG, TIG, stick, plastic, oxy-fuel
VWA Area 8	Machining Center	2500	no walls, manual mills, lathes, surface grinder
VWA Area 8	Electrical Center	2500	no walls, workbenches, 10 electrical trainers
VWA Area 8	Metalworking Center	5000	no walls, workbenches, brake, shear, pedestal grinders, ironworker
VWA Area 8	Computer-based training area	700	8 computers

The Figure 7-1, CETAS Floorplan, represents the footprint of the Engineering and Information Technologies division. MECH denotes Mechatronic Technology labs. COMP denotes computer labs.

Figure 7-1: CETAS Floorplan



## B. Computing Resources

Access to technology is critical for student success. The Engineering and Information Technology division has computer labs available for students from 7:30 a.m. until the last classes close for the evening around 10:00 p.m. Students are also able to VPN to campus computers to access proprietary software from home. Table 7.2 lists the typical software available in each computer lab.

Table 7-2: Software Listing

Adobe Acrobat DC	MASTER CAM SUITE X5 2018
3D Max design 2019	MatLab 2019
AutoCAD 2019	MD SOLIDS 3.5
AutoCAD Civil 3D 2019	MICROSOFT PROJECT 2016
AutoCAD Mechanical 2019	MiniTAB 2019
Autodesk Education Master Suite 2019	MS OFFICE SUITE 2016
Catia V5 (R21 or higher) 2019	NAO Robotics
Creo	Revit Architecture 2016
CubePro	Simtronics
Easy pro robotics	Sketchbook Pro 2013
EasyC robotics	SOLIDWORKS 2019
Inventor 2019 Professional	VISIO 2017
LAN School	VISUAL STUDIO SUITE 2017
MakerWare	

The Technology Division provides students with access to the internet and intranet while maintaining all of the computers on campus - both for faculty/staff and computer laboratory equipment. Another resource available to students and faculty is the ability to borrow a laptop and hot spot (if needed) from the College. Students are automatically provided an email address so faculty could contact students easier.

The Math Center is the largest computer lab on campus, with 129 computers that support the ChSCC math program; students in the Math Center use My Math Lab to enhance their skills. Classroom developmental writing classes are conducted with computers; students also improve their skills in a writing center with 30 computers. The library houses more than 100 personal computers and a small number of Apple Macintosh computers for conducting research and completing class assignments.

The Academic Resources Division is available to help Engineering and Information Technologies Division faculty develop online and distance learning materials. Academic Resources also provides training for faculty in all areas of computer usage with classes in Excel, Microsoft Office, Microsoft Outlook, Adobe Acrobat, or other specialized software. The training sessions are generally limited in size to allow the faculty to participate in the discussion and classroom work.

Training is also available on an individual basis if needed. This training provides a good source of professional development.

The Media Services Department provides support and maintenance for the audio-visual services and equipment needs of the administration, faculty, staff, and students at ChSCC. Department staff help faculty check out and set up audio-visual equipment and produce videos for teaching and course/program promotion.

### **C. Guidance**

The instructor for a lab is always present to ensure proper instruction on the operation of all equipment is demonstrated, and student equipment operation is monitored. Due diligence is exercised in the availability and use of safety equipment. Students are never allowed to operate equipment alone. Students are educated in the safe use of standard instrumentation such as function generators, oscilloscopes, multimeters, power supplies, and PLC systems. Students focused on the mechanical aspect of mechatronics learn the proper safety protocol of welders, mills, lathes, and CNC machines.

### **D. Maintenance and Upgrading of Facilities**

The College Physical Plant operations group manages building maintenance and infrastructure upgrades. They are the responsibility of the Plant Operations Division and the Director of Plant Operations, under the direction of the Executive Director of Plant Operations and Facility Planning. Responsibility of laboratory equipment maintenance (either scheduled or emergency) for the respective concentrations belongs to engineering laboratory technicians, assigned faculty, and division leadership team. The costs associated with the laboratory equipment maintenance are forecasted and budgeted each year as a part of the division budgets.

Computer hardware is replaced according to a scheduled replacement cycle of usually three years. Support for computer upgrades is provided by the Technology Access Fees paid by students. Computer and Network Services implement Microsoft software upgrades. Engineering and Information Technology course specific software is updated annually or when viable updates are available. New hardware and software are purchased on an as-needed basis. Funding is provided through operating budget or grant funding, if available.

The Engineering and Information Technologies Division is supported by a full-time engineering laboratory technician, a full-time teaching technician responsible for computers and software, and a full-time welding teaching technician. The support provided by these technicians is adequate.

## E. Library Services

ChSCC, through ownership, formal arrangements, or agreements, provides and supports student and faculty access and user privileges to adequate library collections and other learning/information resources consistent with offered degrees. The collections and resources are sufficient to support all educational, research, and public service programs.

### Pre-COVID Overview

Students, faculty, and staff have access to the Augusta R. Kolwyck Library and Information Commons (KLIC) at the Main Amnicola Campus, 4501 Amnicola Highway, Chattanooga, TN 37406. The library is located on the first floor of the Instructional Materials Center Building and includes approximately 22,000 square feet. There are approximately 408 student seats, including approximately one hundred student computers, a traditional library instruction classroom with 28 computers, and a mobile classroom designed to teach students mobile technology. The library has a variety of mobile devices from which to teach. The main library contains four multimedia group study rooms and a large multimedia meeting room, all replete with TV screens and specialized software for students to collaborate on multimedia projects and presentations. Printing is available in the library for a nominal cost to the student.

Students are provided with access to three area public and academic libraries per cooperative agreements. Students and faculty also have access to the Tennessee Academic Library Collaborative (TALC). <https://tbr.libguides.com/librarydeansdirectors/TALCLibs>  
KLIC is typically open 79 hours per week during the Fall/Spring semesters.

### Library Hours

Day	Open	Close
Monday – Thursday	7:30 a.m.	9:00 p.m.
Friday	7:30 a.m.	4:30 p.m.
Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	9:00 p.m.

### COVID Overview

Augusta R. Kolwyck Library and Information Commons (KLIC) at the Main Amnicola Campus shut its physical doors to our campus community on March 13, 2020, due to the COVID pandemic. However, the librarians and staff quickly transitioned fully to the online environment. During the different COVID response phases, the library provided student support with research and technology through the library's chat widget. As conditions improved, the physical library transitioned to allowing students to make computer appointments to use the 51 computers designated (socially distanced and cleaned after every use). Printing remained available for students at a nominal cost. All librarians, library staff, and users had to follow the mandatory

campus protocols for health and safety. Library instruction transitioned to the online environment using Zoom, WebEx, and other platforms.

KLIC physical and virtual hours were typically 61 hours per week during the Fall/Spring semesters. (NOTE: Virtual hours kept remained the same while physical hours fluctuated with the campus phases).

*Table 7-3: Library Hours (COVID)*

<b>Day</b>	<b>Open</b>	<b>Close</b>
Monday – Wednesday	8:00 a.m.	7:00 p.m.
Thursday & Friday	8:00 a.m.	5:00 p.m.
Saturday & Sunday	1:00 p.m.	6:00 p.m.

### **Pre- COVID Services:**

#### Assigned Library Liaisons

All credentialed librarians are assigned as library liaisons throughout the six academic divisions and the Tennessee College of Applied Technology. Anthony Prince is the assigned library liaison for Engineering. Faculty can collaborate with library liaisons to tailor courses integrate library instruction and library guides into their curriculum. Students have access to their liaisons or other reference librarians during all the hours that the library is open or by appointment. Library liaisons also communicate resource needs for the division to the library for purchase consideration and keep faculty abreast of the current literature in their areas of interest for inclusion in the library collection.

#### Reference Assistance

The library staff uses a chat service during the hours that the library is open. The chat is available via the library's web page. Students are also able to text questions from their mobile devices through this service as well. Students can also schedule a Research Appointment to meet one-on-one with a librarian to assist them in their research process.

### **Interlibrary Loan**

Students can access books and journal articles in the 69,000 OCLC interlibrary loan network libraries worldwide through the library's interlibrary loan services. The library absorbs the cost of borrowing these materials; there are no charges to faculty or students. <https://library.chattanoogaastate.edu/c.php?g=685993&p=4847589>

### **COVID Services:**

Assigned Library Liaisons - same as Pre- COVID

Reference Assistance:

Same as Pre-COVID, although Research Appointments were held via technological means (Phone, Zoom, WebEx, etc.)

### **Interlibrary Loan**

Same as Pre-COVID except for the exclusion of borrowing books during COVID. Article service remained open to our users.

### **Pre- COVID Collections:**

The library focuses on providing more and more materials online for 24/7 access: books, journals, videos, test preparation and review guides, etc., per our Materials Selection Policy. Students still check out books in many cases but seem to prefer accessing journal articles and videos online. Thus, the library tries to find online videos and journals whenever possible. The benefit is that all students can access the same content 24/7 from any internet-connected device. With online videos, journals, and books, all students can access the same curriculum-related resources no matter where they are located or where their courses are taught. All faculty and students are invited to suggest materials for the library to acquire. Faculty requests for materials to support the curriculum will be honored as long as financial resources permit.

The majority of instructional/research materials are found online with 24/7 access for our students. Online materials are provided through the library's website through either specialized databases appropriate to Engineering or through the aggregated search system, OneKLIC. If an instructor collaborates with the liaison librarian, a "Libguide" (Library Guide) can be explicitly created for assignments. Access is granted to these resources off-campus through a proxy server authenticating the user by their "Tiger ID" and password assigned by the College from any internet-capable device (i.e. laptop, phone, tablet, etc.).

Staff involved in the selection and purchase of library materials are:

- Anthony Prince, Liaison to the Engineering and Information Technologies Division
- Betsy Fronk, Collection Development Librarian
- Marie Cullis, Electronic Resources Staff
- Danielle Knowles, Library Systems & Emerging Technologies Librarian
- Susan L. Jennings, Dean of Library Services

KLIC provides three general and subject-specific databases to support student and faculty research. Engineering databases available electronically are as follows:

- *Academic Search Complete*
- *Applied Science & Technology*
- *AWS Academic Access*

Residents of Tennessee also have access to the Tennessee Electronic Library (TEL) free of charge. Many of its resources provide information about Computer Information Technology as a profession, articles in the news, and general articles and reference sources.

The print book collection has 1460 print volumes in the Library of Congress classification T-TX section. The online has 1091 electronic books (this does not include the Ebsco Engineering eBook Collection). The "T – TP" section of the Library of Congress Classification System is found directly through our library catalog and our aggregated search, "OneKLLIC." The total number of printed books specific to engineering-related topics is approximately 728 books.

#### **COVID Collections:**

Same as Pre-COVID: During COVID, the library's online collections became even more critical. The library added a new ebook collection, Overdrive, which provides books to our faculty, staff, and students from their electronic devices. Even during COVID, students could request books to be pulled for them. Books were checked out, and students were able to pick them up using a no-contact delivery system. All faculty and students are invited to suggest materials for the library to acquire although we are currently collecting more ebooks and audiobooks to match the needs. Faculty requests for materials to support the curriculum will be honored as long as financial resources permit. Access to all online resources off-campus is established through a proxy server authenticating the user by their "Tiger ID" and password assigned by the College from any internet-capable device (i.e. laptop, phone, tablet, etc.).

Staff involved with the Computer Information Technology instruction and collection development are the same.

#### **F. Overall Comments on Facilities**

The Engineering and Information Technology division's facilities are well maintained. The Chattanooga State Physical Plant performs periodic audits in cooperation with state and local authorities and inspectors to ensure campus buildings are up to code for safety. A work order system is in force and used to raise awareness and fix issues as they arise. Faculty members are required to conduct a risk assessment as a part of their lab exercises. The division employees understand the comprehensive and rigorous Standing Operating Procedure (SOP) for all matters related to faculty and student safety.

Students are monitored while using laboratory equipment, and proper corrective action is immediately taken when required. The division has implemented an internal work order system to be used when an equipment issue is discovered.



**Tennessee Higher Education Commission**  
**THEC Financial Projections**  
Please Enter the Name of the Institution Here  
Please Enter the Name of the Proposed Program Here

Seven-year projections are required for doctoral programs.  
Five-year projections are required for baccalaureate and Master's degree programs  
Three-year projections are required for associate degrees and undergraduate certificates.  
Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>I. Expenditures</b>							
<b>A. One-time Expenditures</b>							
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	5,000	110,000	150,000	150,000	-	-	-
Library	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total One-time</b>	\$ 5,000	\$ 110,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
<b>B. Recurring Expenditures</b>							
<b>Personnel</b>							
<b>Administration</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Administration</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faculty</b>							
Salary	\$ 120,000	\$ 123,600	\$ 177,308	\$ 232,627	\$ -	\$ -	\$ -
Benefits	60,000	61,800	63,654	65,564	-	-	-
<b>Sub-Total Faculty</b>	\$ 180,000	\$ 185,400	\$ 240,962	\$ 298,191	\$ -	\$ -	\$ -
<b>Support Staff</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Support Staff</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Graduate Assistants</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating</b>							
Travel	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
Printing	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total Operating</b>	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
<b>Total Recurring</b>	\$ 185,000	\$ 190,400	\$ 245,962	\$ 303,191	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES (A + B)</b>	\$ 190,000	\$ 300,400	\$ 395,962	\$ 453,191	\$ -	\$ -	\$ -

**\*If tuition and fees for Graduate Assistants are included, please provide the following information.**

Base Tuition and Fees Rate	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Number of Graduate Assistants		-		-		-		-		-		-

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>							
Tuition and Fees <sup>1</sup>	56,268	113,424	140,976	206,706	-	-	-
Institutional Reallocations <sup>2</sup>	(66,268)	(163,024)	54,986	46,485	-	-	-
Federal Grants <sup>3</sup>	200,000	350,000	200,000	200,000	-	-	-
Private Grants or Gifts <sup>4</sup>	-	-	-	-	-	-	-
Other <sup>5</sup>	-	-	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 190,000</b>	<b>\$ 300,400</b>	<b>\$ 395,962</b>	<b>\$ 453,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

**(1) In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.**

Tuition and fees will be assessed during AY 2023-24 based on standard tuition and fee rates.

**(2) Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

Utilizing an un-used faculty position

**(3) Please provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.**

NSF ATE Grants; TDOT with the US Department of Transportation

**(4) Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).**

N/A

**(5) Please provide information regarding other sources of the funding.**

Will actively seek out donations from EV industry partners.

# VOLKSWAGEN

GROUP OF AMERICA

March 2, 2023

Chattanooga State Community College  
Engineering and Information Technologies Division  
4501 Amnicola Highway  
Chattanooga, TN 37406

Re: Implementation of an Electric Vehicle Engineering Technology degree program.

This letter serves to express the strong support of Volkswagen Group of America Chattanooga Operations, LLC for Chattanooga State Community College's proposed new degree, AAS Electric Vehicle Engineering Technology. Focused on being carbon neutral by 2050, Volkswagen plans to introduce more than 25 new battery electric vehicles to American customers over the next decade (<https://media.vw.com/en-us/releases/1668>). Therefore, having a trained technical workforce for this new era of transportation is critical.

Volkswagen anticipates a greater need for skilled electric vehicle technicians in the near future. These roles will be able to diagnose and troubleshoot electric vehicle issues and help ensure safe, high quality vehicles. Volkswagen will not be alone in this development, as other automakers will require technicians with similar electric vehicle skills. Volkswagen is pleased to partner with Chattanooga State Community College in this program by providing feedback on the curriculum from subject-matter experts, integrating the program into Volkswagen's electric vehicle apprenticeship pathway, providing lab and classroom space for apprentices, and hiring graduates of the program.

Volkswagen is pleased to support Chattanooga State in this new endeavor. Please feel free to contact me with any questions or requests for additional information.

Sincerely,



Steffi Wegener

Assistant Manager Training & Development

# AAS Electric Vehicle Engineering Technology

## Freshman

	Course Number	Course Name	Term	
			1 <sup>st</sup>	2 <sup>nd</sup>
<b>Fall</b>	CSEG 1000	College Success for ET	3	
	ET 112	Mathematics for ET	3	
	EVET 1010	Intro to EV Technology	3	
	EVET 1120	Braking Systems		3
	EVET 1130	Steering & Suspension Sys.		3
<b>Total Credit Hours</b>			<b>15</b>	

	Course Number	Course Name	Term	
			1 <sup>st</sup>	2 <sup>nd</sup>
<b>Spring</b>	MECH 1310	Electrical Components	3	
	EVET 1240	Elect. & Chassis Ctrl Sys.		3
	EVET 1350	Clim Ctrl & Therm Mgmt Sys		3
	MATH 1710	Pre-Calculus Algebra	3	
	PHYS 1030	Concepts of Physics	4	
<b>Total Credit Hours</b>			<b>16</b>	

## Sophomore

	Course Number	Course Name	Term	
			1 <sup>st</sup>	2 <sup>nd</sup>
<b>Fall</b>	ENST 1313	CAD for Electronics	3	
	MECH 2320	Motor Controls	3	
	EVET 2120	EV Power Elec & Propul.		3
	ENGL 1010	Composition 1	3	
	ET 115	Computers for ET		3
<b>Total Credit Hours</b>			<b>15</b>	

	Course Number	Course Name	Term	
			1 <sup>st</sup>	2 <sup>nd</sup>
<b>Spring</b>	EVET 2230	Bat. Sys, Mgmt, & HV Safe	3	
	EVET 2250	HV Arch. & Integration		3
	EVET 2790	EV Capstone		3
	ET 220	Communication for ET	3	
	HU/FA ELEC	Humanity/Fine Art Elective	3	
	SO/BEH ELEC	Social/Beh. Science Elective		3
<b>Total Credit Hours</b>			<b>18</b>	
<b>Total Program Hours</b>			<b>64</b>	

# Program Summary of Hours

Is this a new program or a substantive change to an existing program? (Select Appropriate Choice)

- New Program Proposal
- Substantive Program Change to an Existing Program
- Neither of the Above

MAJOR: AAS Electric Vehicle Engineering Technology

CONCENTRATION: None

**ACTION REQUESTED:** Create a new AAS degree to prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

**RATIONALE\*:** Volkswagen Group of America is transitioning to producing electric vehicles, expecting to phase out combustion engine automobiles by 2035. VW currently has a need, and predicts a greater need in the near future, for an Electric Vehicle Technician. VW will establish a new apprenticeship with a high school and TCAT pathways based on the AAS Electric Vehicle Engineering Technology degree.

*\*Rationale should include reasoning for change to program including any efforts made in support of this proposal at the college or TBR level. Include any collaborative efforts with other colleges as well as outside funding that will support this proposal.*

## FIRST YEAR

Current Program of Study		Credit Hours		
Course Number	Course Name	F	S	SU
<b>Total Credit Hours</b>				

Proposed Program of Study		Credit Hours		
Course Number	Course Name	F	S	SU
CSEG 1000	College Success for ET	3		
ET 112	Mathematics for ET	3		
EVET 1010	Intro to EV Technology	3		
EVET 1120	Braking Systems		3	
EVET 1130	Steering & Suspension Sys.		3	
MECH 1310	Electrical Components		3	
EVET 1240	Elect. & Chassis Ctrl Sys.			3
EVET 1350	Clim Ctrl & Therm Mgmt Sys			3
MATH 1710	Pre-Calculus Algebra		3	
PHYS 1030	Concepts of Physics		4	
<b>Total Credit Hours</b>		<b>15</b>	<b>16</b>	

## SECOND YEAR

Current Program of Study		Credit Hours		
Course Number	Course Name	F	S	SU
<b>Total Credit Hours</b>				

Proposed Program of Study		Credit Hours		
Course Number	Course Name	F	S	SU
ENST 1313	CAD for Electronics	3		
MECH 2320	Motor Controls	3		
EVET 2120	EV Power Elec & Propul.		3	
ENGL 1010	Compositions I	3		
ET 115	Computers for ET		3	
EVET 2230	Bat. Sys, Mgmt, & HV Safe		3	
EVET 2250	HV Arch. & Integration			3
EVET 2790	EV Capstone			3
ET 220	Communication for ET		3	
HU/FA ELEC	Humanity/Fine Art Elective		3	
SO/BEH ELEC	Social/Beh. Science Elective			3
<b>Total Credit Hours</b>		<b>15</b>	<b>18</b>	

<b>Total Program Hours</b>	
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<b>Total Program Hours</b>	<b>64</b>
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Lynn Potter 3/16/2023  
Department Head & Date

**APPROVALS**

Dr. D. Powell 3/16/2023  
Dean & Date

S. J. R. 3/16/2023  
Chair of Curriculum Committee & Date

Dr. Beth Norton 3/17/2023  
Vice President of AA & Date

## CRITERION 7. FACILITIES

### A. Offices, Classrooms, and Laboratories

Mechatronics Technology is housed in the Engineering and Information Technologies Division. E&IT's administrative offices & instructional space are located primarily in the Center for Engineering Technology Arts & Science complex (CETAS). The Volkswagen Academy (VWA) provides labs and office space for apprenticeship faculty. The division's operating hours usually are 7:30 a.m. to 5:30 p.m. However, a leadership team member usually remains on duty past 5:30 to ease the transition and ensure the evening adjunct faculty members and students are settled for the night. Faculty located on the main campus have a private office equipped with a desk, chairs, computer, and access to a printer. VWA faculty are located in an open office with VW employees with a desk, chair, computer, and access to a printer.

The main campus location has three general-purpose classrooms, 25 instructional/lab combination rooms, seven computer labs for the division to use. Instructional spaces are equipped with either a projection screen or a large format flat screen monitor for lecture and demonstration. A brief description of all the division's instructional space used by the Mechatronics Technology program is provided in Table 7-1, Classrooms and Labs. Some of the room numbers are changing during summer 2021. The new room numbers are listed first, with the old numbers in parenthesis. VWA has two computer labs, four labs/classrooms, two large industrial training areas available for student instructions.

The equipment used in the Mechatronics Technology is modern and industry relevant. The department seeks industry input on new equipment purchases to ensure the purchase meets workforce requirements. Recent additions are updated PLCs, a collaborative robot, and drones. Mechatronics Technology students who are in the VW apprenticeship program utilize the equipment at the Volkswagen Academy, VWs training center.

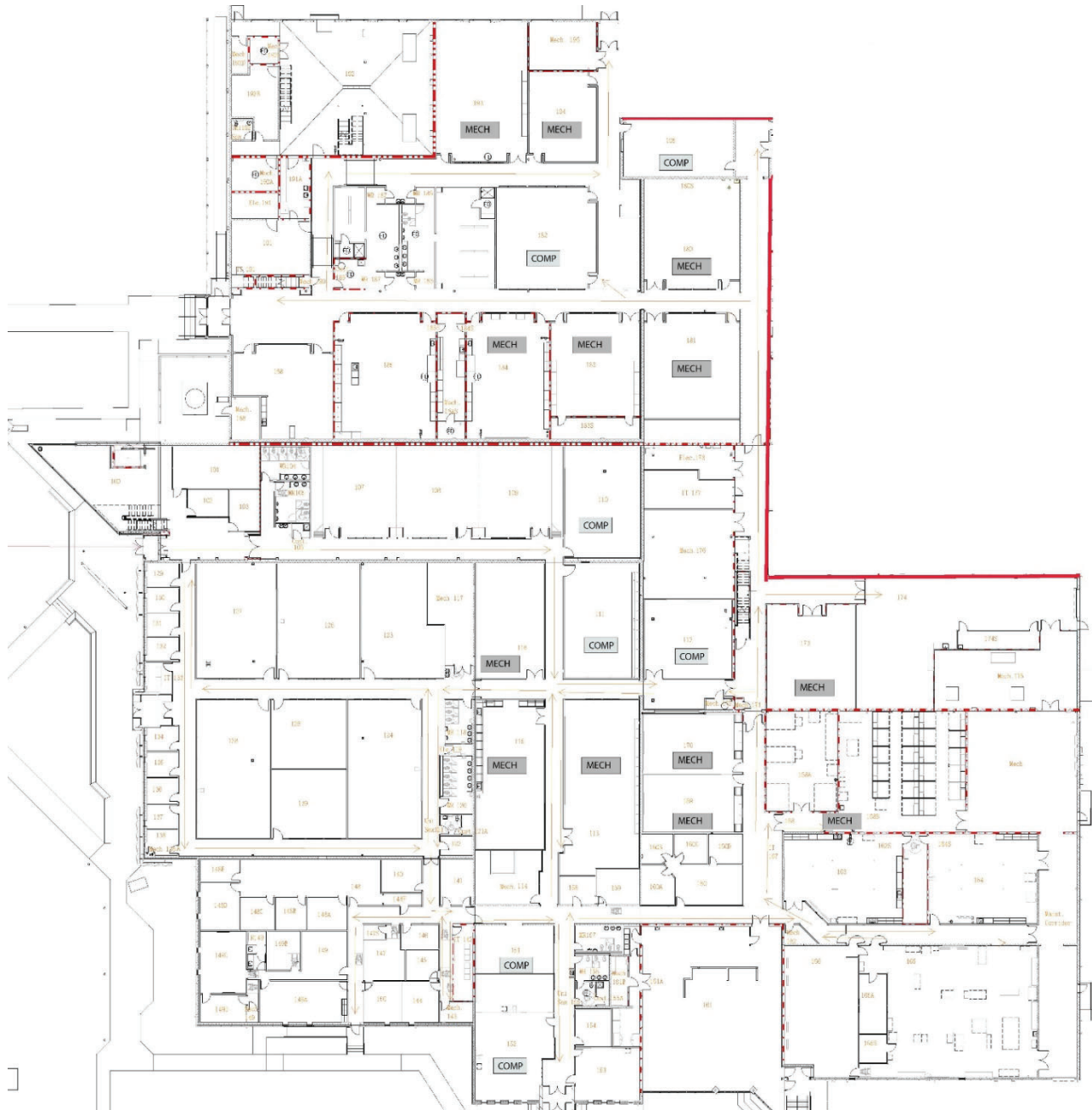
*Table 7-1: Classrooms and Labs*

<b>Room</b>	<b>Laboratory</b>	<b>Area, sq ft</b>	<b>Lab Equipment</b>
CETAS 110	Computer Lab	1218	36 Computers
CETAS 111	Design/Drafting 3D Printing Lab	1192	24 Computer, 3D printer, 1 Glowforge
CETAS 112	Computer Lab	1101	24 Computers
CETAS 113	Robotics Lab	1334	Robotic Welders, Pick & Place Robots, Collaborative Robots,
CETAS 115	Mechanical Lab	1334	Hardness Testers, Oven, Metallurgic Microscope, Compressor, Tensile Tester
CETAS 116	Training Lab	867	
CETAS 126	General classroom	360	Capacity 24
CETAS 139	General classroom	360	Capacity 24
CETAS 151 (342)	Computer Lab	911	30 computers
CETAS 152 (341)	Computer Lab	833	31 computers

<b>Room</b>	<b>Laboratory</b>	<b>Area, sq ft</b>	<b>Lab Equipment</b>
CETAS 153 (327)	General Classroom	450	Capacity 20
CETAS 168 (313)	Welding Lab	953 / 2063	Bench Grinder, Plasma Cutter, Lathe, welding booths, MIG, TIG, Stick welders, Drill Press
CETAS 169	Electrical Lab	545	6 workbenches with equipment
CETAS 170	Electrical Lab	545	6 workbenches with equipment
CETAS 173 (270)	Manufacturing Lab	1330	Lathes, Mills, CNC Mill, CNC Lathe, Hydraulic press
CETAS 181 (207)	PLC Lab	1103	Allen Bradley and Siemens PLCs
CETAS 180 (208)	Automation Lab	1667	Process Control Trainer, MPS trainer, Fanuc LR Mate 200iD, Mitsubishi 757
CETAS 182 (215)	Computer Lab	1368	37 CAD Computer Workstations
CETAS 183 (206)	Mechanical Systems Lab	1216	8 Workstations, Lab-Volt Pump Trainer, Lab-Volt Piping Trainer, Widos Plastic Pipe Welder
CETAS 184 (205)	Chemical / Instrumentation	1656	Chemistry Workstations with 15 Computers Lambda 25 UV WinLab, Spectrum Two FT IR Sp10, Series 400 Isothermal Gas Chromatograph
CETAS 193 (213)	E & I Lab	1768	6 (2person) Workbenches W/ Equipment & Computers, Lab-Volt Solar Trainers, Lab-Volt Process Control & Instrumentation Trainer, Hampden Distillation Trainer, Lab-Volt Motor
CETAS 194 (212)	Safety Lab	816	Piping and Ladder safety trainers
CETAS 195 (216)	Computer Lab	816	30 Computers
VWA 10-505	Computer lab	1020	25 computers
VWA 10-605	Computer lab	1250	28 Computers
VWA 10-615	Safety Classroom	1150	
VWA 10-630	PLC lab	1150	7 PLC trainers, 7 Interbus trainers
VWA Area 6	Computer-based training area	700	6 computers
VWA Area 6	Robotics Application Center	2500	3 robotic arms
VWA Area 6	Robotics Programming Center	2500	3 robotic arms
VWA 10-815	Electrical Lab	1400	Electrical Lab, workbenches, PLC
VWA 10-830	Classroom	1150	
VWA Area 8	CNC Center	2500	CNC mills & lathes
VWA Area 8	Welding Center	2500	12 welding stations, MIG, TIG, stick, plastic, oxy-fuel
VWA Area 8	Machining Center	2500	no walls, manual mills, lathes, surface grinder
VWA Area 8	Electrical Center	2500	no walls, workbenches, 10 electrical trainers
VWA Area 8	Metalworking Center	5000	no walls, workbenches, brake, shear, pedestal grinders, ironworker
VWA Area 8	Computer-based training area	700	8 computers

The Figure 7-1, CETAS Floorplan, represents the footprint of the Engineering and Information Technologies division. MECH denotes Mechatronic Technology labs. COMP denotes computer labs.

Figure 7-1: CETAS Floorplan





## B. Computing Resources

Access to technology is critical for student success. The Engineering and Information Technology division has computer labs available for students from 7:30 a.m. until the last classes close for the evening around 10:00 p.m. Students are also able to VPN to campus computers to access proprietary software from home. Table 7.2 lists the typical software available in each computer lab.

Table 7-2: Software Listing

Adobe Acrobat DC	MASTER CAM SUITE X5 2018
3D Max design 2019	MatLab 2019
AutoCAD 2019	MD SOLIDS 3.5
AutoCAD Civil 3D 2019	MICROSOFT PROJECT 2016
AutoCAD Mechanical 2019	MiniTAB 2019
Autodesk Education Master Suite 2019	MS OFFICE SUITE 2016
Catia V5 (R21 or higher) 2019	NAO Robotics
Creo	Revit Architecture 2016
CubePro	Simtronics
Easy pro robotics	Sketchbook Pro 2013
EasyC robotics	SOLIDWORKS 2019
Inventor 2019 Professional	VISIO 2017
LAN School	VISUAL STUDIO SUITE 2017
MakerWare	

The Technology Division provides students with access to the internet and intranet while maintaining all of the computers on campus - both for faculty/staff and computer laboratory equipment. Another resource available to students and faculty is the ability to borrow a laptop and hot spot (if needed) from the College. Students are automatically provided an email address so faculty could contact students easier.

The Math Center is the largest computer lab on campus, with 129 computers that support the ChSCC math program; students in the Math Center use My Math Lab to enhance their skills. Classroom developmental writing classes are conducted with computers; students also improve their skills in a writing center with 30 computers. The library houses more than 100 personal computers and a small number of Apple Macintosh computers for conducting research and completing class assignments.

The Academic Resources Division is available to help Engineering and Information Technologies Division faculty develop online and distance learning materials. Academic Resources also provides training for faculty in all areas of computer usage with classes in Excel, Microsoft Office, Microsoft Outlook, Adobe Acrobat, or other specialized software. The training sessions are generally limited in size to allow the faculty to participate in the discussion and classroom work.

Training is also available on an individual basis if needed. This training provides a good source of professional development.

The Media Services Department provides support and maintenance for the audio-visual services and equipment needs of the administration, faculty, staff, and students at ChSCC. Department staff help faculty check out and set up audio-visual equipment and produce videos for teaching and course/program promotion.

### **C. Guidance**

The instructor for a lab is always present to ensure proper instruction on the operation of all equipment is demonstrated, and student equipment operation is monitored. Due diligence is exercised in the availability and use of safety equipment. Students are never allowed to operate equipment alone. Students are educated in the safe use of standard instrumentation such as function generators, oscilloscopes, multimeters, power supplies, and PLC systems. Students focused on the mechanical aspect of mechatronics learn the proper safety protocol of welders, mills, lathes, and CNC machines.

### **D. Maintenance and Upgrading of Facilities**

The College Physical Plant operations group manages building maintenance and infrastructure upgrades. They are the responsibility of the Plant Operations Division and the Director of Plant Operations, under the direction of the Executive Director of Plant Operations and Facility Planning. Responsibility of laboratory equipment maintenance (either scheduled or emergency) for the respective concentrations belongs to engineering laboratory technicians, assigned faculty, and division leadership team. The costs associated with the laboratory equipment maintenance are forecasted and budgeted each year as a part of the division budgets.

Computer hardware is replaced according to a scheduled replacement cycle of usually three years. Support for computer upgrades is provided by the Technology Access Fees paid by students. Computer and Network Services implement Microsoft software upgrades. Engineering and Information Technology course specific software is updated annually or when viable updates are available. New hardware and software are purchased on an as-needed basis. Funding is provided through operating budget or grant funding, if available.

The Engineering and Information Technologies Division is supported by a full-time engineering laboratory technician, a full-time teaching technician responsible for computers and software, and a full-time welding teaching technician. The support provided by these technicians is adequate.

## E. Library Services

ChSCC, through ownership, formal arrangements, or agreements, provides and supports student and faculty access and user privileges to adequate library collections and other learning/information resources consistent with offered degrees. The collections and resources are sufficient to support all educational, research, and public service programs.

### Pre-COVID Overview

Students, faculty, and staff have access to the Augusta R. Kolwyck Library and Information Commons (KLIC) at the Main Amnicola Campus, 4501 Amnicola Highway, Chattanooga, TN 37406. The library is located on the first floor of the Instructional Materials Center Building and includes approximately 22,000 square feet. There are approximately 408 student seats, including approximately one hundred student computers, a traditional library instruction classroom with 28 computers, and a mobile classroom designed to teach students mobile technology. The library has a variety of mobile devices from which to teach. The main library contains four multimedia group study rooms and a large multimedia meeting room, all replete with TV screens and specialized software for students to collaborate on multimedia projects and presentations. Printing is available in the library for a nominal cost to the student.

Students are provided with access to three area public and academic libraries per cooperative agreements. Students and faculty also have access to the Tennessee Academic Library Collaborative (TALC). <https://tbr.libguides.com/librarydeansdirectors/TALCLibs>  
KLIC is typically open 79 hours per week during the Fall/Spring semesters.

### Library Hours

Day	Open	Close
Monday – Thursday	7:30 a.m.	9:00 p.m.
Friday	7:30 a.m.	4:30 p.m.
Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	9:00 p.m.

### COVID Overview

Augusta R. Kolwyck Library and Information Commons (KLIC) at the Main Amnicola Campus shut its physical doors to our campus community on March 13, 2020, due to the COVID pandemic. However, the librarians and staff quickly transitioned fully to the online environment. During the different COVID response phases, the library provided student support with research and technology through the library's chat widget. As conditions improved, the physical library transitioned to allowing students to make computer appointments to use the 51 computers designated (socially distanced and cleaned after every use). Printing remained available for students at a nominal cost. All librarians, library staff, and users had to follow the mandatory

campus protocols for health and safety. Library instruction transitioned to the online environment using Zoom, WebEx, and other platforms.

KLIC physical and virtual hours were typically 61 hours per week during the Fall/Spring semesters. (NOTE: Virtual hours kept remained the same while physical hours fluctuated with the campus phases).

*Table 7-3: Library Hours (COVID)*

<b>Day</b>	<b>Open</b>	<b>Close</b>
Monday – Wednesday	8:00 a.m.	7:00 p.m.
Thursday & Friday	8:00 a.m.	5:00 p.m.
Saturday & Sunday	1:00 p.m.	6:00 p.m.

### **Pre- COVID Services:**

#### Assigned Library Liaisons

All credentialed librarians are assigned as library liaisons throughout the six academic divisions and the Tennessee College of Applied Technology. Anthony Prince is the assigned library liaison for Engineering. Faculty can collaborate with library liaisons to tailor courses integrate library instruction and library guides into their curriculum. Students have access to their liaisons or other reference librarians during all the hours that the library is open or by appointment. Library liaisons also communicate resource needs for the division to the library for purchase consideration and keep faculty abreast of the current literature in their areas of interest for inclusion in the library collection.

#### Reference Assistance

The library staff uses a chat service during the hours that the library is open. The chat is available via the library's web page. Students are also able to text questions from their mobile devices through this service as well. Students can also schedule a Research Appointment to meet one-on-one with a librarian to assist them in their research process.

### **Interlibrary Loan**

Students can access books and journal articles in the 69,000 OCLC interlibrary loan network libraries worldwide through the library's interlibrary loan services. The library absorbs the cost of borrowing these materials; there are no charges to faculty or students. <https://library.chattanooga.state.edu/c.php?g=685993&p=4847589>

### **COVID Services:**

Assigned Library Liaisons - same as Pre- COVID

Reference Assistance:

Same as Pre-COVID, although Research Appointments were held via technological means (Phone, Zoom, WebEx, etc.)

### **Interlibrary Loan**

Same as Pre-COVID except for the exclusion of borrowing books during COVID. Article service remained open to our users.

### **Pre- COVID Collections:**

The library focuses on providing more and more materials online for 24/7 access: books, journals, videos, test preparation and review guides, etc., per our Materials Selection Policy. Students still check out books in many cases but seem to prefer accessing journal articles and videos online. Thus, the library tries to find online videos and journals whenever possible. The benefit is that all students can access the same content 24/7 from any internet-connected device. With online videos, journals, and books, all students can access the same curriculum-related resources no matter where they are located or where their courses are taught. All faculty and students are invited to suggest materials for the library to acquire. Faculty requests for materials to support the curriculum will be honored as long as financial resources permit.

The majority of instructional/research materials are found online with 24/7 access for our students. Online materials are provided through the library's website through either specialized databases appropriate to Engineering or through the aggregated search system, OneKLIC. If an instructor collaborates with the liaison librarian, a "Libguide" (Library Guide) can be explicitly created for assignments. Access is granted to these resources off-campus through a proxy server authenticating the user by their "Tiger ID" and password assigned by the College from any internet-capable device (i.e. laptop, phone, tablet, etc.).

Staff involved in the selection and purchase of library materials are:

- Anthony Prince, Liaison to the Engineering and Information Technologies Division
- Betsy Fronk, Collection Development Librarian
- Marie Cullis, Electronic Resources Staff
- Danielle Knowles, Library Systems & Emerging Technologies Librarian
- Susan L. Jennings, Dean of Library Services

KLIC provides three general and subject-specific databases to support student and faculty research. Engineering databases available electronically are as follows:

- *Academic Search Complete*
- *Applied Science & Technology*
- *AWS Academic Access*

Residents of Tennessee also have access to the Tennessee Electronic Library (TEL) free of charge. Many of its resources provide information about Computer Information Technology as a profession, articles in the news, and general articles and reference sources.

The print book collection has 1460 print volumes in the Library of Congress classification T-TX section. The online has 1091 electronic books (this does not include the Ebsco Engineering eBook Collection). The "T – TP" section of the Library of Congress Classification System is found directly through our library catalog and our aggregated search, "OneKLLIC." The total number of printed books specific to engineering-related topics is approximately 728 books.

#### **COVID Collections:**

Same as Pre-COVID: During COVID, the library's online collections became even more critical. The library added a new ebook collection, Overdrive, which provides books to our faculty, staff, and students from their electronic devices. Even during COVID, students could request books to be pulled for them. Books were checked out, and students were able to pick them up using a no-contact delivery system. All faculty and students are invited to suggest materials for the library to acquire although we are currently collecting more ebooks and audiobooks to match the needs. Faculty requests for materials to support the curriculum will be honored as long as financial resources permit. Access to all online resources off-campus is established through a proxy server authenticating the user by their "Tiger ID" and password assigned by the College from any internet-capable device (i.e. laptop, phone, tablet, etc.).

Staff involved with the Computer Information Technology instruction and collection development are the same.

#### **F. Overall Comments on Facilities**

The Engineering and Information Technology division's facilities are well maintained. The Chattanooga State Physical Plant performs periodic audits in cooperation with state and local authorities and inspectors to ensure campus buildings are up to code for safety. A work order system is in force and used to raise awareness and fix issues as they arise. Faculty members are required to conduct a risk assessment as a part of their lab exercises. The division employees understand the comprehensive and rigorous Standing Operating Procedure (SOP) for all matters related to faculty and student safety.

Students are monitored while using laboratory equipment, and proper corrective action is immediately taken when required. The division has implemented an internal work order system to be used when an equipment issue is discovered.

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COMMITTEE CHAIRS TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: Proposed A.A.S. in Automotive Technology with a Concentration in Automotive Specialist at Northeast State Community College

DATE: May 31, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

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Northeast State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Automotive Technology with a Concentration in Automotive Specialist.

The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration in Automotive Specialist. The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports.

These areas represent the needs of regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This also ensures an Associate of Applied Science degree that is more easily identified by industry and students will develop competencies applicable to the current and emerging needs of the automotive industry.

The program will be the first AAS in Automotive Technology in the TBR system so is considered a new program to the state, although the program uses the same courses that are already taught at Northeast State.

# Executive Summary Northeast AAS in Automotive Technology

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## PROGRAM DESCRIPTION

Northeast State Community College (NeSCC) proposes an Associate of Applied Science (AAS) in Automotive Technology to meet the customized, industry-specific needs and unique academic and career goals of the students within the College's five-county service region. The College currently offers well-established and developed automotive-related programs under its AAS in Industrial Technology. This 60-credit hour program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration of Automotive Specialist. The program and concentration will offer the students flexibility to pursue coursework, training, and skills in three different pathways: Automotive Service, Auto Body/Collision, and Motor Sports. Embedded certificates will provide another avenue into the workforce for Northeast State students. These programmatic areas represent the needs of our regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. Furthermore, this realignment will also position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

## INSTITUTIONAL GOVERNING BOARD APPROVAL

The proposed Automotive Technology, AAS program was approved by the Tennessee Board of Regents on June 15, 2023.

## PROPOSED IMPLEMENTATION DATE

Fall 2023

## ALIGNMENT WITH STATE MASTER PLAN AND INSTITUTIONAL MISSION/STRATEGIC PLAN

The proposed Associate of Applied Science in Automotive Technology aligns with the THEC State Master Plan for Higher Education by addressing the three areas of student success, family prosperity,



and the workforce. The proposed program will provide students with high-quality and relevant career focused credentials. As dual enrollment will be a component of the proposed program, students of the region will have a clear pathway from high school, through higher education, and into the workforce. Additionally, embedded certificate programs provide students with various on and off ramps throughout the education journey.

Furthermore, the proposed program aligns with the vision mission of Northeast State Community College by investing the students the skills and knowledge to be among the best prepared individuals to meet current and emerging needs. Graduates of this program will strengthen the regional workforce while providing an affordable career path which can lead to greater levels of prosperity.

## **FEASIBILITY**

### **Student Interest**

Student interest in automotive-related programs is strong within the College's five-county service region. This is evidenced by historical enrollment patterns in the current automotive-related areas at Northeast State (5-year averages: Enrollment – 49, Academic Awards – 15).

### **Local and Regional Demand**

According to the US Bureau of Labor Statistics, the annual median pay in 2021 for Automotive Body repairers was \$47,020 and \$46,880 for Automotive Service Technicians. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue. With current grant funding from the National Science Foundation, Northeast State Community College is actively integrating electric vehicle technology and training into automotive-related programs. The proposed program would position Northeast State Community College as the only AAS degree conferring institution in northeast Tennessee and provide students a credential more easily identified by industry partners. The competencies developed will be applicable to the current and emerging needs of the automotive industry.

A review of the THEC Supply and Demand report, SOC code 49-3023: Automotive Service Technicians and Mechanics, indicates that Northeast State would be the only AAS degree conferring institution in the region. TCAT Elizabethton confers certificate and diploma credentials. SOC code 49-3021: Automotive Body and Related Repairers, indicates that Northeast State would be the only AAS degree or certificate conferring institution in the region.

### **Industry Support**

The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. These skills are in direct response to over two decades of continuous industry participation and collaboration. Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners. The institution has secured letters of support from industry partners to further elucidate the regional need for the proposed program.

### **Workforce Need**

The program faculty are continually involved with regional industry partners to better understand the workforce needs. The reliance of workforce advisory boards is paramount and allows for continuous improvement related to both current and emerging needs of the regional workforce. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were more than 10,000 new hires in the state of Tennessee with 1800 of those in the East Tennessee Region in 2020. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue.

## **CURRICULUM**

The curriculum for the proposed Associate of Applied Science in Automotive Technology is a 60-semester credit hour program that consists of 16 credit hours of general education, 16 credit hours of major field core, and 25 credit hours of pathway options. This model will allow students to develop a more varied and diverse skill set leading to a broader scope of employment opportunities. An additional three credit hours will be from Northeast State's first year experience course, College and Lifelong Learning. This course was implemented during the 2015 – 2016 academic year.

The program area faculty are proactive in responding to the needs of the College's workforce partners and in the light of continuous improvement, regularly updates the curriculum. The proactive, instead of a reactive approach, allows the program to continue to impart relevant skills and abilities unto the students. These skills and abilities are focused on not only preparing students of the region with direct entry into the workforce, but also with an affordable career path which can lead to greater levels of prosperity.

The program competencies for the proposed program were developed to reflect the skills and abilities students will need and in response to the needs of the regional industry partners. Program competencies will be used as the unit of measure for the program and are organized by Core Competencies and Pathway Competencies. Core competencies are those that are developed from the general education and major field core components which all students enrolled in the proposed program will complete. Pathway competencies are those developed from the specific pathway options based on the specific goals of the student.

### **AAS Automotive Technology: Automotive Specialist – Core Competencies**

1. Demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.
2. Demonstrate appropriate computer skills applicable in Automotive Technology fields such as analyzing computer serial data to discover and solve specific system problems.
3. Demonstrate, perform, and adhere to appropriate OSHA safety standards in the Automotive Technology industry including basic and intermediate rigging methods.

### **AAS Automotive Technology: Automotive Specialist – Pathway Competencies**

#### Automotive Body/Collision Repair

1. Disassemble, assemble, and repair auto body components.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

## Automotive Service

1. Troubleshoot, assemble, and repair mechanical systems found in the automotive service industry.

## Motor Sports

1. Troubleshoot, assemble, and repair performance systems found in the motor sports industry.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

## **PROGRAM PRODUCTIVITY**

	<b>2022 – 23</b>	<b>2023 – 24</b>	<b>2024 – 25</b>
<b>Enrollment</b>	<b>36</b>	<b>40</b>	<b>45</b>
<b>Academic Awards</b>	<b>15</b>	<b>20</b>	<b>25</b>

## **PROGRAM DUPLICATION**

According to the Tennessee Higher Education Commission Academic Program Inventory ([THEC API](#)), there are no Associate of Applied Science in Automotive Technology programs in the state of Tennessee. A review of the related CIP code, 29.47.0604.00, indicates the following:

- Automotive Service Technology AAS – Southwest Tennessee Community College.
- Automotive Technology Diploma – Tennessee Colleges of Applied Technology.

## **INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM**

Northeast State Community College currently offers a well-developed set of automotive-related programs to include embedded certificates of Automotive Service and Auto Body Service Technology as well as AAS program concentrations in Automotive Service, Automotive Body/Collision Repair, and Motor Sports. These programs are offered in the Automotive Center at the Blountville, TN teaching site as well as at the Regional Center for Automotive Programs in Kingsport, TN. The capacity to offer automotive-related programs at multiple teaching sites allows the College to extend the proposed program across a wider range of its service region, to include dual enrollment.


## **ASSESSMENT AND POST-APPROVAL MONITORING**

Program evaluation will consist of various metrics to include enrollment, graduation rates, job placement, and accredited body review. Current institutional mechanisms for program evaluation will apply to the proposed program and will include ATMAE and SACSCOC consideration. In line with current institutional processes, the program will be reviewed annually by the program head, the Office of Academic Affairs, and the Office of Research, Analytics, and Planning. The review process will also include input from the program advisory board to ensure applicability to the current trends in the region's workforce.

## **FINANCIAL PROJECTIONS**

As the components of the proposed program have been offered for many years, the facilities, faculty, support staff, and equipment are in place. The proposed program is a realignment of currently offered automotive-related program concentrations to a more industry-recognized and representative program. As reflected in the financial projections form, there are no new one-time financial considerations associated with the proposed program.

- Projected recurring expenditures are based on actual budget numbers for the current automotive-related programs.
- The automotive programs are currently supplemented by two grants: one funded by the National Science Foundation – Advanced Technological Education (\$349,340) and another, through an NSF funded entity, the National Electric Vehicle Consortium (\$143,877). The average yearly distribution is reflected in the chart below.
- Tuition revenue was estimated based on the dollar amount per FTE for projected enrollment numbers.

 <b>Financial Projections Form</b>								
<b>Institution</b>	Northeast State Community College							
<b>Program Name</b>	AAS Automotive Technology							
Projected One-Time Expenditures								
Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7*
Faculty & Instructional Staff								
Non-Instructional Staff								
Graduate Assistants								
Accreditation								
Consultants								
Equipment								
Information Technology								
Library resources								
Marketing								
Facilities								
Travel								
Other								
<b>Total One-Time Expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Recurring Expenditures								
Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7*
Faculty & Instructional Staff		\$193,874	\$199,690	\$205,681				
Non-Instructional Staff								
Graduate Assistants								
Accreditation								
Consultants								
Equipment								
Information Technology								
Library								
Marketing								
Facilities								
Travel		\$10,300	\$10,609	\$10,927				
Other		\$22,974	\$23,663	\$24,373				
<b>Total Recurring Expenditures</b>	\$0	\$227,148	\$233,962	\$240,981	\$0	\$0	\$0	\$0
<b>Grand Total (One-Time)</b>	<b>\$0</b>	<b>\$227,148</b>	<b>\$233,962</b>	<b>\$240,981</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Projected Revenue								
Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7*
Tuition		\$131,520	\$144,760	\$159,200				
Grants		\$164,405	\$164,405	\$164,405				
Other								
<b>Total Revenues</b>	<b>\$0</b>	<b>\$295,925</b>	<b>\$309,165</b>	<b>\$323,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*\*Years 6 and 7 should only be included for doctoral programs*



**TENNESSEE BOARD OF REGENTS**  
**Academic Proposal Form for All New Programs**

**COVER PAGE**

*This form is submitted with all proposals requiring Board approval to the TBR Vice Chancellor for Academic Affairs. The COVER PAGE may be submitted as a PDF. All other forms should be submitted as MSWord documents.*

Please remember to submit only one proposal with related support documents per e-mail.

**Sponsoring Institution(s):** Northeast State Community College

**Proposal Statement:** Northeast State proposes to create a new AAS Automotive Technology with a concentration in Automotive Specialist.

**Degree Designation [or] Type of Certificate:**

A.A.S. \_\_\_\_\_ in Automotive Technology  
Formal Degree Abbreviation Title of Proposed Program to be established or impacted

**Proposed Degree [or] Certificate CIP & SOC Codes:** CIP: 29.47.0604.00 SOC: 49-3021, 49-3023

**Concentrations:** Automotive Specialist

**Proposed CIP & SOC Codes:**

**Anticipated Delivery Site(s):** Northeast State Blountville and Kingsport Pal Barger Regional Center for Automotive Programs

**Proposed Implementation Date:** Fall 2023

**Cooperative/Collaborative Partners:** NA

For more information contact: Dr. Donna Farrell / 423.354.2407  
Name Telephone

**Institutional Approval:** \_\_\_\_\_ 5-5-23  
*Signature of President (required) Date*

*The Cover Page documents the President's support and that the proposal has been reviewed and approved through the established institutional processes. Collaborative programs require the President's signature from all participating institutions.*

AAS Automotive Technology with a concentration of Automotive Specialist

Black – General Education

Orange – Major Field Core

Red – Pathway Options

Blue – Pathway Option but must taken in order.

Fall	Cr	Spring	Cr
EDUC 1030 College and Lifelong Learning	3	MATH 1050 Trigonometric Applications	4
ENGL 1010 English Composition I	3	Humanities Elective	3
COMM 2025 Fundamentals of Communication or COMM 2045 Public Speaking	3	AUTO 2150 Computer Engine Controls	4
AUTO 1120 Automotive Electrical	4	Automotive Service – Select one: AUTO 1130 Advanced Engine Analysis – 4 or AUTO 2350 Body & Chassis Electronics – 4 or AUTO 2410 Management Maintenance - 3	3-4
AUTO 2140 Engine Analysis	4		
Total Credit Hours	17	Total Credit Hours	14

Fall	Cr	Spring	Cr
Select a group or mixture of courses from Autobody, Automotive Service, and Motor Sports: Autobody – AUBR 1330 Non-Structural Repair – 4 AUBR 1340 Structural Repair – 4 AUBR 1420 Paint and Refinishing – 4 WELD 1060 General Welding – 4	16	Behavioral/Social Science Elective	3
Automotive Service – AUTO 2210 Alignment and Brakes – 4 AUTO 2310 Power Trains – 4	8	PHYS 1030 Survey of Physics or PSCI 1010 Principles of Physical Science I	4
Motor Sports – AUTO 2220 Chassis Motor Sports I – 4 AUTO 2320 Power Trains Motor Sports I – 4 AUTO 2510 Performance Motor Sports I - 4	12	Autobody – AUTO 2990 Special Topics – 1-4	1-4
		Automotive Service – AUTO 1130 Advanced Engine Analysis – 4 AUTO 2350 Body & Chassis Electronics – 4 AUTO 2410 Management Maintenance - 3	11
		Motor Sports – AUTO 2520 Performance Motor Sports II – 3	3
Total Credit Hours	13	Total Credit Hours	16

Total Degree Credit Hours: 60

<b>General Education Requirements (16 Credits)</b>
ENGL 1010 - English Composition I – 3 Behavioral/Social Science Elective – 3 COMM 2025 - Fundamentals of Communication or COMM 2045 - Public Speaking – 3 Humanities Elective – 3 PHYS 1030 - Survey of Physics or PSCI 1010 - Principles of Physical Science - 4
<b>Major Field Core Requirements (16 credits)</b>
AUTO 1120 - Automotive Electrical – 4 AUTO 2140 - Engine Analysis - 4 AUTO 2150 - Computer Engine Controls – 4 MATH 1050 - Trigonometric Applications – 4
<b>Concentration (minimum 25 credits)</b>
AUBR 1330 - Non-Structural Repair – 4 AUBR 1340 - Structural Repair – 4 AUBR 1420 - Paint and Refinishing – 4 AUTO 1130 - Advanced Engine Analysis – 4 AUTO 2210 - Alignment and Brakes – 4 AUTO 2220 - Chassis Motor Sports I – 4 AUTO 2310 - Power Trains – 4 AUTO 2320 - Power Trains Motor Sports I – 4 AUTO 2350 - Body & Chassis Electronics – 4 AUTO 2410 - Management Maintenance - 3 AUTO 2510 - Performance Motor Sports I - 4 AUTO 2520 - Performance Motor Sports II – 3 AUTO 2990 - Special Topics – 1-4 WELD 1060 - General Welding - 4
<b>Other (3 credits)</b>
EDUC 1030 - College and Lifelong Learning – 3
<b>Total Credits – 60</b>



## Financial Projections Form

**Institution** Northeast State Community College

**Program Name** AAS Automotive Technology

### Projected One-Time Expenditures

Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*
Faculty & Instructional Staff							
Non-Instructional Staff							
Graduate Assistants							
Accreditation							
Consultants							
Equipment							
Information Technology							
Library resources							
Marketing							
Facilities							
Travel							
Other							
<b>Total One-Time Expenditures</b>	\$0	• \$0	\$0	\$0	\$0	\$0	\$0

### Projected Recurring Expenditures

Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*
Faculty & Instructional Staff		\$193,874	\$199,690	\$205,681			
Non-Instructional Staff							
Graduate Assistants							
Accreditation							
Consultants							
Equipment							
Information Technology							
Library							
Marketing							
Facilities							
Travel		\$10,300	\$10,609	\$10,927			
Other		\$22,974	\$23,663	\$24,373			
<b>Total Recurring Expenditures</b>	\$0	\$227,148	\$233,962	\$240,981	\$0	\$0	\$0
<b>Grand Total (One-Time and Recurring)</b>	<b>\$0</b>	<b>\$227,148</b>	<b>\$233,962</b>	<b>\$240,981</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Projected Revenue

Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*
Tuition		\$131,520	\$159,200	\$159,200			
Grants		\$164,405	\$164,405	\$164,405			
Other							
<b>Total Revenues</b>	<b>\$0</b>	<b>\$295,925</b>	<b>\$323,605</b>	<b>\$323,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Years 6 and 7 should only be included for doctoral programs




<b>Year 7*</b>
\$0

<b>Year 7*</b>
\$0
\$0

<b>Year 7*</b>
\$0

# AAS Automotive Technology

## CC - Application/Proposal for All New Programs

### Instructions

Refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.

Please respond to each question. If the question is not applicable, please use "NA" and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow more space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs through Curriculum.

**NOTE: THE FIRST ACTION FOR ANY NEW DEGREE OR CERTIFICATE, WITH 24 OR MORE SEMESTER CREDIT HOURS (SCH), IS TO SUBMIT A LETTER OF INTENT TO THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS. No other proposals require prior notice. The institution will receive approval to proceed from the Vice Chancellor within 30 days.**

Please remember to attach the [cover letter](#) when submitting your proposal.

### SECTION I. INTRODUCTION

**Institution(s):\***

**Proposal Statement:** Northeast State proposes to create a new AAS Automotive Technology with a concentration in Automotive Specialist.

**Title of Program:\*** AAS Automotive Technology

**CIP Code:\*** 09.47.0604.00

**SOC Code:\*** 49-3021, 49-3023

**Concentrations:(If Applicable)** Automotive Specialist

**CIP Code:**

**SOC Code:**

**Delivery Site(s):\*** Northeast State Community College Blountville campus and Kingsport Pal Barger Regional Center for Automotive Programs

**Proposed Implementation Date:\*** Fall 2023

**Cooperative/ Collaborative Partners:**

**Campus Contact:** Dr. Donna Farrell, Dean of Technologies, dsfarrell@NortheastState.edu, 423.354.2407

**Projected Date for Submission of Proposal:\*** May 2023

**Target Date for Board Approval:\*** July 2023

### A. PURPOSE

Goals and Objectives in keeping with Institutional Mission

Specify: campus specific, regional, state-wide, national, International; Population: Traditional, Non-traditional [over 25], Military, Dual Enrollment [High School], Workforce, or other; Academic, Workforce development and/or Research Needs

**Purpose:\*** Northeast State Community College (NeSCC) proposes an Associate of Applied Science (AAS) in Automotive Technology to meet the customized, industry-specific needs and unique academic and career goals of the students within the College's five-county service region. Northeast State Community College currently offers well-established and developed automotive-related programs under its Industrial Technology program. The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration of Automotive Specialist. Culminating in an Associate of Applied Science degree more easily identified by industry, the students will develop competencies applicable to the current and emerging needs of the automotive industry.

The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports. These areas represent the needs of our regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This model will allow students to develop a more varied and diverse skill set leading to a broader scope of employment opportunities. Furthermore, this realignment will position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

The proposed program aligns with both the THEC Master Plan for Higher Education and the mission of Northeast State Community College by providing the students within the College's five-county service area with high-quality and relevant credentials that are career-focused. As dual enrollment will be a component of the proposed program, students of the region will have a clear pathway from high school, through higher education, and into the workforce. Additionally, embedded certificate programs provide students various on and off ramps throughout their educational journey. Graduates of this program will strengthen the regional workforce while providing an affordable career path which can lead to greater levels of prosperity for the student and their family.

## **B. INSTITUTIONAL PRIORITY**

**Justify why this is a priority at this time and summarize the institution's other current program development plans; institutional plans and meeting benchmarks to exit from post-approval monitoring, for any flagged programs; and resource commitments.**

**Institutional Priority:\*** Northeast State's automotive programs have been successfully established for many years aligned under Industrial Technology. The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. The continuous development of the curriculum is in direct response to over two decades of industry participation and collaboration. Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners while providing the students with the skills and knowledge needed to prosper.

The AAS Automotive Technology will continue to utilize the facilities, faculty, and equipment currently in use for current automotive programs under Industrial Technology. As the College is ever conscious of continuous improvement, the implementation of the proposed program is seen as a mechanism to better prepare our students for the rapidly developing automotive-related workforce. This program will also position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

## **C. NEED**

**Identify the academic, workforce development, and/or research needs the program proposed in this letter of application will meet. Cite employment projections and supply/demand data appropriate to the discipline and degree level as justification using the [supply/demand analysis](#) as appropriate, for the degree or certificate.**

Local WIA data may also serve as a good resource.

**Needs Met:\*** According to the US Bureau of Labor Statistics, the annual median pay in 2021 for Automotive Body repairers was \$47,020 and \$46,880 for Automotive Service Technicians. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were more than 10,000 new hires in the state of Tennessee with 1800 of those in the East Tennessee Region in 2020. The proposed program would position Northeast State Community College as the only AAS degree conferring institution in northeast Tennessee for Automotive Technology.

Northeast State Community College currently offers dual enrollment opportunities in 16 regional high schools. This provides the College the opportunity to fulfill portions of the THEC State Master Plan for Higher Education as well as the Northeast State Community College mission in areas such as access to higher education, affordability, and the workforce. The College currently offers automotive-related dual enrollment courses to area high schools within the Industrial Technology degree.

If the proposed program is approved, Northeast State Community College will engage with the Tennessee Center for Applied Technology regarding an articulation agreement.

Included in this proposal are letters of support from industry partners further supporting the pertinence of this proposed program.

**A brief survey of the need and demand for the program should be conducted in order to inform development.**

**Summarize the results.\*** Student interest in automotive-related programs is strong within the College's five-county service region. This is evidenced by historical enrollment patterns in the current automotive-related areas at Northeast State (5-year averages: Enrollment – 49, Academic Awards – 15). With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue to expand. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were 1800 new hires in the field in the East Tennessee Region in 2020. A review of the THEC Supply and Demand report, SOC code 49-3023: Automotive Service Technicians and Mechanics, indicates that Northeast State would be the only AAS degree conferring institution in the region. TCAT Elizabethton confers certificate and diploma credentials. Similarly, SOC code 49-3021: Automotive Body and Related Repairers, indicates that Northeast State would be the only AAS degree or certificate conferring institution in the region.

Letters of support from industry stating that the proposed credential is recognized and would add value to their workforce should be included. Address sustainability of the program beyond the anticipated date of the first program graduates per THEC policy. Specifics will be included in the [Financial Projections Form](#).

- Please confirm:\*
- Letters of support for short term (1-2 years) have been attached.
  - Letters of support for longer term (5+ years) have been attached.

#### **D. IMPACT**

**Describe the articulation and transfer avenues projected for the proposed program in compliance with PCS 49-7-202. \***

There are no articulations for this program currently. We current offer two certificates that will be embedded into the AAS program: Auto Body Service Technology and Automotive Service.

**Describe the anticipated effect the program will have on existing associated degree programs or concentrations within the institution as well as other institutions within the system.\***

There would be no anticipated impact on students. Students will be notified of programmatic changes and given the opportunity to finish their current pathway option or change to the new alignment

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#### **F. PLANS FOR ACCREDITATION**

Identify the source and projected date of Professional accreditation if applicable; if the proposed program requires a SACSCOC Substantive Change Review and, if so, describe the scope of the substantive change. Include which agencies provide accreditation and which you prefer.

Information on actions constituting substantive change can be found at the following website: <http://www.sacscoc.org/substantivechange.asp>.

If there are no plans to seek specialized accreditation, please provide reasons.

**Plans for Accreditation:\***

Northeast State is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges to confer Associate level degrees. With that, the proposed program will require no further action from SACSCOC. The Automotive Service and Motor Sports pathways under the AAS Industrial Technology are accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). If the proposed program is approved, the pathways will be housed under the new AAS Automotive Technology. At that point, the College will initiate the process to update its ATMAE accreditation to reflect the new alignment of automotive-related programs.

#### **G. LOW PRODUCING PROGRAMS AT YOUR INSTITUTION**

**Identify any low producing programs at your institution(s) based on THEC annual program productivity report(s):**

None  
Source: Tennessee Higher Education Commission Academic Program Productivity Review, July 2021

#### **H. NEWLY APPROVED AND ESTABLISHED PROGRAMS**

CIP <http://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=55&ca=2>

SOC [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

SOC to CIP Crosswalk is available at <http://nces.edu.gov/ipeds/cipcode/resources.aspx?y=55>

Web-based inventory and program productivity analysis for state institutions are available at:

[http://tennessee.gov/thec/divisions/academicaffairs/aa\\_main.html](http://tennessee.gov/thec/divisions/academicaffairs/aa_main.html)

List all newly approved and established programs including certificates offered through any public institution in Tennessee including the Tennessee College of Technology at the same level

- Northeast State Community College – Automotive Service – (CIP: 29.47.0604.00)
- Northeast State Community College - Auto Body Service Technology - (CIP: 29.47.0603.00)
- Southwest Tennessee Community College – Automotive Service Technology AAS – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Athens - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Chattanooga – Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Covington - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Crossville - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Dickson - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Elizabethton - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Harriman - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Hartsville - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Hohenwald - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Jacksboro - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Jackson - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Knoxville - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Livingston - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at McKenzie - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at McMinnville - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Memphis - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Morristown - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Murfreesboro - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Nashville - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Newbern - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Oneida - Automotive Technology – (CIP: 29.47.0604.00)
- Tennessee College of Applied Technology at Shelbyville - Automotive Technology – (CIP: 29.47.0604.00)

## SECTION II: ARTICULATIONS, COLLABORATIONS AND DUPLICATIONS INCLUDING INTERDISCIPLINARY PROPOSALS

A. If a similar program to the one proposed already exists at other institution(s) in the state, describe any opportunities for collaboration with other institutions that have been or will be pursued.

The proposed program includes no cooperating/collaborating institutions.

B. If there are no proposed articulated or collaborative programs, skip to the next section.

For any proposed articulated or collaborative program(s):

a. Which institution(s) will have a degree-granting authority?

b. Which institution(s) will have the authority for faculty hiring, course assignment, systematic evaluation, and reappointment decisions?

c. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?

d. Which institution(s) will be responsible for academic and student-support services?

e. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?

f. In addition to the information provided by each participating institution regarding Financial Projections, please address the following items:

How will tuition rates be determined if they differ among the institutions?

Has a formal agreement been developed regarding cost-sharing policies?  Yes  No

If yes, please include it as part of the Letter of Application.

If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.

What arrangements, if any, have been made for exchange of money between participating institutions?

Provide Financial Projections (using the THEC Financial Projection form) for each institution involved PLUS an aggregate form representing all financial projections for proposed programs involving multiple institutions.

If one institution wishes to discontinue the program, what agreements exist for terminating the offering?

Specify any other issues and how they are proposed to be addressed.

B. If the proposed program is currently available through the Academic Common Market (ACM), explain why the need for the requested program/ course development cannot be better met through collaboration or in the case of universities, the ACM.\* NA

C. If a 100% online program is being proposed:

Review the State Authorization Reciprocity Agreement (http://www.wiche.edu/sara) for additional requirements if the program will be advertised as open to residents outside of Tennessee.

1. If the institution(s) is (are) authorized to offer the same program as a ground program, will the existing program be maintained in addition to on-line delivery? Yes No

2. Specify whether the proposed program is to be delivered: institutional online courses only, institutional online courses and/or TN eCampus, only through TN eCampus, Other Institutional Collaborative or Industry-Institutional Partnerships Length of Agreement: - Open-ended or limited

Start Date

End Date

3. Check all institutions and organizations that will participate in the collaborative:

Community Colleges and/or TCATs

4. List any other support agencies including clinical affiliations, government, health and Business that will participate and explain the relationship.

For ALL new programs (degrees, certificates, or concentrations) or for expansion of any existing program to a new location, notification must be sent to the TCAT Directors and other Community College Presidents two weeks prior to submission of the proposal.

SECTION III: PROGRAM STRUCTURE

A. Residency requirements: 25% or 15 SCH out of a total 60 SCH

SACSCOC require a minimum of 25% of the credits to be earned by the institution awarding the credential.

B. Macromajors or Academic Foci: Arts, Business, Education, Health Sciences, Humanities, Social Sciences, STEM

- Applied Science and Technology
- General Education

Please format your program as follows:

General Education (Undergraduate only)

Major Field Core (courses required of ALL students in a program)

Concentration(s) (identify and list courses for each concentration separately; undergraduate concentrations must be at least 15 SCH; graduate concentrations at least 12 SCH.)

Electives (May be guided or general electives; Include descriptions, prerequisites or restrictions that may apply.) This section defines pathways, specializations, etc. that are not listed on the Academic Program Inventory.

Other credits (If applicable, describe requirements for these, disseration, clinical experience, internship, portfolio or other capstone expereince.)

**Curriculum\***

6. Number of NEW courses 0

SCH 0

7. Number of SCH anticipated from transfer, articulation, PLA and other sources per THEC 1.06.0 (specify source):

**SECTION IV: STUDENT ENROLLMENT PROJECTIONS**

Estimate the unduplicated annual full-time, part-time and FTE enrollments and number of graduates for the first five years of program operation. Include anticipated international enrollment if used as a primary recruiting tool. If the proposed program involves more than one institution, provide aggregated as well as disaggregated data for all institutions.

Complete a minimum of 3 years projection for certificates and associate degrees or expand to the point that the program is expected to be self-sustaining.

**Year 1**

Full-Time Headcount\* 30

Part-time Headcount\* 6

International Headcount Anticipated\* 0

Total Year Headcount\* 36

FTE\* 32.88

Graduates\* 15

**Year 2**

Full-Time Headcount\* 30

Part-time Headcount\* 10

International Headcount Anticipated\* 0

Total Year Headcount\* 45

FTE\* 35.1

Graduates\* 20

**Year 3**

Full-Time Headcount\* 35

Part-time Headcount\* 10

International Headcount Anticipated\* 0

Total Year Headcount\* 45

FTE\* 39.8

Graduates\* 25

**Year 4**

Full-Time Headcount

Part-time Headcount

International Headcount Anticipated

Total Year Headcount

FTE

Graduates

**A. Explain the basic assumptions including attrition rate used in estimating the size of the proposed program by benchmark against other comparable programs in the discipline and institution to establish a baseline for your projected enrollments. Assumptions should be related to the evidence of need and to other supportive data.**

Enrollment projections were developed using historical enrollment data in current automotive-related programs. Regional industry partners and projected workforce needs were also factors included in student enrollment projections.

The following showcases both the graduation rates and number of graduates per academic year.

Enrollment										
Degree	Major Code	Concentration Code	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
AAS	INTC	Auto Body/Collision Repair (ABCR)	5	12	12	17	13	14	7	6
AAS	INTC	Automotive Service (AUTO)	57	63	58	38	35	47	42	25
AAS	INTC	Motor Sports (MOTR)	10	8	6	2	8	11	14	7
		<b>Totals</b>	<b>72</b>	<b>83</b>	<b>76</b>	<b>57</b>	<b>56</b>	<b>72</b>	<b>63</b>	<b>38</b>
Academic Awards										
Degree	Major Code	Concentration Code	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
AAS	INTC	Auto Body/Collision Repair (ABCR)	0	2	2	1	2	6	3	2
AAS	INTC	Automotive Service (AUTO)	4	12	8	14	7	7	8	10
AAS	INTC	Motor Sports (MOTR)	1	4	3	2	0	2	2	7
		<b>Totals</b>	<b>5</b>	<b>18</b>	<b>13</b>	<b>17</b>	<b>9</b>	<b>15</b>	<b>13</b>	<b>19</b>

**B. Describe the recruitment plan for both domestic and international enrollment (if anticipated).**

Recruitment for this program will include but not limited to the following activities:

- Curriculum flyer circulation.
- Website marketing.
- High School Dual-Enrollment recruitment and cohort proposal.
- Marketing through program recruitment video.
- Career Quest and High School career day opportunities.
- Technical Education Complex program building tours.

## SECTION V: RESOURCES

**A. List any requirement for needed resources support along with any industry contributions.**

N/A These classes already exist and are offered frequently, so this proposal will not require additional funds or faculty.

**B. Cite the THEC annual degree productivity data where funds may be redirected from closed low-producing programs (THEC A1:1.2OP) of relevant.**

NA

**C. Faculty: Describe the strengths of the existing faculty in credentials and available FTE (state number of full- and part-time faculty to support the program). Estimate additional FTE (specify number of full-time and part-time faculty) needed to support the program. If faculty are drawn from multiple departments or are committed to teach in multiple programs, identify which faculty and the percentage of their time dedicated to each program.**

**Faculty**

No new faculty are anticipated to be hired as no new courses are being developed. Faculty credentials are met with current instructors within the Technologies Division. Enrollment and student needs are met by two full-time faculty, one full-time lab assistant, one part-time lab assistant and adjunct faculty as needed.

**D. Describe Administrative/organizational structure and personnel**

The proposed program will be housed within the existing Technologies Division. The dean of Technologies provides administrative oversight to the faculty and staff within the Technologies Division. The dean reports directly to the Vice President for Academic Affairs. The division also staffs an Assistant Director of Technologies to provide further support to the students, faculty, and industry partners.

**E. Describe Clerical and Support Personnel, available and needed**

The Technologies Division is currently staffed with one academic dean, two full-time support staff (Administrative Assistants).

**F. Describe existing library and information technology resources to be available to support the projected program.**

Students in this program will access and utilize information and resources currently housed in/available through the Northeast Wayne G. Basler Library. Students are provided a general overview of library resources via new student orientation and librarians are available as guest lecturers in many classes to provide additional information, literacy content, and database tutorials. Students may also request individual sessions to obtain help with research and other library questions. There are over 70 computers available for student use in the library. There are open computer labs on the 3rd floor and the 1st floor (in The Learning Center). Additional computers are located on the 2nd and 3rd floors. Computer labs are available at our other teaching sites when not occupied by regular scheduled classes. Students have access to The Learning Center which provides drop-in and online tutoring, as well as online resources, in a wide variety of subject areas. Professional and peer tutors assist students as requested. Some services are also available during select hours at other teaching sites. Accessibility Services provides services and support to students with documented disabilities so that they have equal access to classes, campus programs, and activities.



**G. Describe Student Advisement Support. If the proposed program is part of a collaboration or articulation agreement, how will student advising be coordinated by all participating institutions to facilitate progression and completion across all participating institutions.**

An academically qualified faculty member is assigned program academic advisement responsibilities for each associate degree program, concentration, and certificate (e.g. Industrial Technology with a concentration in Automotive) as evidenced in the College's Advisor Directory. Annually (July-August), the academic deans review the advisement caseload for program faculty to determine if changes are warranted for the upcoming academic year. Following the review, Northeast State's Advisor Directory is revised, as appropriate. All full-time faculty serve as academic advisors.

Full-time faculty members work a 37.5-hour work week. A component of their workload is required office hours. These hours are posted so students will have opportunities to meet with their advisor to discuss their academic plan.

In addition to faculty academic advisors, Northeast State also staffs the College's Advising Resource Center with professional advisors. The Center's purpose is to increase students' persistence to graduation by providing academic advising, career counseling, transfer advising, and career services.

**H. Describe existing and anticipated instructional facilities & instructional equipment to support the proposed program.**

The proposed program shall be offered within existing college's automotive facilities. Current space and equipment allocations meet the needs of the College's current automotive-related program as will continue to meet the needs of the proposed program.

## SECTION VI: FINANCIAL PROJECTIONS

A. Use the THEC [Financial Projections Form](#) (FP) to provide revenues and expenditures for the proposed program. If the proposed program involved more than one institution, provide a separate excel FP Form for each institution as well as an aggregate for the combined financial projections. **Submit as an Appendix the THEC Financial Projection Form. (NOTE: The form is auto-formatted to show a balanced budget. Do NOT alter format.)**

Please confirm.  I have attached the THEC Financial Projection Form.

**B. If reallocation is used, provide a rationale and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where funds may be redirected from closed/low producing program (A1:1.20P), if relevant. What will be the impact on the other program?**

There is no planned reallocation of funds for the proposed program. There are no new direct fiscal considerations with the development of this proposed program as it represents a realignment of current automotive-related programs.

Northeast State's automotive programs have been successfully established for many years. The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. These skills are in direct response to over two decades of continuous industry participation and collaboration. Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners.

The AAS Automotive Technology will continue to utilize the facilities, faculty, and equipment currently in use for our Automotive programs. As we are ever conscious of continuous improvement, we see the implementation of the proposed program as a mechanism to better prepare our students for the rapidly developing automotive-related workforce. This program will also position us strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion. Culminating in an Associate of Applied Science degree more easily identified by industry, the students will develop competencies applicable to the current and emerging needs of the automotive industry.

C. List for each institution involved:

**1. All active Letters of Application**

New AAS in Industrial Control Systems

**2. Approved programs not meeting benchmarks**

None

**3. Low producing programs at all levels**

None

**4. Programs terminated within the last 12 months**

None

## SECTION VII: DEGREE MAP OF PROGRAM STRUCTURE

A. Attach a Curriculum Master Academic Plan (MAP) showing the projected path to completion in the shortest period of time, (i.e., four semesters for 60 SCH).

Indicate course delivery method by color coding or highlighting delivery mode as follows:

BLACK	BOLD	Ground
RED	BOLD	On-line
BLUE	BOLD	TN eCampus Share Library of Courses
GREEN	BOLD	Hybrid

B. Description of All Courses:

**1. Provide rubric, number, title, and credit hours of each course needed for full implementation of the proposed program.**

EDUC 1030 - College and Lifelong Learning – 3  
ENGL 1010 - English Composition I – 3  
Behavioral/Social Science Elective – 3  
COMM 2025 - Fundamentals of Communication or COMM 2045 - Public Speaking – 3  
Humanities Elective – 3  
PHYS 1030 - Survey of Physics or PSCI 1010 - Principles of Physical Science - 4  
AUTO 1120 - Automotive Electrical – 4  
AUTO 2140 - Engine Analysis - 4  
AUTO 2150 - Computer Engine Controls – 4  
MATH 1050 - Trigonometric Applications – 4  
AUBR 1330 - Non-Structural Repair – 4  
AUBR 1340 - Structural Repair – 4  
AUBR 1420 - Paint and Refinishing – 4  
AUTO 1130 - Advanced Engine Analysis – 4  
AUTO 2210 - Alignment and Brakes – 4  
AUTO 2220 - Chassis Motor Sports I – 4  
AUTO 2310 - Power Trains – 4  
AUTO 2320 - Power Trains Motor Sports I – 4  
AUTO 2350 - Body & Chassis Electronics – 4  
AUTO 2410 - Management Maintenance - 3  
AUTO 2510 - Performance Motor Sports I - 4  
AUTO 2520 - Performance Motor Sports II – 3  
AUTO 2990 - Special Topics – 1-4  
WELD 1060 - General Welding - 4

**2. Identify which courses already exist and which courses must be developed by the institution.**

All courses exist, therefore, no new costs associated with this degree.

**3. Identify any new courses to be requested as an addition to the Common Course Library.**

None

**C. Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, the proposed method of awarding of prior learning assessment credit, etc.**

- The program layout was developed as a reflection of the current program layout for Industrial Technology: Automotive Service, Auto Body, and Motor Sports as well as other programs within the Technologies Division.
- The proposed course layout has the following non-program specific courses in the first semester of the first year:
  - EDUC 1030 – College and Lifelong Learning
  - ENGL 1010 – English Composition I
  - Communication Elective
- The three first semester courses were intentionally selected to provide students with foundational skills and knowledge as they begin their academic program. The College feels strongly that foundational oral and written communication skills are paramount in the service-oriented job field.
  - Of the first year 31 credit hours, 12 are general education while 19 are major field core or pathway courses.
  - Of the second year 29 credit hours, 7 are general education while 22 are major field core or pathway courses.
- The proposed program will have a structure similar to the current automotive-related programs under AAS Industrial Technology. Embedded certificates are in the Automotive Service and Auto Body/Collision Repair pathways. These certificates will still be embedded under the proposed AAS Automotive Technology program. The embedded certificates are as follows:
  - Auto Body Service Technology – 21 credit hours
  - Automotive Service – 31 credit hours
- Learning support requirements are addressed identically across all academic programs at Northeast State Community College. Students requiring learning support will complete those through the co-requisite model. Those course combinations are as follows:
  - Reading: READ 0870 and EDUC 1030
  - Writing: ENGL 0870 and ENGL 1010
  - Mathematics: MATH 0050 and MATH 1050

**D. Provide a rationale for the delivery mode(s). Include options such as block scheduling, dual enrollment, dual admissions, cohort programs, on-line, etc. If on-line delivery will be used, indicate what percentage of the program will be delivered on-line. (If the program is to be delivered 100% online, include a list of all degrees at all levels for which SACSCOC has been notified and accepted. If the program is to be delivered across state lines, please document appropriate support structures to facilitate a successful program in keeping with SARA guidelines.)**

**Rationale for Delivery Mode(s):** The general education courses in the proposed program can be completed in either online or on-ground formats. The major field core and the pathway courses will be offered in a traditional, 15-week format on-ground at either the College's Blountville or Kingsport teaching site.

**E. Admission, Retention, and Graduation Requirements (Provide complete statement as it will appear in the catalog only if requirements are different from standard institutional requirements as stated in the *Catalog*.) (Note: The Board reviews and approves the exact statement presented.)**

**Admission, Retention, and Graduation Requirements** Requirements are not different from the standard.

**F. Include an organizational chart and/or statement to describe the location of the program within the organizational structure and if it will require the addition of a new organizational unit. If so, describe the nature of the unit. Identify campus and off-campus locations where the institution plans to offer the program.**

**Organizational chart and/or statement to describe the location of the program** The proposed program will be housed in the Technologies Division. See attached organizational chart.

**G. Identify campus and off-campus locations where the institution plans to offer the program.** Northeast State in Blountville  
Northeast State in Kingsport

**H. If a certificate program is being proposed, will it meet Federal Student Aid eligibility per the U.S. Department of Education upon being added to the institution's Program Participation Agreement (PPA)?**  YES  
 NO

All certificate programs eligible for Federal Student Aid are subject to Gainful Employment Regulations.

**SECTION VIII: PROGRAM PERFORMANCE, EVALUATION, AND RESOURCES**

**A. Identify the assessment metrics associated with each program goal and objective and how each metric will inform the program.**

The program competencies for the proposed program were developed to reflect the skills and abilities students will need and in response to the needs of the regional industry partners. Program competencies will be used as the unit of measure for the program and are organized by Core Competencies and Pathway Competencies. Core competencies are those that are developed from the general education and major field core components which all students enrolled in the proposed program will complete. Pathway competencies are those developed from the specific pathway options based on the specific goals of the student.

**AAS Automotive Technology: Automotive Specialist – Core Competencies**

1. Demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.
2. Demonstrate appropriate computer skills applicable in Automotive Technology fields such as analyzing computer serial data to discover and solve specific system problems.
3. Demonstrate, perform, and adhere to appropriate OSHA safety standards in the Automotive Technology industry including basic and intermediate rigging methods.

**AAS Automotive Technology: Automotive Specialist – Pathway Competencies**

Automotive Body/Collision Repair

1. Disassemble, assemble, and repair auto body components.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

Automotive Service

1. Troubleshoot, assemble, and repair mechanical systems found in the automotive service industry.
2. Upon completion of the program, all students will demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.

Motor Sports

1. Troubleshoot, assemble, and repair performance systems found in the motor sports industry.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

Program evaluation will consist of various metrics to include enrollment, graduation rates, job placement, and accredited body review. Current institutional mechanisms for program evaluation will apply to the proposed program and will include ATMAE and SACSCOC consideration. In line with current institutional processes, the program will be reviewed annually by the program head, the Office of Academic Affairs, and the Office of Research, Analytics, and Planning. The review process will also include input from the program advisory board to ensure applicability to the current trends in the region's workforce.

**B. Identify which individuals within the proposed program are responsible for evaluation and outline an evaluation schedule for each of the first five years of the program.**

Annual reviews will be conducted by the Office of Academic Affairs and the Office of Research, Analytics, and Planning. Evaluation metrics will include program completion and job placement rates.

03/13/2023

Dr. Donna Farrell  
Dean, Technologies  
Northeast State Community College  
2425 Hwy 75, PO Box 246  
Blountville, TN 37617

**RE: Automotive Specialist**

Dear Dr. Farrell:

I am writing on behalf of, Courtesy Chevrolet, in support of Northeast State Community College's proposed Automotive Specialist program. Our industry has a need for skilled workers in this area.

After reviewing the curriculum outlined in Northeast State's Automotive Specialist program for the new Associate of Applied Science, it is believed students with these competencies would be a valuable addition to our organization. Courtesy Chevrolet supports the creation of the Associate of Applied Science degree in Automotive Specialist.

Thank you for your commitment to providing trained, educated employees. We have, and are, enjoying the benefits of Northeast State trained students.

Sincerely,

*Austin Crawford*

03/13/2023

Dr. Donna Farrell  
Dean, Technologies  
Northeast State Community College  
2425 Hwy 75, PO Box 246  
Blountville, TN 37617

**RE: Automotive Specialist**

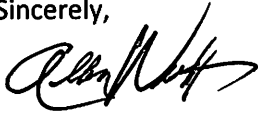
Dear Dr. Farrell:

I am writing on behalf of, Friendship Ford, in support of Northeast State Community College's proposed Automotive Specialist program. Our industry has a need for skilled workers in this area.

After reviewing the curriculum outlined in Northeast State's Automotive Specialist program for the new Associate of Applied Science, it is believed students with these competencies would be a valuable addition to our organization. Friendship Ford supports the creation of the Associate of Applied Science degree in Automotive Specialist.

Thank you for your commitment to providing trained, educated employees. We have, and are, enjoying the benefits of Northeast State trained students.

Sincerely,

A handwritten signature in black ink, appearing to be "Alan [unclear]", written in a cursive style.

## Northeast State – AAS Automotive Technology

### 1. Missing THEC-required information:

- Alignment with the state master plan for higher education and Institutional mission
  - The Associate of Applied Science in Automotive Technology with a concentration in Automotive Specialist program will meet customized, industry-specific needs and the unique academic and career goals of the students. The proposed program will allow students within the College's five-county service region to earn an Associate level degree while having the flexibility to take courses across different automotive-related pathways. This model will lead to a more varied and diverse skill set leading to a broader scope of employment opportunities.
  - The proposed Associate of Applied Science in Automotive Technology aligns with the THEC State Master Plan for Higher Education by addressing the three areas of student success, family prosperity, and the workforce. As dual enrollment will be a component of the proposed program, students of the region will have a clear pathway from high school, through higher education, and into the workforce. Additionally, embedded certificates provide students various on and off ramps throughout their education journey. Furthermore, the proposed program aligns with the mission of Northeast State Community College by providing the students within the College's five-county service area with high-quality and relevant credentials that are career focused. Graduates of this program will strengthen the regional workforce while providing an affordable career path which can lead to greater levels of prosperity.
- Documentation that the new program is needed including:
  - Student interest
    - Student interest in automotive-related programs is strong within the College's five-county service region. This is evidenced by historical enrollment patterns in the current automotive-related areas at Northeast State (5-year averages: Enrollment – 49, Academic Awards – 15).
  - Local and regional demand data
    - With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue to expand. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were 1800 new hires in the field in the East Tennessee Region in 2020. A review of the THEC Supply and Demand report, SOC code 49-3023: Automotive Service Technicians and Mechanics, indicates that Northeast State would be the only AAS degree conferring institution in the region. TCAT Elizabethton confers certificate and diploma credentials. Similarly, SOC code 49-3021: Automotive Body and Related Repairers, indicates that Northeast State would be the only AAS degree or certificate conferring institution in the region.
  - Wage data
    - According to the US Bureau of Labor Statistics, the annual median pay in 2021 for Automotive Body repairers was \$47,020 and \$46,880 for Automotive Service Technicians. In review of the Occupation Overview

report from LightCast (Accessed May 3, 2023), the national median salary for Automotive Body and Related Repairers is \$47,278 and the salary for Automotive Service is \$46,883.


- Dual enrollment plans
    - Northeast State Community College currently offers dual enrollment opportunities in 16 regional high schools. This provides the College the opportunity to fulfill portions of the THEC State Master Plan for Higher Education as well as the Northeast State Community College mission in areas such as access to higher education, affordability, and the workforce. The College currently offers automotive-related dual enrollment courses to area high schools within the Industrial Technology degree.
  - Articulation agreements
    - If the proposed program is approved, Northeast State Community College will engage with the Tennessee Center for Applied Technology regarding an articulation agreement.
2. General question about program design: they tend to frontload the general education courses it seems, rather than sprinkling them in throughout the program... that is their call and may be appropriate, but I can see the other side of the argument.
- The program layout was developed as a reflection of the current program layout for Industrial Technology: Automotive Service, Auto Body, and Motor Sports as well as other programs within the Technologies Division.
  - The proposed course layout has the following non-program specific courses in the first semester of the first year:
    - EDUC 1030 – College and Lifelong Learning
    - ENGL 1010 – English Composition I
    - Communication Elective
- The three first semester courses were intentionally selected to provide students with foundational skills and knowledge as they begin their academic program. The College feels strongly that foundational oral and written communication skills are paramount in the service-oriented job field.
- Of the first year 31 credit hours, 12 are general education while 19 are major field core or pathway courses.
  - Of the second year 29 credit hours, 7 are general education while 22 are major field core or pathway courses.
3. Why 63 SCH, when 60 is the standard/preference? And why 20 GenEd SCH, rather than the usual 15?
- The proposed program will consist of 60 credit hours in the following areas:
    - General Education: 16 credit hours (Science requirement is 4 credit hours)
    - Major Field Core: 16 credit hours (Courses that all pathways will include)
    - Pathway courses: minimum of 25 credit hours
    - EDUC 1030 – College and Lifelong Learning: 3 credit hours
      - College and Lifelong Learning is a first semester experience course that was developed in the 2015 – 2016 academic year and is now a component of associate level degrees at the College.



4. What if student needs learning support in the first semester?
  - Learning support requirements are addressed identically across all academic programs at Northeast State Community College. Students requiring learning support will complete those through the co-requisite model. Those course combinations are as follows:
    - Reading: READ 0870 and EDUC 1030
    - Writing: ENGL 0870 and ENGL 1010
    - Mathematics: MATH 0050 and MATH 1050
  
5. Can they embed any certificates in the program (e.g. Calypso style)?
  - The proposed program will have a structure similar to the current automotive-related programs under AAS Industrial Technology. Embedded certificates are in the Automotive Service and Auto Body/Collision Repair pathways. These certificates will still be embedded under the proposed AAS Automotive Technology program. The embedded certificates are as follows:
    - Auto Body Service Technology – 21 credit hours
    - Automotive Service – 31 credit hours
  
6. NeSCC AAS in Automotive Technology: the proposed CIP code is for aircraft powerplant tech programs, since this is an automotive tech program proposal the CIP code should be 29.47.0604.00 (proposed code was 29.47.0608.00)
  - The CIP code has been updated to 29.47.0604.00.
  
7. Same embedded certificate question as STCC program.
  - The proposed program will have a structure similar to the current automotive-related programs under AAS Industrial Technology. Embedded certificates are in the Automotive Service and Auto Body/Collision Repair pathways. These certificates will still be embedded under the proposed AAS Automotive Technology program. The embedded certificates are as follows:
    - Auto Body Service Technology – 21 credit hours
    - Automotive Service – 31 credit hours
  
8. Northeast did not include any fiscal changes but rather restructuring of a current program with no fiscal impacts.
  - Northeast State's automotive programs have been successfully established for many years. The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. These skills are in direct response to over two decades of continuous industry participation and collaboration. Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners.
  - The AAS Automotive Technology will continue to utilize the facilities, faculty, and equipment currently in use for our Automotive programs. As we are ever conscious of continuous improvement, we see the implementation of the proposed program as a mechanism to better prepare our students for the rapidly developing automotive-related workforce. This program will also position us strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion. Culminating in an Associate of Applied Science degree more easily identified by industry, the students

will develop competencies applicable to the current and emerging needs of the automotive industry.

- There are no new direct fiscal considerations with the development of this proposed program as it represents a realignment of current automotive-related programs.

 <b>Financial Projections Form</b>								
<b>Institution</b>	Northeast State Community College							
<b>Program Name</b>	AAS Automotive Technology							
Projected One-Time Expenditures								
Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7*
Faculty & Instructional Staff								
Non-Instructional Staff								
Graduate Assistants								
Accreditation								
Consultants								
Equipment								
Information Technology								
Library resources								
Marketing								
Facilities								
Travel								
Other								
<b>Total One-Time Expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Recurring Expenditures								
Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7*
Faculty & Instructional Staff		\$193,874	\$199,690	\$205,681				
Non-Instructional Staff								
Graduate Assistants								
Accreditation								
Consultants								
Equipment								
Information Technology								
Library								
Marketing								
Facilities								
Travel		\$10,300	\$10,609	\$10,927				
Other		\$22,974	\$23,663	\$24,373				
<b>Total Recurring Expenditures</b>	\$0	\$227,148	\$233,962	\$240,981	\$0	\$0	\$0	\$0
<b>Grand Total (One-Time)</b>	\$0	\$227,148	\$233,962	\$240,981	\$0	\$0	\$0	\$0
Projected Revenue								
Category	Planning	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7*
Tuition		\$131,520	\$144,760	\$159,200				
Grants		\$164,405	\$164,405	\$164,405				
Other								
<b>Total Revenues</b>	\$0	\$295,925	\$309,165	\$323,605	\$0	\$0	\$0	\$0

\*Years 6 and 7 should only be included for doctoral programs



# Academic Proposal Form for All New Programs (degrees, concentrations, certificates), New Collaborative, and Conversion to 100% Online Delivery

Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.

**INSTRUCTIONS:** Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action.

## **SECTION I: Executive Summary**

**INSTITUTION:** Northeast State Community College

**PROPOSAL:** Associate of Applied Science in Automotive Technology with a Concentration in Automotive Specialist

**PROPOSED DATE OF IMPLEMENTATION:** Fall 2023

**PURPOSE:** (Goals and Objectives in keeping with Institutional Mission) Specify: campus specific, regional, state-wide, national, international

Northeast State Community College (NeSCC) proposes an Associate of Applied Science (AAS) in Automotive Technology to meet the customized, industry-specific needs and unique academic and career goals of the students within the College’s five-county service region. Northeast State Community College currently offers well-established and developed automotive-related programs under its Industrial Technology program. The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration of Automotive Specialist. Culminating in an Associate of Applied Science degree more easily identified by industry, the students will develop competencies applicable to the current and emerging needs of the automotive industry.

The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports. These areas represent the needs of our regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This model will allow students to develop a more varied and diverse skill set leading to a broader scope of employment opportunities. Furthermore, this realignment will position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

The proposed program aligns with both the THEC Master Plan for Higher Education and the mission of Northeast State Community College by providing the students within the College’s five-county service area with high-quality and relevant credentials that are career-focused. As dual enrollment will be a component of the proposed program, students of the region will have a clear pathway from high school, through higher education, and into the workforce. Additionally, embedded certificate programs provide students various on and off ramps throughout their educational journey. Graduates of this program will

strengthen the regional workforce while providing an affordable career path which can lead to greater levels of prosperity for the student and their family.

**INSTITUTIONAL PRIORITY:** (Justify why this is a priority and why at this time.)

Northeast State’s automotive programs have been successfully established for many years aligned under Industrial Technology. The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. The continuous development of the curriculum is in direct response to over two decades of industry participation and collaboration.

Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners while providing the students with the skills and knowledge needed to prosper.

The AAS Automotive Technology will continue to utilize the facilities, faculty, and equipment currently in use for current automotive programs under Industrial Technology. As the College is ever conscious of continuous improvement, the implementation of the proposed program is seen as a mechanism to better prepare our students for the rapidly developing automotive-related workforce. This program will also position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

**CURRICULUM:**

The proposed program requires completion of 60 semester credit hours distributed as follows:

Curricular Area	Credit Hours
General Education	16
Major Field Core	16
Pathway Options	25
Other: EDUC 1030 – College and Lifelong Learning	3
Total	60

**NEED and IMPACT:** (Cite employment projections and supply/demand data appropriate to the discipline and degree level as justification. Include THEC supply/demand analyses from THEC website below.)

[http://tennessee.gov/thec/Divisions/AcademicAffairs/academic\\_programs/THEC supply and demand Final.pdf](http://tennessee.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC_supply_and_demand_Final.pdf)

According to the US Bureau of Labor Statistics, the annual median pay in 2021 for Automotive Body repairers was \$47,020 and \$46,880 for Automotive Service Technicians. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were more than 10,000 new hires in the state of Tennessee with 1800 of those in the East Tennessee Region in 2020. The proposed program would position Northeast State Community College as the only AAS degree conferring institution in northeast Tennessee for Automotive Technology.

Included in this proposal are letters of support from industry partners further supporting the pertinence of this proposed program.

**DIVERSITY STATEMENT:**

Northeast State’s commitment to Inclusive Excellence focuses on compositional diversity and campus climate. By embracing Inclusive Excellence, Northeast State promotes equity, diversity, and inclusion throughout core components of the College:

- Student access and success
- Education and Scholarship
- Institutional vitality and viability, and
- Organizational culture and climate.

The Office of Diversity is committed to work cooperatively with campus and community groups to encourage academic excellence, to strengthen leadership skills, and to enrich cultural awareness. Northeast State is also committed to developing a climate in which racial harmony and cultural diversity are valued, appreciated, and accepted.

**PLANS FOR ACCREDITATION:** (Identify the source and projected date of Professional accreditation if applicable; SACS notification, if required, and if a substantive change, the scope of the substantive change. If there are no plans to seek specialized accreditation, please provide reasons.)

Northeast State is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges to confer Associate level degrees. With that, the proposed program will require no further action from SACSCOC. The Automotive Service and Motor Sports pathways under the AAS Industrial Technology are accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). If the proposed program is approved, the pathways will be housed under the new AAS Automotive Technology. At that point, the College will initiate the process to update its ATMAE accreditation to reflect the new alignment of automotive-related programs.

**LIST ALL NEWLY APPROVED AND ESTABLISHED PROGRAMS WITH THE SAME CIP CLASSIFICATION AT THE SAME DEGREE LEVEL OFFERED AT ANY PUBLIC INSTITUTION IN TENNESSEE:**

CIP: 29.47.0604.00 – Southwest Tennessee Community College

- Associate of Applied Science in Automotive Service Technology

**IDENTIFY ANY LOW PRODUCING PROGRAM AMONG THOSE LISTED BASED ON THEC ANNUAL PROGRAM PRODUCTIVITY REPORTS:**

A review of the THEC Academic Program Productivity Report (July 2021) indicates no automotive-related programs as low producing.

**EVIDENCE OF COOPERATING/COLLABORATING INSTITUTIONS (WHEN RELEVANT) INCLUDING OPPORTUNITIES FOR COLLABORATION THAT WILL BE PURSUED:**

The proposed program includes no cooperating/collaborating institutions.

**SECTION II: Collaborative Programs**

The proposed program will not be offered as part of a collaboration with other institutions.

- A. Length of agreement: (open-ended or limited)
- B. Specify if
  - a.  RODP (Regents Online Degree Programs) \*credit
  - b.  ROCE (Regents Online Continuing Education and Workforce Development) \*non-credit
  - c.  Other Collaborative or Partnerships
- C. Check all the institutions that will participate in the collaborative:
  - a. Universities:
    - i.  APSU  ETSU  MTSU  TSU  TTU  UOM
  - b. Community Colleges:
    - i.  CLSCC  COSCC  CSTCC  DSCC  JSCC  MSCC  NSCC  NSTCC  PSTCC  RSCC  STCC  VSCC  WSCC

Other Support Agencies including clinical affiliations, government, health and business: Specify plans for any articulation:

- D. Which institution(s) will have a degree-granting authority?
- E. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?
- F. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
- G. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
- H. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
- I. In addition to the information provided by each participating institution regarding Financial Projections, please address the following items:
  - a. How will tuition rates be determined if they differ among the institutions?
  - b. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
  - c. What arrangements, if any, have been made for exchange of money between participating institutions?
- J. What commitments have been made by all participants to evaluate the program systematically?
- K. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?
- L. Specify any other issues and how they are proposed to be addressed.

### **SECTION III: Program Structure**

#### **RESIDENCY REQUIREMENTS (if any):**

A minimum of twenty-five percent (25%) of coursework must be completed in residence at Northeast State Community College as this is standard for all programs and is indicated in the Catalog/Student Handbook.

**COURSES (specific courses OR distribution areas) and CREDITS:**

Year 1			
Fall	SCH	Spring	SCH
EDUC 1030 - College and Lifelong Learning	3	MATH 1050 - Trigonometric Applications	4
ENGL 1010 - English Composition I	3	Humanities Elective	3
COMM 2025 - Fundamentals of Communication or COMM 2045 - Public Speaking	3	AUTO 2150 - Computer Engine Controls	4
AUTO 1120 - Automotive Electrical	4	Automotive Service – Select one:	
AUTO 2140 - Engine Analysis	4	AUTO 1130 - Advanced Engine Analysis or	4
		AUTO 2350 - Body & Chassis Electronics or	4
		AUTO 2410 - Management Maintenance	3
<b>Total Credit Hours</b>	<b>17</b>	<b>Total Credit Hours</b>	<b>14</b>
Year 2			
Fall	SCH	Spring	SCH
Select a minimum of 13 credit hours from the pathways		Select a minimum of 9 credit hours from the pathways	
<u>Auto Body/Collision –</u>		<u>Auto Body/Collision –</u>	
AUBR 1330 - Non-Structural Repair	4	AUTO 2990 - Special Topics	1-4
AUBR 1340 - Structural Repair	4	<u>Automotive Service –</u>	
AUBR 1420 - Paint and Refinishing	4	AUTO 1130 - Advanced Engine Analysis	4
WELD 1060 - General Welding	4	AUTO 2350 - Body & Chassis Electronics	4
<u>Automotive Service –</u>		AUTO 2410 - Management Maintenance	3
AUTO 2210 - Alignment and Brakes	4	<u>Motor Sports –</u>	
AUTO 2310 - Power Trains	4	AUTO 2520 - Performance Motor Sports II	3
<u>Motor Sports –</u>			
AUTO 2220 - Chassis Motor Sports I	4	Behavioral/Social Science Elective	3
AUTO 2320 - Power Trains Motor Sports I	4	PHYS 1030 - Survey of Physics or	4
AUTO 2510 - Performance Motor Sports I	4	PSCI 1010 - Principles of Physical Science I	
<b>Total Credit Hours</b>	<b>13</b>	<b>Total Credit Hours</b>	<b>16</b>

Total program credit hours: 60

**FUTURE CURRICULAR CONSIDERATIONS:**

Currently, there are no future curricular considerations related to the proposed program.

**Admission, Retention, and Graduation Requirements:**

Program requirements will be the same as for other programs and are reflected appropriately in the Catalog.

**Description of New Courses: Provide rubric, number, title, credit hours and catalog description of each new course needed for full implementation of the proposed program.**

The proposed program will require no new courses.

**Provide a rationale for the planned delivery methods for the proposed program. Include options, such as block scheduling, dual enrollment, dual admissions, cohort programs, etc.**

The general education courses in the proposed program can be completed in either online or on-ground formats. The major field core and the pathway courses will be offered in a traditional, 15-week format on-ground at either the College’s Blountville or Kingsport teaching site.

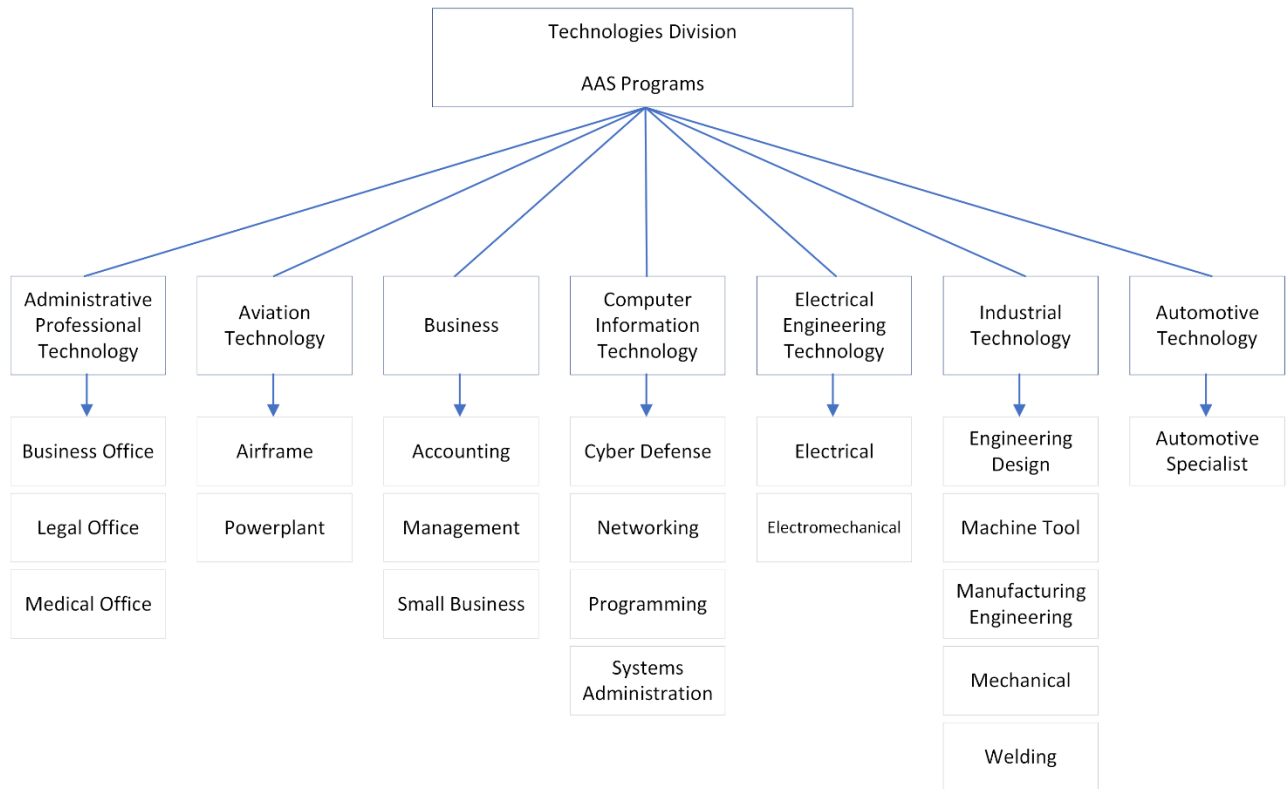
**If the program is to be delivered 100% online, how will the on-ground delivery of the program be impacted?**

This program will not be offered fully online.

**Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, etc.**

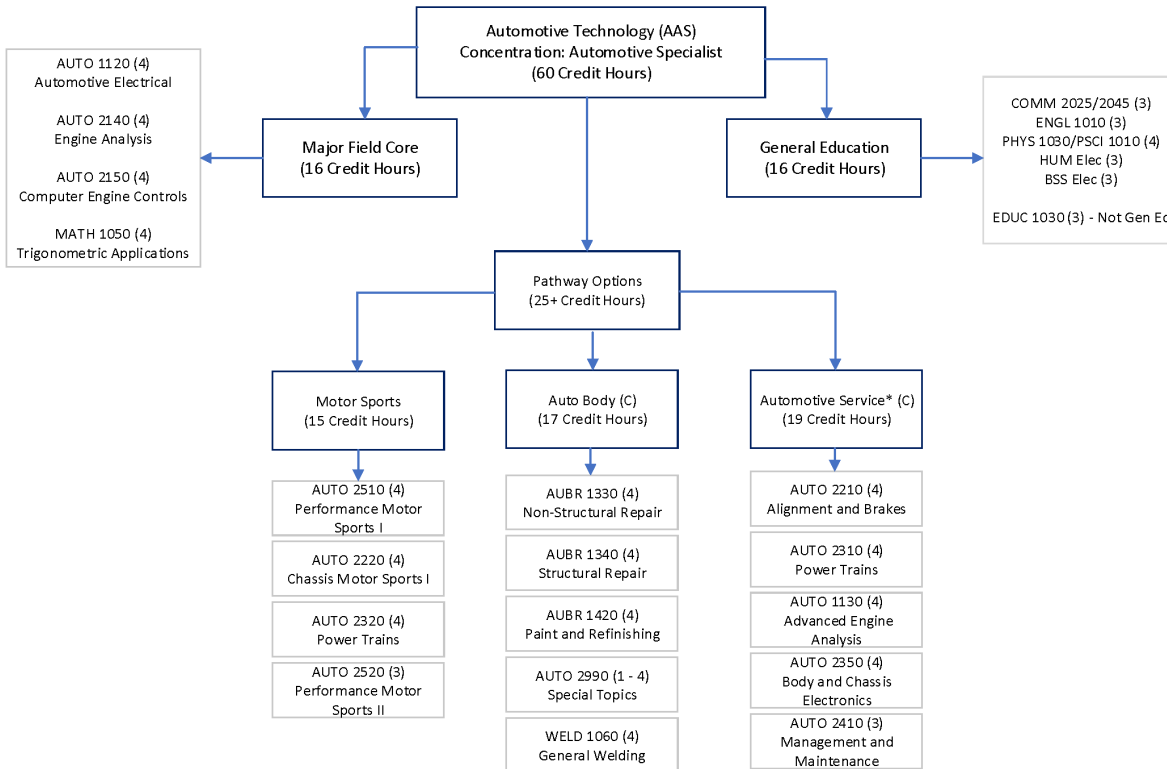
Include an organizational chart and/or statement to describe the positioning of the proposed program or unit within the institution’s structure.

The proposed program will be housed in the Technologies Division as shown in the chart below. The chart shows the Associate of Applied Science degrees within the Technologies Division along with the specific concentrations in each degree.





The following chart shows the alignment of automotive-related pathways and coursework under the proposed programmatic organization.



\*EV topics currently taught in Automotive Service concentration  
Embedded certificates can be earned in Auto Body and Automotive Service

#### **SECTION IV: Student Enrollment Projections**

**Estimate the unduplicated headcount and full-time equated enrollment and the number of graduates for a complete program cycle.**

	<b>2022 – 23</b>	<b>2023 – 24</b>	<b>2024 – 25</b>
<b>Enrollment</b>	<b>36</b>	<b>40</b>	<b>45</b>
<b>Academic Awards</b>	<b>15</b>	<b>20</b>	<b>25</b>

**Explain the basic assumptions used in estimating the size of the proposed program. Assumptions should be related to the evidence of need and to other supportive data.**

Enrollment projections were developed using historical enrollment data in current automotive-related programs. Regional industry partners and projected workforce needs were also factors included in student enrollment projections.

## **SECTION V: Program Justification, Performance, Evaluation, and Resources**

The following requirements may not be applicable to all proposals. Carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included whenever possible. If the item is not applicable, add a statement explaining why it is not applicable.

### **EVALUATION PLANS**

The program competencies for the proposed program were developed to reflect the skills and abilities students will need and in response to the needs of the regional industry partners. Program competencies will be used as the unit of measure for the program and are organized by Core Competencies and Pathway Competencies. Core competencies are those that are developed from the general education and major field core components which all students enrolled in the proposed program will complete. Pathway competencies are those developed from the specific pathway options based on the specific goals of the student.

#### **AAS Automotive Technology: Automotive Specialist – Core Competencies**

1. Demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.
2. Demonstrate appropriate computer skills applicable in Automotive Technology fields such as analyzing computer serial data to discover and solve specific system problems.
3. Demonstrate, perform, and adhere to appropriate OSHA safety standards in the Automotive Technology industry including basic and intermediate rigging methods.

#### **AAS Automotive Technology: Automotive Specialist – Pathway Competencies**

##### **Automotive Body/Collision Repair**

1. Disassemble, assemble, and repair auto body components.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

##### **Automotive Service**

1. Troubleshoot, assemble, and repair mechanical systems found in the automotive service industry.
2. Upon completion of the program, all students will demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.

##### **Motor Sports**

1. Troubleshoot, assemble, and repair performance systems found in the motor sports industry.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

Program evaluation will consist of various metrics to include enrollment, graduation rates, job placement, and accredited body review. Current institutional mechanisms for program evaluation will apply to the proposed program and will include ATMAE and SACSCOC consideration. In line with current institutional processes, the program will be reviewed annually by the program head, the Office of Academic Affairs, and the Office of Research, Analytics, and Planning. The review process will also

include input from the program advisory board to ensure applicability to the current trends in the region's workforce.

**Identify the institutional office responsible for conducting the evaluation and explain how evaluations will be conducted, i.e., alumni surveys, employer surveys, external review, pass rates on certification/licensure exams, etc., and provide an evaluation schedule.**

Annual reviews will be conducted by the Office of Academic Affairs and the Office of Research, Analytics, and Planning. Evaluation metrics will include program completion and job placement rates.

**Program Duplication:** Explain why the primary objective cannot be met by existing programs, collaboration with other institutions, or Academic Common Market.

No duplication exists. While there is a similar associate degree at Southwest Tennessee Community College and certificate programs Tennessee College for Applied Technology, there are no other associate degree programs such as this in the state of Tennessee.

**Anticipated impact on existing associated degree programs or concentrations at the institution:**

No impact. Students will be notified of programmatic changes and given the opportunity to finish their current pathway option or change to the new alignment.

**Anticipated impact on existing associated or similar programs at other institutions within the region:**

No impact. There are no other associate degree programs such as this in the state of Tennessee.

#### **Resources Available and Required**

- Faculty: No new faculty are anticipated to be hired as no new courses are being developed. Faculty credentials are met with current instructors within the Technologies Division. Enrollment and student needs are met by two full-time faculty, one full-time lab assistant, one part-time lab assistant and adjunct faculty as needed.
- Administrative: The proposed program will be housed within the existing Technologies Division. The dean of Technologies provides administrative oversight to the faculty and staff within the Technologies Division. The dean reports directly to the Vice President for Academic Affairs. The division also staffs an Assistant Director of Technologies to provide further support to the students, faculty, and industry partners.
- Clerical and Support Personnel: The Technologies Division is currently staffed with one academic dean, two full-time support staff (Administrative Assistants).

#### **Other Needs for Support:**

Existing and Needed Library and Information Technology: Students in this program will access and utilize information and resources currently available through Northeast State Community College's Wayne G. Basler Library. Students are provided a general overview of library resources via new student orientation and librarians are available as guest lecturers in many classes to provide additional information, literacy content, and database tutorials. Students may also request individual sessions to obtain help with research and other library questions. There are over 70 computers available for student use in the library

with open computer labs on the 3rd floor and the 1st floor (in The Learning Center). Additional computers are located on the 2nd and 3rd floors. Computer labs are available at our other teaching sites when not occupied by regular scheduled classes. Students have access to The Learning Center which provides drop-in and online tutoring, as well as online resources, in a wide variety of subject areas. Professional and peer tutors assist students as requested. Targeted services are also available during select hours at other teaching sites. Accessibility Services provides services and support to students with documented disabilities to provide equal access to classes, campus programs, and activities.

**Student Advisement Support:**

An academically qualified faculty member is assigned program academic advisement responsibilities for each associate degree program, concentration, and certificate (e.g. Industrial Technology with a concentration in Automotive) as evidenced in the College's advisor directory. Annually (July-August), the academic deans review the advisement caseload for program faculty to determine if changes are warranted for the upcoming academic year. Following the review, Northeast State's Advisor Directory is revised, as appropriate. All full-time faculty members serve as academic advisors with a component of their workload being dedicated to academic advising. In addition to faculty academic advisors, Northeast State also staffs the College's Advising Resource Center with professional advisors. The center's purpose is to increase students' persistence to graduation by providing academic advising, career counseling, transfer advising, and career services.

**Existing and Needed Instructional Facilities & Instructional Equipment:**

The proposed program shall be offered within existing college's automotive facilities. Current space and equipment allocations meet the needs of the College's current automotive-related program as will continue to meet the needs of the proposed program.

**SECTION VI: Justification for Duplicative Program and/or Course**

(If the program is not duplicative, proceed to the next section.)

**Based on CIP codes and site codes, where do similar programs or courses exist? List all applicable TBR and UT institutions.**

There are no concerns for duplication of the proposed program.

**Please provide justification for program and/or course development if similar programs and/or courses have been (or are being) developed or converted to online delivery by the Regents Online Camp Tus Collaborative (ROCC) or other TBR or UT institutions or academic units.**

There are no concerns with the proposed program.

**Justify why the need for the requested program/course development cannot be better met through collaboration or the Academic Common Market (ACM). (ACM is available only to universities.)**

Not applicable to the proposed program.

**Justification for external program/course hosting (third party) and for a specified course management system beyond the system wide approved vendor. N/A This program will be hosted by Motlow College via our current course management system.**

## Sharing and Maximizing Resources among Schools/Centers

Please list the resources that you would like to request from the system or the campus collaborative to support you in the development and implementation of your program/course:

- Instructional Design
- Marketing of Program
- Learning Objects
- ADA
- Multimedia (streaming video, audio, etc.)
- Student Services  Library Resources, databases, etc.
- Training
- Content Development
- Consultant Services
- Pedagogy of Course Design
- Pedagogy of Teaching Online
- Course Management Training
- Other (explain)

## **SECTION VII: THEC Financial Projection Form**

**Provide evidence of non-state funds (gifts, grants, awards) already made available to meet start-up costs.**

In support of the continuous improvement of the current automotive-related programs, Northeast State has been awarded two grants. The primary focus of these grants is to develop and implement electrical vehicle training within the automotive programs. The grants are as follows:

- Integrating Electric Vehicle Technology into Legacy Automotive Programs (National Science Foundation) - \$349,340
- National Electric Vehicle Consortium (an NSF funded entity) - \$143,877

**If reallocation is used, provide a rationale and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where funds may be redirected from closed/ low producing programs.**

There is no planned reallocation of funds for the proposed program.

**Include estimated cost of external training and/or out-of-state consultants not available through the TBR.**

As Northeast State Community College's commitment to continuous improvement, the automotive-related faculty participate in industry lead training and professional development. This training is then applied to the process of continual curriculum enhancement.

**For course development that will exceed \$9,500, please provide projected costs by line item and the source(s) of revenue to support these costs.**

The proposed program will not require the development of new courses.

**For converting to online delivery, provide projected costs by line item and the source(s) of revenue to support these costs. Existing online general education courses may be utilized; however, this program is projected to be offered in a primarily on ground format.**

The converting of on-ground courses to online delivery does not apply to the proposed program.

**In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.**

Students are currently enrolled in the AAS Industrial Technology: Automotive Service, Automotive Body/Collision Repair, and Motor Sports. As the proposed program is a realignment of those three concentrations in the AAS Automotive Technology, revenue is not expected to vary from historical trends.

**Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

No institutional reallocations apply to the proposed program.

**Please provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.**

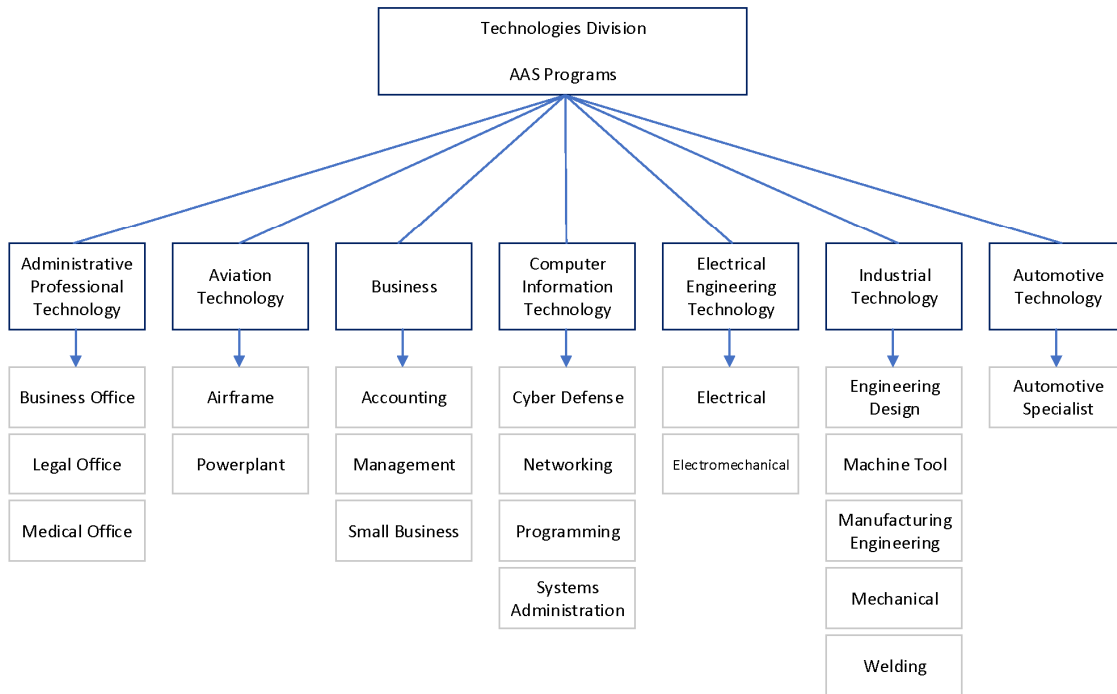
This is not applicable to the proposed program.

**Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).**

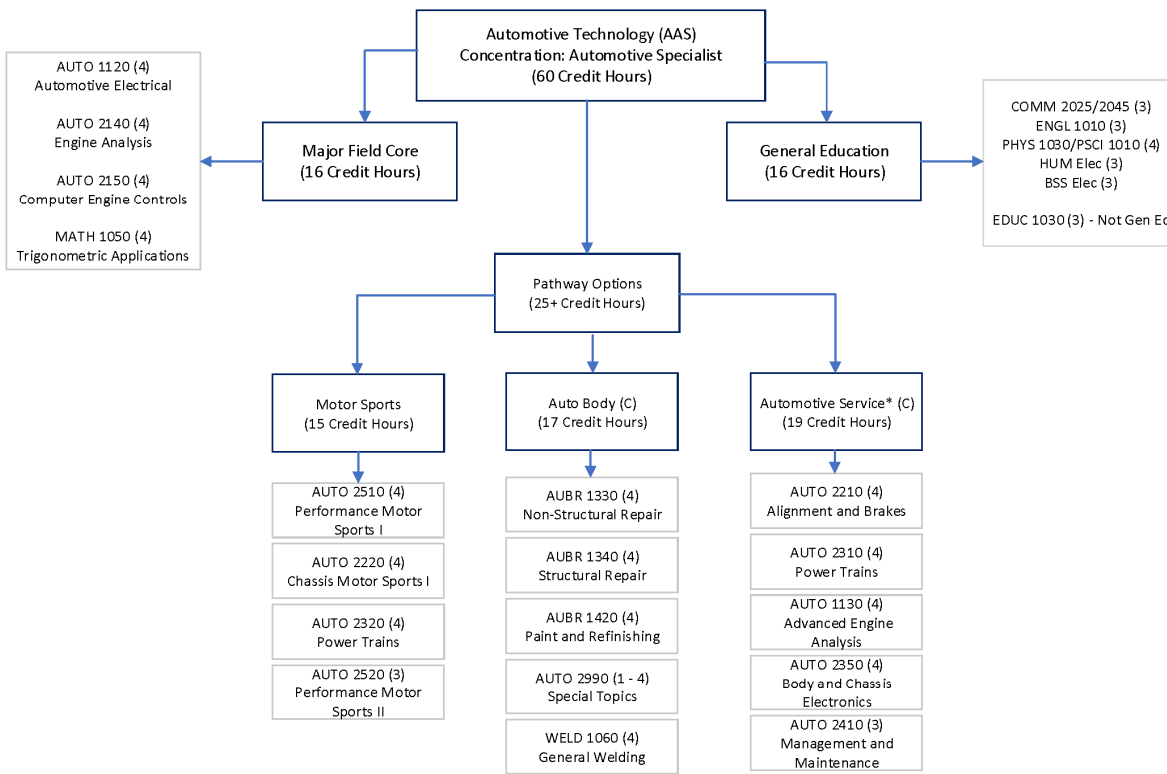
This is not applicable to the proposed program.

**Please provide information regarding other sources of the funding.**

This is not applicable to the proposed program.



The following chart shows the alignment of automotive-related pathways and coursework under the proposed programmatic organization.



\*EV topics currently taught in Automotive Service concentration  
Embedded certificates can be earned in Auto Body and Automotive Service

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: TBR Policy 7.01.00.00, Firearms & Other Weapons  
(Revisions)

DATE: May 31, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION  
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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The proposed revisions to this policy are to comply with Public Chapter 149, effective July 1, 2023. The act permits a part-time employee who is a retired law enforcement officer in good standing with at least 20 years of service to carry a handgun under the same terms and conditions as full-time employees.



# Firearms and Other Weapons: 7.01.00.00

## Policy/Guideline Area

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Safety and Security

## Applicable Divisions

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TCATs, Community Colleges, System Office, Board Members

## Purpose

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To maintain a safe educational and working environment for students and employees by establishing rules for possessing and carrying firearms and other weapons on TBR institution property.

## Definitions

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As used in this policy:

- "Carry" means to physically transport a firearm or other weapon on or about the body.
- "Concealed" means not visible to ordinary observation.
- "Eligible Retired Law Enforcement Employee" includes all faculty, executive, administrative, professional and support staff who are retired federal, state, or local law enforcement officers; served as a federal, state, or local law enforcement officer for at least twenty (20) years prior to retirement; retired in good standing as certified by the chief law enforcement officer of the organization from which the officer retired; is employed on a part-time basis by a TBR institution; and is not enrolled as a student at the institution.
- "Employee" means all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by a TBR institution. "Employee" does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 5.01.01.00.

- “Full-time Employee” includes all faculty, executive, administrative, professional and support staff who are employed on a full-time basis by a TBR institution, but does NOT include a person who is enrolled as a student at the institution, regardless of whether the person is also an employee. A full-time employee is one who has a regular work week of at least 37.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODFY) employees, temporary employees and term appointees who have a regular work week of at least 37.5 hours or are scheduled to carry a full teaching load or its equivalent. “Full-time Employee” does NOT include independent contractors who provide goods or services to the institution. For example, if an institution contracts for custodial services or food services, the contractor’s employees are NOT allowed to carry a handgun on the premises, even if they work on the premises full time.
- “Enrolled as a Student” as used in the definition of “Full-time Employee” and “Eligible Retired Law Enforcement Employee” means to be registered for an academic offering at the TBR institution where one is employed, whether or not the academic offering is offered for credit or is not for credit. “Enrolled as a Student” does not include being registered for an academic offering that is delivered solely online, with no requirement for the student to appear on campus in order to complete the course.
- “Firearm” means any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- “Handgun” means any firearm with a barrel length of less than twelve inches (12”) that is designed, made or adapted to be fired with one (1) hand.

- "Institution Property" means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.
- "Motor Vehicle" means a motor vehicle as defined in T.C.A. § 55-1-103.
- "On or About the Person" means carried concealed on the person or carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times.
- "Parking Area" means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
- "Possess" means either: (1) direct physical control over a firearm or other weapon at a given time; or (2) the power and intention at any given time to exercise dominion and control over a firearm or other weapon. Examples of possessing a firearm or other weapon include, without limitation, the presence of a firearm or other weapon on or about the person of the employee or in the employee's motor vehicle, desk, lunch box, locker, tool kit, bag, purse, cabinet, or office.
- "Student" means any person who is admitted and/or registered for study at a TBR institution for the current academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
- "Valid Handgun Carry Permit" or "Enhanced Handgun Carry Permit" means a current handgun carry permit issued by the State of Tennessee under T.C.A. § 39-17-1351 or issued by another state that has been given reciprocity under T.C.A. § 39-17-1351(r).

- “Weapon” means firearm; explosive; explosive weapon; bowie knife; hawk bill knife; ice pick; dagger; slingshot; leaded cane; switchblade knife; blackjack; metal knuckles; razors and razor blades, except those used solely for personal shaving; any sharp pointed or edged instrument, except unaltered nail files and clips and tools used solely for preparation of food instruction and maintenance; or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

## Policy/Guideline

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### I. General Prohibition.

- A. Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39- 17-1309). (See Exhibit 1, Guide to Gun Laws on Campus). The permitless/constitutional carry legislation, ~~enacted in~~ T.C.A. § 39-17-1307(g), ~~(PC-108 effective July 1, 2021)~~ does NOT allow permitless/constitutional carry on TBR property. The requirements of T.C.A. § 39-17-1309 and this policy remain in effect.

### II. Exceptions for Employees with Valid Handgun Carry Permits/Enhanced Handgun Carry Permits.

- A. In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in this policy, full-time employees and eligible retired law enforcement employees who possess a valid handgun carry permit/enhanced handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is

visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.

1. ~~Full-time~~ Employees who intend to exercise this right to carry a handgun must first register with the law enforcement agencies that have jurisdiction over the institution, which may be identified by their employing institution. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus. (See Exhibit 2, Handgun Carry Notification & Summary of Campus Concealed Carry Rights & Responsibilities).
2. The registering employees' names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
3. The institution's designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.

4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly registered employees of all sharing institutions may carry on the shared property.
5. ~~Full-time e~~Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall have their valid handgun carry permit/enhanced handgun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
6. Except for eligible retired law enforcement employees, pPart-time employees may not carry a handgun on institution property, even if they have carry permits.
7. The institution's designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(11). Firearm safety shall be a component of any such course offered. Institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.
8. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) are not permitted to carry a handgun at the following times and at the following locations:

- a. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts, plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.
- b. Formal meetings regarding employee or student disciplinary matters.
- c. Formal meetings regarding tenure issues.
- d. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.
- e. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to:
  - (1) On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child

being cared for by a child care agency, such as a campus day care center. (Source: Rules of the Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers);

- (2) In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. (Source: T.C.A. § 39-17-1309);

- (3) In or on any building, bus, campus, grounds,



recreation area, athletic field or any other property owned, operated, or while in use by a private institution of higher education that prohibits possession of firearms on its property. For example, if a TBR institution operates in a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution.

(Source: T.C.A. § 39-17-1309);

- (4) A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being

used by board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (Source: T.C.A. § 39-17-1311); and

- (5) A federal facility.  
(Source: 18 United States Code § 1930).

f. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.

9. The employee shall not possess a handgun:

- a. While under the influence of alcohol or any controlled substance or controlled substance analogue (Source: T.C.A. § 39-17-1321); or
    - b. While consuming liquor, wine, beer, or other alcoholic beverage within the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises. (Source: T.C.A. § 39-17-1321)
  10. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees, students or third parties.
- B. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(11) and this policy must have the handgun either:
1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
  2. Secured in their personal motor vehicle in accordance with Section III.A of this policy and T.C.A. § 39-17-1313.

### III. Other Exceptions to the Prohibition on Weapons

- A. Any adult with an enhanced handgun carry permit, concealed handgun carry permit, or who lawfully carries a handgun pursuant to T.C.A. § 39-17-1307(g) may, unless expressly prohibited by federal law, transport and store a firearm or firearm ammunition in the person's motor vehicle while on or utilizing a parking area if:
  - 1. The person's motor vehicle is parked in a location where it is permitted to be, and
  - 2. The firearm or ammunition being transported or stored in the motor vehicle:
    - a. Is kept from ordinary observation if the person is in the motor vehicle; or
    - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the motor vehicle or a container securely affixed to such motor vehicle if the person is not in the motor vehicle.
  - 3. A person transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this policy does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of securing the firearm or firearm ammunition from observation in or on a motor vehicle.

- B. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
- C. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons, may possess the weapons required by the orders.
- D. Civil officers of the United States in the discharge of their official duties may possess required weapons.
- E. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
- F. POST-certified, active-duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.

#### IV. [Right to Search for Weapons](#)

- A. Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises.
  - 1. **Such searches may only be conducted by law enforcement officers.**

#### V. [Violations and Sanctions](#)

- A. Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property may result in disciplinary action, up to

and including immediate termination of employment or expulsion from the institution. Violation of applicable laws may also result in referral to a law enforcement agency, arrest, and/or prosecution. An institution's response to a violation of this policy and/or applicable law will be based on the totality of the circumstances, including, but not limited to, any threat posed by such violation; whether the violation was intentional or inadvertent; and any history of non-compliance with this policy.

- B. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. § 39-17-1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. § 39-17-1313. T.C.A. § 49-7-163.



## VI. [Limitations of Liability](#)

- A. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. § 39-17-1309(e)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee is not:
  - 1. Acting in the course of or scope of their employment when carrying or using the handgun;
  - 2. Entitled to workers' compensation benefits under T.C.A. § 9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or

3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. § 9-8-307(h).
- B. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. § 39-17-1309(e)(11).

## Exhibits

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-  [Exhibit 1 - Guide to Gun Laws on Campus](#)(pdf /75.89 KB)
-  [Exhibit 2 - Handgun Notification Form & Summary](#)(pdf /146.28 KB)

## Sources

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### Authority

T.C.A. § 49-8-203; All State and Federal Statutes, Acts, Codes, Rules and Regulations referenced in this policy; Tennessee Department of Human Services Rule, Chapter 1240-04-03.

### History

NEW Policy Adoption; TBR Board Meeting, June 23, 2016, effective July 1, 2016. Revision approved by Board September 15, 2016; October 29, 2020 Updated Exhibit 1; Revision approved by Board June 18, 2021 effective July 1, 2021; Revision approved by Board September 23, 2022; Revision approved by Board June \_\_, 2023 effective July 1, 2023.

# Firearms and Other Weapons: 7.01.00.00

## Policy/Guideline Area

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Safety and Security

## Applicable Divisions

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TCATs, Community Colleges, System Office, Board Members

## Purpose

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To maintain a safe educational and working environment for students and employees by establishing rules for possessing and carrying firearms and other weapons on TBR institution property.

## Definitions

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As used in this policy:

- “Carry” means to physically transport a firearm or other weapon on or about the body.
- “Concealed” means not visible to ordinary observation.
- “Eligible Retired Law Enforcement Employee” includes all faculty, executive, administrative, professional and support staff who are retired federal, state, or local law enforcement officers; served as a federal, state, or local law enforcement officer for at least twenty (20) years prior to retirement; retired in good standing as certified by the chief law enforcement officer of the organization from which the officer retired; is employed on a part-time basis by a TBR institution; and is not enrolled as a student at the institution.
- “Employee” means all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by a TBR institution. “Employee” does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 5.01.01.00.
- “Full-time Employee” includes all faculty, executive, administrative, professional and support staff who are employed on a full-time basis



by a TBR institution, but does NOT include a person who is enrolled as a student at the institution, regardless of whether the person is also an employee. A full-time employee is one who has a regular work week of at least 37.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODFY) employees, temporary employees and term appointees who have a regular work week of at least 37.5 hours or are scheduled to carry a full teaching load or its equivalent. "Full-time Employee" does NOT include independent contractors who provide goods or services to the institution. For example, if an institution contracts for custodial services or food services, the contractor's employees are NOT allowed to carry a handgun on the premises, even if they work on the premises full time.

- "Enrolled as a Student" as used in the definition of "Full-time Employee" and "Eligible Retired Law Enforcement Employee" means to be registered for an academic offering at the TBR institution where one is employed, whether or not the academic offering is offered for credit or is not for credit. "Enrolled as a Student" does not include being registered for an academic offering that is delivered solely online, with no requirement for the student to appear on campus in order to complete the course.
- "Firearm" means any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- "Handgun" means any firearm with a barrel length of less than twelve inches (12") that is designed, made or adapted to be fired with one (1) hand.
- "Institution Property" means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.

- "Motor Vehicle" means a motor vehicle as defined in T.C.A. § 55-1-103.
- "On or About the Person" means carried concealed on the person or carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times.
- "Parking Area" means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
- "Possess" means either: (1) direct physical control over a firearm or other weapon at a given time; or (2) the power and intention at any given time to exercise dominion and control over a firearm or other weapon. Examples of possessing a firearm or other weapon include, without limitation, the presence of a firearm or other weapon on or about the person of the employee or in the employee's motor vehicle, desk, lunch box, locker, tool kit, bag, purse, cabinet, or office.
- "Student" means any person who is admitted and/or registered for study at a TBR institution for the current academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
- "Valid Handgun Carry Permit" or "Enhanced Handgun Carry Permit" means a current handgun carry permit issued by the State of Tennessee under T.C.A. § 39-17-1351 or issued by another state that has been given reciprocity under T.C.A. § 39-17-1351(r).
- "Weapon" means firearm; explosive; explosive weapon; bowie knife; hawk bill knife; ice pick; dagger; slingshot; leaded cane; switchblade knife; blackjack; metal knuckles; razors and razor blades, except those used solely for personal shaving; any sharp pointed or edged

instrument, except unaltered nail files and clips and tools used solely for preparation of food instruction and maintenance; or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

## Policy/Guideline

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### VII. [General Prohibition.](#)

- A. Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39- 17-1309). (See Exhibit 1, Guide to Gun Laws on Campus). The permitless/constitutional carry legislation, T.C.A. § 39-17-1307(g), does NOT allow permitless/constitutional carry on TBR property. The requirements of T.C.A. § 39-17-1309 and this policy remain in effect.

### VIII. [Exceptions for Employees with Valid Handgun Carry Permits/Enhanced Handgun Carry Permits.](#)

- A. In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in this policy, full-time employees and eligible retired law enforcement employees who possess a valid handgun carry permit/enhanced handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.

1. Employees who intend to exercise this right to carry a handgun must first register with the law enforcement agencies that have jurisdiction over the institution, which may be identified by their employing institution. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus. (See Exhibit 2, Handgun Carry Notification & Summary of Campus Concealed Carry Rights & Responsibilities).
2. The registering employees' names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
3. The institution's designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.
4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly

registered employees of all sharing institutions may carry on the shared property.

5. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall have their valid handgun carry permit/enhanced handgun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
6. Except for eligible retired law enforcement employees, part-time employees may not carry a handgun on institution property, even if they have carry permits.
7. The institution's designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(11). Firearm safety shall be a component of any such course offered. Institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.
8. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) are not permitted to carry a handgun at the following times and at the following locations:
  - a. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts,

plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.

- b. Formal meetings regarding employee or student disciplinary matters.
- c. Formal meetings regarding tenure issues.
- d. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.
- e. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to:
  - (1) On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency, such as a campus day care center. (Source: Rules of the Tennessee

Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers);

- (2) In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc.  
(Source: T.C.A. § 39-17-1309);

- (3) In or on any building, bus, campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by a private institution

of higher education that prohibits possession of firearms on its property. For example, if a TBR institution operates in a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution.

(Source: T.C.A. § 39-17-1309);

- (4) A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being used by board of education, school, college or university board of trustees, regents, or directors for



the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (Source: T.C.A. § 39-17-1311); and

(5) A federal facility.  
(Source: 18 United States Code § 1930).

f. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.

9. The employee shall not possess a handgun:
- a. While under the influence of alcohol or any controlled substance or controlled substance analogue (Source: T.C.A. § 39-17-1321); or
  - b. While consuming liquor, wine, beer, or other alcoholic beverage within

the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises.

(Source: T.C.A. § 39-17-1321)

10. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees, students or third parties.

- B. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(11) and this policy must have the handgun either:

1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
2. Secured in their personal motor vehicle in accordance with Section III.A of this policy and T.C.A. § 39-17-1313.

#### IX. [Other Exceptions to the Prohibition on Weapons](#)

- A. Any adult with an enhanced handgun carry permit, concealed handgun carry permit, or who lawfully carries a handgun pursuant to T.C.A. § 39-17-1307(g) may, unless expressly prohibited by federal law, transport and store a

firearm or firearm ammunition in the person's motor vehicle while on or utilizing a parking area if:

1. The person's motor vehicle is parked in a location where it is permitted to be, and
  2. The firearm or ammunition being transported or stored in the motor vehicle:
    - a. Is kept from ordinary observation if the person is in the motor vehicle; or
    - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the motor vehicle or a container securely affixed to such motor vehicle if the person is not in the motor vehicle.
  3. A person transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this policy does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of securing the firearm or firearm ammunition from observation in or on a motor vehicle.
- B. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
- C. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders

requiring them to carry arms or weapons, may possess the weapons required by the orders.

- D. Civil officers of the United States in the discharge of their official duties may possess required weapons.
- E. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
- F. POST-certified, active-duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.

X. **Right to Search for Weapons**

- A. Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises.

- 1. **Such searches may only be conducted by law enforcement officers.**

XI. **Violations and Sanctions**

- A. Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property may result in disciplinary action, up to and including immediate termination of employment or expulsion from the institution. Violation of applicable laws may also result in referral to a law enforcement agency, arrest, and/or prosecution. An institution's response to a violation of this policy and/or applicable law will be based on the totality of the circumstances, including, but not limited to, any threat posed by such violation; whether the

violation was intentional or inadvertent; and any history of non-compliance with this policy.



- B. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. § 39-17-1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. § 39-17-1313. T.C.A. § 49-7-163.

## XII. [Limitations of Liability](#)

- A. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. § 39-17-1309(e)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee is not:
  - 1. Acting in the course of or scope of their employment when carrying or using the handgun;
  - 2. Entitled to workers' compensation benefits under T.C.A. § 9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or
  - 3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. § 9-8-307(h).
- B. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. § 39-17-1309(e)(11).

## Exhibits

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-  [Exhibit 1 - Guide to Gun Laws on Campus](#)(pdf /75.89 KB)
-  [Exhibit 2 - Handgun Notification Form & Summary](#)(pdf /146.28 KB)

## Sources

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### **Authority**

T.C.A. § 49-8-203; All State and Federal Statutes, Acts, Codes, Rules and Regulations referenced in this policy; Tennessee Department of Human Services Rule, Chapter 1240-04-03.

### **History**

NEW Policy Adoption; TBR Board Meeting, June 23, 2016, effective July 1, 2016. Revision approved by Board September 15, 2016; October 29, 2020 Updated Exhibit 1; Revision approved by Board June 18, 2021 effective July 1, 2021; Revision approved by Board September 23, 2022; Revision approved by Board June \_\_, 2023 effective July 1, 2023.

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Medical Conditions (Employees) (New)

DATE: May 31, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

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This new, proposed policy is designed to implement two amended federal statutes. The Pregnant Workers Fairness Act amends Title VII of the Civil Rights Act of 1964 and requires that institutions provide reasonable accommodations for pregnancy, childbirth, and medical conditions related to pregnancy and/or childbirth. The reasonable accommodation requirements and process are similar to the Americans with Disabilities Act accommodation process, but with a few notable exceptions as explained in policy.

The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), amends the Fair Labor Standards Act. This law requires that nursing mothers be given time and a private place to express breast milk.

The U.S. Department of Education's June 2022 Notice of Proposed Rulemaking (NPRM) contains many similar protections for students, but with some important differences. The Department, which has been evaluating comments to the NPRM, is expected to issue a final rule in the near future, at which time the System Office will likely be proposing a new policy to comply with the regulations.

## **PREGNANCY, CHILDBIRTH, AND RELATED MEDICAL CONDITIONS (EMPLOYEES): 6.04.00.00**

### **Policy/Guideline Area**

Sexual Discrimination/Harassment/Misconduct

### **Applicable Divisions**

TCATs, Community Colleges, System Office

### **Purpose**

The Tennessee Board of Regents prohibits discrimination against employees because of sex and requires institutions to comply with all legal obligations regarding pregnancy, childbirth, and related medical conditions in accordance with Title VII of the Civil Rights Act of 1964, the Pregnant Workers Fairness Act, Title IX of the Education Amendments of 1972, the PUMP Act, Tennessee Code Annotated § 50-1-305, and all other applicable state and federal statutes and regulations.

### **Definitions**

- “Institution” means each college within the TBR System, and includes the TBR System Office.
- “Known limitation” means a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth or related medical conditions that the employee or the employee’s representative has communicated to the institution, whether or not such condition constitutes a disability under the Americans with Disabilities Act.
- “Qualified employee” means an employee or applicant who, either with or without reasonable accommodation, can perform the essential functions of the job position. An employee or applicant is considered qualified if any inability to perform an essential function is for a temporary period, the essential function can be performed in the near future, and the inability to perform the essential function can be reasonably accommodated.
  - This policy applies to all qualified employees of the institution, whether full- or part-time; whether faculty, adjunct, or staff; and regardless of length of employment.
  - A qualified applicant is considered to be a qualified employee.
- “Reasonable accommodation” generally has the same meaning as under the ADA.
  - Reasonable accommodation means a modification or adjustment to a job or the work environment that will enable a qualified employee to perform the essential functions of the job. (Unlike the ADA, reasonable accommodation under this policy may include temporarily relieving a qualified employee of an essential function of the job.) If multiple reasonable accommodations are available, the institution may select among reasonable accommodations.
  - Reasonable accommodation may include, but is not limited to, making existing facilities accessible, leave, job restructuring, a part-time or modified work schedule, acquiring or modifying equipment, changing or making exceptions to a policy, and reassignment to a vacant position.
- “Related medical condition” includes any illness, complication, or symptoms arising out of pregnancy or childbirth. Examples of related medical conditions include, but are not limited to, morning sickness, gestational diabetes, pregnancy-induced hypertension, miscarriage, sciatica, lactation or the need to express breast milk, medical procedures and recovery, physical injuries from childbirth, and postpartum depression.



## Policy/Guideline

- I. Nondiscrimination in General
  - A. Discrimination or harassment based on pregnancy or related medical condition is prohibited gender discrimination. Complaints of discrimination or harassment based on pregnancy should be submitted to the Title IX Coordinator and will be investigated pursuant to TBR P-080 or TBR Policy TBR Policy 6.01.00.00, Sex Discrimination, Sexual Harassment, or Sexual Misconduct.
  - B. Retaliation against someone who requests a reasonable accommodation for pregnancy, childbirth, or a related medical condition or who files a complaint based on pregnancy is prohibited. Retaliation complaints will be investigated under P-080 or TBR 6.01.00.00.
  - C. An institution shall treat employees who are temporarily unable to perform their job duties or participate in educational programs due to pregnancy, childbirth, or related medical conditions the same as non-pregnant employees who are similar in their ability or inability to work or participate in educational activities, for example with respect to temporary and light duty assignments.
  
- II. Reasonable Accommodation on the Basis of Pregnancy, Childbirth, and Related Medical Conditions
  - A. An employee or applicant who seeks a reasonable accommodation should contact the institution's Title IX Coordinator or other individual designated by the institution. Employees are required to participate in an interactive process to determine a reasonable accommodation.
  - B. An employee who learns that another employee may need reasonable accommodation under this policy should report the matter to the Title IX Coordinator or other individual designated by the institution.
  - C. An institution shall make reasonable accommodation to known limitations related to pregnancy, childbirth, or related medical condition of a qualified employee. The institution and employee must engage in a good faith, interactive process to identify a reasonable accommodation.
  - D. An institution may deny a reasonable accommodation if it would result in undue hardship to the institution. The Office of General Counsel must be consulted prior to denying a reasonable accommodation based on undue hardship.
  - E. An institution shall not:
    1. require a qualified employee to accept a reasonable accommodation other than one arrived at through an interactive process;
    2. deny equal employment opportunities to a qualified employee based on the need to make reasonable accommodations; or
    3. take adverse action against a qualified employee because the employee requested or used a reasonable accommodation, or otherwise retaliate against an individual in violation of applicable law.
  - F. A qualified employee may elect to take leave in accordance with TBR Policy 5.01.01.08, Parental Leave or TBR Policy 5.01.01.14, Family, Medical, and Service Member Leave. An institution shall not require a qualified employee to take leave, whether paid or unpaid, if another reasonable accommodation can be provided.
  - G. Reasonable accommodation pursuant to this policy is available only to qualified employees who are pregnant, have given birth, or have a pregnancy-related

condition. Leave for family members may be available pursuant to TBR Policy 5.0.01.08, Parental Leave or TBR Policy 5.01.01.14, Family, Medical, and Service Member Leave.

### III. Lactation

- A. An institution shall provide space other than a restroom to express milk. The institution may either create dedicated space or provide temporary space on an as-needed basis. The space must be clean, shielded from view, and free from intrusion from others.
- B. Institutions must provide a reasonable amount of break time, as frequently as needed by the nursing mother, to express milk. Breaks must be provided for one year following birth, and any employee who wishes to continue expressing breast milk beyond one year should contact the Title IX Coordinator to discuss additional time to provide breaks.
- C. Employees taking breaks to express milk shall be compensated in the same manner as other employees are compensated during break time. No deduction may be made from an exempt employee's salary. No deduction from a non-exempt employee's pay is permitted unless the Title IX Coordinator has approved in advance.

#### **Sources**

Tenn. Code Ann. § 50-1-305

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq. (as amended by the Pregnant Workers Fairness Act)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688

Fair Labor Standards Act § 18d (as amended by the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act))

#### **Related Policies**

[Parental Leave : 5.01.01.08 | policies.tbr.edu](#)

[Family, Medical, and Service Member Leave : 5.01.01.14 | policies.tbr.edu](#)

[Sex Discrimination, Sexual Harassment or Sexual Misconduct : 6.01.00.00 | policies.tbr.edu](#)

[Sex Discrimination and Sexual Harassment : 6.02.00.00 | policies.tbr.edu](#)

[Sexual Misconduct : 6.03.00.00 | policies.tbr.edu](#)

[Discrimination & Harassment - Complaint & Investigation Procedure : P-080 | policies.tbr.edu](#)

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: TBR Policy 5.01.01.08 Parental Leave (Revisions)

DATE: May 31, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION  
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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Effective July 1, 2023, State of Tennessee employees will be able to take six weeks of paid parental leave for the birth of a child or placement of a child for adoption. (After expiration of six weeks paid leave, employees may use a combination of sick, annual, and unpaid leave for a total of four months parental leave.) This new paid parental leave is in addition to sick and annual leave. Proposed revisions to the Parental Leave policy implement such paid leave at TBR institutions.

# Parental Leave : 5.01.01.08

## Policy Area

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Personnel Policies

## Applicable Divisions

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TCATs, Community Colleges, System Office

## Purpose

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It is the policy of the Tennessee Board of Regents to provide a period of up to four (4) months of ~~unpaid~~ parental leave to eligible employees for adoption, pregnancy, childbirth and nursing the infant, where applicable, in accordance with T.C.A. § 4-21-408. With regard to adoption, the four (4) month period shall begin at the time the employee receives custody of the child. For eligible employees, six (6) weeks of parental leave will be paid, beginning with the birth of the child or placement of a child for adoption.

## Policy

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### I. Eligibility

- A. Employees who have been employed by the State for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, are eligible for this leave.
- B. Subsequent references within policy to an employee shall assume eligibility of that individual.

### II. Relevant Policies

- A. Upon receipt of a written request for parental leave, the President/Chancellor or designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR Policy 5.01.01.14 Family and Medical Leave. Reference may also need to be made to TBR Policies 5.01.01.07 Sick Leave, 5.01.01.03 Leave of Absence and 5.01.01.01 Annual Leave.

### III. Notice; Employment Rights and Benefits; Reinstatement

- A. Employees who give at least three (3) months advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar

positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

- B. Employees who are prevented from giving three (3) months advance notice because of a medical emergency which necessitates that leave begins earlier than originally anticipated shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- C. Employees who are prevented from giving three (3) months advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- D. Leave will be granted as paid or unpaid pursuant to the policies of the Tennessee Board of Regents.
  - 1. Such leave shall not affect the employees' right to receive annual leave, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.
  - 2. However, the employer need not provide for the cost of any benefits, plans or programs during the period of leave unless such employer so provides for all employees on leaves of absence.
- E. If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable for failure to reinstate the employee at the end of the parental leave period.
- F. The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable.
  - 1. Therefore, if the employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part time or full time for another employer during the period of

leave, the employer shall not be liable for failure to reinstate the employee at the end of such leave.

- G. Whenever the employer shall determine that the employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily or because the employee has used such leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

#### IV. Paid Parental Leave

- A. An employee eligible for parental leave under this policy shall be granted six (6) workweeks of paid parental leave at full pay following the birth or the placement of a child for adoption. The institution shall not charge paid parental leave to sick, annual, or other leave the employee may have accumulated. The institution shall consider such leave to be full-time employment for purposes of calculating service anniversary dates.
- B. Paid parental leave must be used within twelve (12) months of the birth or placement of a child for adoption.
- C. Paid parental leave shall be continuous, i.e., in a single block of time, unless the institution, in its discretion, permits the employee to use paid parental leave intermittently.
- D. Paid parental leave is part of, and not in addition to, the four (4) months of parental leave provided under this policy. Paid parental leave runs concurrently with FMLA and parental leave.
- E. Paid parental leave is not applicable to placement of foster care children.
- F. In order to receive paid parental leave, the eligible employee must provide thirty (30) days advance notice, unless the employee learns of the birth or adoption less than thirty (30) days in advance, in which case notice must be given as soon as reasonably possible.
- H.G. An employee is not eligible for more than six (6) weeks of paid leave during a twelve (12) month period, even if there is more than one birth or adoption.

#### IV.V. Use of Accrued Sick and Annual Leave and Compensatory Time

- A. In addition to receiving six (6) weeks of paid parental leave, an eligible employee may use up to thirty (360) working days of accrued sick leave or six (6) weeks working days following the birth of a child or placement for adoption, unless medical complications arise that fit ordinary rules regarding the use of sick leave.
- B. In the event both parents are state employees, the aggregate amount of sick leave that may be used for adoption is limited to sixty (60) working days total for both parents following the placement for adoption. In the event of childbirth, each parent may take up to sixty (60) working days when both parents are state employees.
- C. In order to be eligible to use sick leave as parental leave, a statement from the attending physician indicating the expected date of delivery must accompany the request for leave.
1. Additional information from the attending physician may be required if there are complications and the period of absence must begin sooner than agreed, extend further than agreed, or require the use of sick leave beyond the period beginning with the period of hospitalization and extending for sixty (60) work days following the birth of a child or placement for adoption.
- ~~D.~~—After the sixty (60) working days following the birth of a child or placement for adoption or, if extended, after employee’s physician determines that the employee should be released, thus ending the period of sick leave, the employee may use accrued annual leave or leave without pay for the remainder of the four-month parental leave.

#### E.D. Annual Leave; Compensatory Time

- ~~F.E.~~ Accrued annual leave and compensatory time may be used for the entire leave period following the six (6) weeks of paid leave.

#### V.VI. Leave of Absence

- A. When accrued annual and sick leave balances are depleted prior to the end of the four (4) month parental leave period, the employee will be placed in a leave of absence status. Refer to TBR Policy 5.01.01.03 Leave of Absence regarding continuation of insurance coverage for employees on unpaid leave of absence.

## ~~VI.~~VII. Family and Medical Leave

- A. To be eligible for Family and Medical Leave (FML) which provides for up to twelve (12) work weeks of leave, an employee must have:
  - 1. Worked for the State at least 12 months; and,
  - 2. Worked a minimum of 1250 hours during the year preceding the start of the leave.
- B. Employees who are eligible for FML will have parental leave processed in conjunction with the provisions of TBR Policy 5.01.01.14 Family and Medical Leave regarding election of paid/unpaid leave, continuation of insurance coverage, etc. Parental leave and FML periods shall run concurrently.
- C. At the end of the FML period, an employee is also entitled to receive the difference between the four months granted under this policy and the 12 workweeks granted under FML. Accrued annual leave or leave of absence may be used for the remainder of the parental leave period.
- D. During work weeks that an employee takes leave designated as FML, the employer is responsible for paying the employer's portion of the employee's insurance premium, whether the leave is paid or unpaid.
- E. Employees who choose to take any unpaid leave over the amount to which they are entitled under FML should be made aware that they will be responsible for paying the employer's portion of the insurance premium for the remainder of the leave period if they wish to ensure continued coverage.
- F. The above Policy 5.01.01.08 Paternal Leave supersedes 5.01.01.02 Adoptive Parents Leave, 5.01.01.08 Maternity Leave, and 5.01.01.16 Paternity Leave.

### Sources

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#### Authority

T.C.A. § 49-8-203; [T.C.A. § 8-50-809](#)

-T.C.A. § 4-21-408



## History

TBR Board Mtg. December 2, 2005; June 24, 2010; Revised at TBR Board Mtg September 19 & 20, 2019: [Revised at TBR Board Mtg June 16, 2023 \(effective July 1, 2023\)](#).

## Related Policies

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- [Family, Medical, and Service Member Leave](#)
- [Sick Leave](#)
- [Leave of Absence](#)
- [Annual Leave](#)

# Parental Leave : 5.01.01.08

## Policy Area

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Personnel Policies

## Applicable Divisions

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TCATs, Community Colleges, System Office

## Purpose

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It is the policy of the Tennessee Board of Regents to provide a period of up to four (4) months of parental leave to eligible employees for adoption, pregnancy, childbirth and nursing the infant, where applicable, in accordance with T.C.A. § 4-21-408. With regard to adoption, the four (4) month period shall begin at the time the employee receives custody of the child. For eligible employees, six (6) weeks of parental leave will be paid, beginning with the birth of the child or placement of a child for adoption.

## Policy

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### ~~VII~~.VIII. Eligibility

- A. Employees who have been employed by the State for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, are eligible for this leave.
- B. Subsequent references within policy to an employee shall assume eligibility of that individual.

### ~~VIII~~.IX. Relevant Policies

- A. Upon receipt of a written request for parental leave, the President/Chancellor or designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR Policy 5.01.01.14 Family and Medical Leave. Reference may also need to be made to TBR Policies 5.01.01.07 Sick Leave, 5.01.01.03 Leave of Absence and 5.01.01.01 Annual Leave.

### ~~IX~~.X. Notice; Employment Rights and Benefits; Reinstatement

- A. Employees who give at least three (3) months advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to

return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

- B. Employees who are prevented from giving three (3) months advance notice because of a medical emergency which necessitates that leave begins earlier than originally anticipated shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- C. Employees who are prevented from giving three (3) months advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- D. Leave will be granted as paid or unpaid pursuant to the policies of the Tennessee Board of Regents.
  - 1. Such leave shall not affect the employees' right to receive annual leave, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.
  - 2. However, the employer need not provide for the cost of any benefits, plans or programs during the period of leave unless such employer so provides for all employees on leaves of absence.
- E. If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable for failure to reinstate the employee at the end of the parental leave period.
- F. The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable.
  - 1. Therefore, if the employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the

employee has worked part time or full time for another employer during the period of leave, the employer shall not be liable for failure to reinstate the employee at the end of such leave.

- G. Whenever the employer shall determine that the employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily or because the employee has used such leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

#### XI. Paid Parental Leave

- A. An employee eligible for parental leave under this policy shall be granted six (6) workweeks of paid parental leave at full pay following the birth or the placement of a child for adoption. The institution shall not charge paid parental leave to sick, annual, or other leave the employee may have accumulated. The institution shall consider such leave to be full-time employment for purposes of calculating service anniversary dates.
- B. Paid parental leave must be used within twelve (12) months of the birth or placement of a child for adoption.
- C. Paid parental leave shall be continuous, i.e., in a single block of time, unless the institution, in its discretion, permits the employee to use paid parental leave intermittently.
- D. Paid parental leave is part of, and not in addition to, the four (4) months of parental leave provided under this policy. Paid parental leave runs concurrently with FMLA and parental leave.
- E. Paid parental leave is not applicable to placement of foster care children.
- F. In order to receive paid parental leave, the eligible employee must provide thirty (30) days advance notice, unless the employee learns of the birth or adoption less than thirty (30) days in advance, in which case notice must be given as soon as reasonably possible.

- G. An employee is not eligible for more than six (6) weeks of paid leave during a twelve (12) month period, even if there is more than one birth or adoption.

XI.XII. Use of Accrued Sick and Annual Leave and Compensatory Time

- A. In addition to receiving six (6) weeks of paid parental leave, an eligible employee may use up to thirty (30) days of accrued sick leave following the birth of a child or placement for adoption, unless medical complications arise that fit ordinary rules regarding the use of sick leave.
- B. In the event both parents are state employees, the aggregate amount of sick leave that may be used for adoption is limited to sixty (60) working days total for both parents following the placement for adoption. In the event of childbirth, each parent may take up to sixty (60) working days when both parents are state employees.
- C. In order to be eligible to use sick leave as parental leave, a statement from the attending physician indicating the expected date of delivery must accompany the request for leave.
  - 1. Additional information from the attending physician may be required if there are complications and the period of absence must begin sooner than agreed, extend further than agreed, or require the use of sick leave beyond the period beginning with the period of hospitalization and extending for sixty (60) work days following the birth of a child or placement for adoption.
- D. After the sixty (60) working days following the birth of a child or placement for adoption or, if extended, after employee's physician determines that the employee should be released, thus ending the period of sick leave, the employee may use accrued annual leave or leave without pay for the remainder of the four-month parental leave.
- E. Accrued annual leave and compensatory time may be used for the entire leave period following the six (6) weeks of paid leave.

XII.XIII. Leave of Absence

- A. When accrued annual and sick leave balances are depleted prior to the end of the four (4) month parental leave period, the employee will be placed in a leave of absence

status. Refer to TBR Policy 5.01.01.03 Leave of Absence regarding continuation of insurance coverage for employees on unpaid leave of absence.

#### XIII.XIV. Family and Medical Leave

- A. To be eligible for Family and Medical Leave (FML) which provides for up to twelve (12) work weeks of leave, an employee must have:
  - 1. Worked for the State at least 12 months; and,
  - 2. Worked a minimum of 1250 hours during the year preceding the start of the leave.
- B. Employees who are eligible for FML will have parental leave processed in conjunction with the provisions of TBR Policy 5.01.01.14 Family and Medical Leave regarding election of paid/unpaid leave, continuation of insurance coverage, etc. Parental leave and FML periods shall run concurrently.
- C. At the end of the FML period, an employee is also entitled to receive the difference between the four months granted under this policy and the 12 workweeks granted under FML. Accrued annual leave or leave of absence may be used for the remainder of the parental leave period.
- D. During work weeks that an employee takes leave designated as FML, the employer is responsible for paying the employer's portion of the employee's insurance premium, whether the leave is paid or unpaid.
- E. Employees who choose to take any unpaid leave over the amount to which they are entitled under FML should be made aware that they will be responsible for paying the employer's portion of the insurance premium for the remainder of the leave period if they wish to ensure continued coverage.
- F. The above Policy 5.01.01.08 Paternal Leave supersedes 5.01.01.02 Adoptive Parents Leave, 5.01.01.08 Maternity Leave, and 5.01.01.16 Paternity Leave.

#### **Sources**

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##### **Authority**

T.C.A. § 49-8-203; T.C.A. § 8-50-809

T.C.A. § 4-21-408

## History

TBR Board Mtg. December 2, 2005; June 24, 2010; Revised at TBR Board Mtg September 19 & 20, 2019; Revised at TBR Board Mtg June 16, 2023 (effective July 1, 2023).

## Related Policies

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- [Family, Medical, and Service Member Leave](#)
- [Sick Leave](#)
- [Leave of Absence](#)
- [Annual Leave](#)

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BOARD TRANSMITTAL

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MEETING: Committee Chairs Meeting

SUBJECT: TBR Policy 5.01.01.14 Family, Medical, and Service  
Member Leave (Revisions)

DATE: May 31, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION  
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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The proposed revisions consist of a new section (II.A.2.c.) explaining that six weeks of paid parental leave is available upon the birth or placement of a child and that the details may be found in TBR Policy 5.01.01.07, Parental Leave. The revisions to the FML policy follow the new state law providing state employees with six weeks of paid parental leave and TBR's implementation process.



# Family, Medical, and Service Member Leave:

## 5.01.01.14

### Policy Area

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Personnel Policies

### Applicable Divisions

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TCATs, Community Colleges, System Office

### Purpose

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In compliance with the Family and Medical Leave Act of 1993, as amended, ("FMLA" or "the Act") it is the policy of the Tennessee Board of Regents ("TBR") to provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, or for a qualifying exigency; or, up to 26 workweeks of leave for military caregiver leave during a 12-month period for reasons specified in this Policy, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period.

### Definitions

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- State - shall be defined as any State agency, the TBR System, and/or the University of Tennessee System, for purposes of this policy.
- Other definitions are part of the policy text.

### Policy

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#### I. [Employee Eligibility](#)

- A. In order to be considered "eligible," an employee must: (1) have worked for the State for at least 12 months; and, (2) have worked at least 1,250 hours during the year preceding the start of the leave.
- B. The determination of whether an employee meets the eligibility criteria for receiving FMLA leave is based on the amount of service (including prior service) the employee has as of the date the leave actually begins.
- C. This policy applies to both regular and temporary employees.
- D. The right to take FMLA leave applies equally to male and female employees.

- E. This policy contains no exceptions for "key employees" (e.g., a salaried FMLA eligible employee who is among the highest paid 10 percent of all the employees of the institution).
- F. The 12 months of required work with the State do not have to be consecutive in order for an employee to be eligible. However, employment prior to a break in service lasting 7 or more years will not be counted unless the break was due to fulfillment of a National Guard or Reserve military service obligation. The time served performing the military service must also be counted in determining whether the employee has been employed for at least 12 months by the employer.
- G. If an employee is maintained on the payroll for any part of a week, that week is considered a week of employment, with 52 weeks of such employment considered equal to 12 months.
- H. In determining "hours worked" for the purposes of FMLA eligibility, all hours actually worked by an employee (including overtime hours) should be calculated.
  - 1. Annual and sick leave hours which have been used during the 12-month period preceding the start of the leave are not counted as hours worked.
  - 2. In situations where a full-time employee is considered "exempt" from the overtime provisions of the Fair Labor Standards Act (FLSA) and no record of overtime hours worked has been maintained, the employee is presumed to have met the 1,250 hour requirement if they have worked for the State for at least 12 months.
  - 3. For purposes of this policy, full-time faculty satisfy the 1,250 hour test.
- I. The determination of eligibility must be made as of the date the leave commences or within 5 business days (absent extenuating circumstances) of when notification of an FMLA qualifying event has been received.
  - 1. If an employee gives notice that leave is required before meeting the eligibility criteria, they must either be:
    - a. Provided with confirmation of when eligibility will be attained, based upon a projection; or

- b. Advised when the criteria have been met.
- 2. In the latter case, the notice of leave will remain current and outstanding until the employee is advised that eligibility has been attained.
- 3. Eligibility that is confirmed at the time the notice is received may not be subsequently challenged.
- 4. If notice of leave has been given and confirmation of eligibility is not given prior to commencement of the leave, the employee is deemed eligible; FMLA leave may not be denied.
- 5. In addition, if notice of the need for leave has not been given more than 5 business days prior to commencement of the leave, a determination of eligibility must be confirmed within 5 business days following notice.
- 6. If such a determination is not provided, the employee will be considered eligible.
- J. Leave requests for regular employees who do not satisfy the FMLA eligibility requirements shall be processed in accordance with the appropriate TBR leave policies.

## II. [Leave Entitlement - FMLA Qualifying Events](#)

### A. Family Leave

- 1. The birth of a son/daughter and to care for the newborn child.
  - a. In addition to leave taken after the birth of a child, FMLA leave may be taken by an expectant mother for the purpose of prenatal visits, pregnancy-related symptoms, and in situations where a serious health condition prevents her from performing her job duties prior to the child's birth.
  - b. Husbands may also use FMLA to accompany an expectant spouse to prenatal visits, to care for an expectant spouse with a serious health condition, or if needed to care for the spouse following the birth of the child if the spouse has a serious health condition.
- 2. The adoptive or foster care placement of a son or daughter with the employee.
  - a. FMLA leave may be taken prior to an adoptive or foster care placement if the leave is necessary for the placement to proceed. This would include granting

leave for required counseling sessions, court appearances, and legal or medical consultations.

**b.** Adoption: There is no requirement in the Act that the source of an adoption be from a licensed adoption agency in order for an employee to be eligible for FMLA leave. (See Section II, A.3., for age limitations for son/daughter.)

**b-c.** Paid Parental Leave: Eligible employees will receive six (6) weeks of paid parental leave in accordance with TBR Policy 5.01.01.08, Parental Leave. FMLA leave shall run concurrently with parental leave, whether paid or unpaid.

**e-d.** Foster Care: This is defined as "24-hour care for children in substitution for, and away from, their parents or guardian." The Act requires that this placement be made by or in agreement with the State and that State action be involved in the removal of the child from parental custody. Foster care may include children of relatives placed within the employee's home by the State.

3. To care for the employee's spouse, son, daughter, or parent with a serious health condition, as defined below:
  - a. Spouse: For purposes of this policy is defined by the U.S. Department of Labor - Family Medical Leave Act. (Code of Federal Regulations; 29 CFR 825.102 Definitions)
  - b. Parent: Biological parent or an individual who currently stands or stood in place of an absent parent to an employee when the employee was a child as defined in son/daughter below. The definition does not include parents-in-law.
  - c. Son/Daughter: Biological, adopted, foster child, stepchild, legal ward, or child of a person standing in place of an absent parent, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability. An individual "incapable of self-care" means that the individual requires active assistance or supervision in performing 3 or more activities of daily living. An individual with a "physical or mental disability" means that the individual has an impairment that substantially limits one or more of the major

life activities of an individual. Regulations at 29 CFR Part 1630, issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), 42 U.S.C. 12101 et seq., define these terms.

1. For purposes of confirmation of family relationship, the president/Chancellor/or designee (hereafter referred to as "Employer") may require the employee giving notice of a need for leave to provide reasonable documentation or statement of family relationship.
2. This documentation may take the form of a simple statement from the employee, a birth certificate, a court document, etc.
3. After examination, the employee is entitled to the return of the official document.

B. Medical Leave. The employee has a serious health condition resulting in an inability to perform job functions.

1. An employee is unable to perform the functions of their position if the Health Care Provider ("HCP") finds that the employee is:
  - a. Unable to work at all; or
  - b. Unable to perform any one of the position's essential functions within the meaning of the ADAAA, 42 USC 12101, et. seq. and the regulations at 29 CFR Sec. 1630.2 (n). For FMLA purposes, the essential functions must be determined with reference to the employee's position when the notice is given or the leave commenced, whichever is earlier.
2. An employee absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. The Designator may provide a copy of the essential functions of the employee's position for the HCP to review when requiring certification.

C. Service member [or Military Family] Leave

1. “Qualifying Exigency.” Employees with a spouse, son, daughter, or parent (“the Servicemember”) on covered active duty or a Federal call to covered active duty in the regular Armed Forces, the National Guard or Reserves, or a retired member of the regular Armed Forces or Reserves may use leave to address exigencies listed below arising out of the covered active duty or impending covered active duty deployment of the Service member to a foreign country:
  - a. Short-notice deployment (up to 7 days of leave);
  - b. Attending certain military events;
  - c. Child care or school activities;
  - d. Addressing financial and legal arrangements;
  - e. Periods of rest and recuperation with the Service member (up to 5 days of leave)
  - f. Attending counseling sessions related to active duty;
  - g. Attending post-deployment activities (available for up to 90 days after the termination of the covered Servicemember’s active duty status);
  - h. Other activities arising out of the Service member’s active duty or call to active duty, and agreed upon by the institution and employee.
2. Military Caregiver Leave
  - a. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered Service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the covered Service member who has a serious injury or illness incurred in the line of duty while on covered active duty in the Regular Armed Forces, National Guard or Reserves provided that such injury or illness may render the Service member medically unfit to perform duties for which the Service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
    1. A serious health condition also includes any injury or illness that existed before the beginning of the Servicemember’s covered active duty that was aggravated by service in the line of duty on covered active duty.

2. A veteran of the regular Armed Forces, National Guard or Reserves will be considered a covered Service member for purposes of this leave entitlement if:
  1. They are undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred by or aggravated while on covered active duty in the Armed Forces, whether or not the illness or injury manifested itself before or after the member became a veteran; and
  2. They were a member of the Armed Forces, National Guard, or Reserves at any time during the five-year period before beginning the treatment, recuperation or therapy.
- b. An employee may take up to 26 workweeks of leave on a per Service member, per injury/illness basis during a 12-month period, beginning on the first day of leave. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- c. "Next of kin" means the nearest blood relative other than the covered Servicemember's spouse, parent or child designated by the Service member in the following order of priority:
  1. A legal guardian or custodian; or
  2. A sibling, grandparent, aunt/uncle, or first cousin, unless the Service member has specifically designated in writing another blood relative as his/her nearest blood relative.

### III. FMLA definition of "a serious health condition" and "period of incapacity"

- A. "Serious health condition" means an illness, injury, impairment, or physical or mental condition involving any of the following:
  1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity; or
  2. Continuing treatment by a HCP which includes:

- a. A period of incapacity lasting more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
    - 1. Treatment 2 or more times by or under the supervision of a HCP (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
    - 2. Treatment on at least one occasion by a HCP (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment. (e.g., prescription medication, physical therapy)
  - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the HCP is not necessary for each absence; or
  - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a HCP, and may involve episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). A visit to a HCP is not necessary for each absence; or
  - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, or terminal stages of a disease). Only supervision by a HCP is required, rather than active treatment; or
  - e. Any absences to receive multiple treatments, including any period of recovery therefrom, for restorative surgery after an accident or other injury; or, for a condition that would likely result in a period of incapacity of more than 3 days if not treated.
- B. "Period of incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery.



- C. Absences due to pregnancy or prenatal care, or chronic conditions as specified above, fall within FMLA even if no treatment from a HCP is received, and even if the absence does not last more than 3 consecutive, full calendar days.

#### IV. [Determination of the 12 Workweek/26 Workweek Periods](#)

##### A. Limitations on Length and Duration

1. Eligible employees are entitled to up to a total of 12 workweeks of leave for family or medical leave, and for a qualifying exigency under Service member leave; and, up to 26 workweeks of leave to care for a Service member with an injury or illness during a 12-month period.
  - a. The initial 12-month period starts on the date the employee's FMLA leave first begins.
  - b. A new 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.
    1. For example, an employee who first uses FMLA leave on October 7, 2008, would have their 12-month period begin on that date and continue through October 6, 2009.
    2. If this employee subsequently needed to use FMLA leave starting on December 2, 2009, a new 12-month period would be established from that date forward through December 1, 2010.
2. A holiday that occurs within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave.
  - a. Exception: If the institution/System Office is temporarily closed for work for 1 or more weeks (e.g., closing for the Christmas/New Year holiday, summer breaks), those days do not count as FMLA leave.
  - b. If the employee takes intermittent leave, the holiday is not counted unless the employee would have been scheduled to work the holiday.

3. Overtime hours. If the employee is normally scheduled to work overtime but is unable to do so because of a serious health condition, the overtime missed may be counted as FMLA leave.
    - a. For example, if an employee would normally be required to work 48 hours in a particular week, but due to a serious health condition the employee is unable to work more than 40 hours that week, the employee would utilize 8 hours of FMLA protected leave.
    - b. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement.
  4. Part-time employees receive FMLA leave on a pro rata or proportional basis.
  5. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 workweeks prior to the beginning of the leave period would be used for calculating the employee's normal workweek.
- B. Leave entitlement for the birth of a child or for adoption or foster care placement of a child expires at the end of the 12-month period beginning on the date of the birth or placement. FMLA leave for these reasons must be concluded within this time period.
- C. Leave to care for an injured or ill Service member is to be applied on a per-covered Service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered Servicemember's or to care for the same Service member with a subsequent serious injury or illness. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- D. FMLA leave limitations when both spouses are State employees.
1. Spouses who are both employees of the State are limited to a combined total of 12 workweeks of FMLA leave during a 12-month period if the leave is taken for the following reasons:
    - a. Birth of a child or for care of the child after birth; or

- b. Adoptive or foster care placement of a son or a daughter or for care of the child after placement; or
    - c. To care for a parent with a serious health condition.
    - d. However, each employee would be entitled to take 12 workweeks of FMLA leave to care for a child, including a newborn, with a serious health condition.
  - 2. In situations where both the husband and wife use a portion of FMLA leave for one of the reasons listed in the previous paragraph, each spouse is entitled to the difference between the amount each has taken individually and 12 workweeks of FMLA leave for reasons other than those listed.
    - a. For example, if both spouses use 6 workweeks of leave for the birth of a child, each could take an additional 6 workweeks of leave for personal illness, or to care for a family member with a serious health condition.
    - b. In situations where FMLA leave is not taken due to birth, adoption, or foster care, or to care for a parent during a given year, each spouse is entitled to full 12 workweeks of leave.
    - c. Additionally, each employee would be entitled to take 12 workweeks of FMLA leave to care for a newborn child or child if that child has a serious health condition.
  - 3. If one spouse is ineligible for FMLA leave, the spouse who meets the eligibility requirement is entitled to 12 workweeks of FMLA leave.
  - 4. Service member Leave. The aggregate number of workweeks of leave to which both that husband and wife may be entitled is limited to 26 workweeks during a 12-month period.
- E. Use of an intermittent or reduced leave schedule.
- 1. "Intermittent Leave" is leave taken in separate blocks of time due to a single qualifying reason and may include leave periods from an hour to several weeks. A "reduced leave schedule" reduces an employee's usual number of working hours per work-day or work-week.

2. An employee may take intermittent FMLA leave or have a reduced leave schedule over a 12-month time period when medically necessary for:
  - a. Planned and/or unanticipated medical treatment of a serious health condition by or under the supervision of a HCP;
  - b. Recovery from the condition;
  - c. Recovery from treatment of the condition; or
  - d. To provide care to an immediate family member with a serious health condition.
    1. Employees may not use intermittent FMLA leave following the birth of a child, or adoptive or foster care placement for any reason other than medical necessity.
3. Intermittent leave or a reduced schedule may also be used for absences where the employee or family member is incapacitated or unable to perform the position's essential functions due to a chronic serious health condition even if treatment is not rendered by a HCP.
4. If an employee requests intermittent leave or leave resulting in a reduced work schedule, the employer may require that the employee transfer temporarily to another position for which the employee is qualified and which better accommodates the employee's need for recurring leave periods.
  - a. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced leave.
  - b. This temporary position must have equivalent pay and benefits, but need not have equivalent duties.
  - c. For information regarding benefits (e.g., insurance and longevity) not ordinarily provided to part-time employees that may not be eliminated, see Section XVIII.
  - d. An employee may not be transferred to an alternative position in an effort to discourage use of FMLA leave or otherwise work a hardship on the employee (e.g., a day-shift employee may not be reassigned to a later shift).

- e. When an employee who transferred to an alternative position is able to return to full-time work, they shall be placed in the same or equivalent position as the job held when the leave commenced.
  - f. An employee cannot be required to take more FMLA leave than the circumstance for the leave requires.
5. The employer must account for intermittent or reduced leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that an employee's FMLA leave entitlement may not be reduced by more than the amount of leave actually taken.

## V. Employee Notice Requirements

### A. General.

- 1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the Act or even mention the FMLA to meet the obligation to provide notice though the employee would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements.
- 2. However, if the employee fails to explain the reasons for the leave, the request may be denied.

### B. Foreseeable leave

#### 1. Timing of notice

- a. The employee must provide at least 30 days advance notice before the leave is to begin, or if 30 days is not practicable, as soon thereafter as possible. The employer may require the employee to explain the reasons why notice was not given at least 30 days prior to the leave.
- b. Notice need be given only once but the employee shall advise the employer as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

#### 2. Content of notice

- a. An employee shall provide at least verbal notice sufficient to make the employer aware that the employee needs FMLA qualifying leave, and the anticipated timing and duration of the leave.
- b. The employer may request medical certification to support the need for the leave to determine if the condition qualifies as a serious health condition. The employer may request certification to support the need for leave for a qualifying exigency or for military caregiver leave.
- c. An employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
- d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

3. Scheduling leave

- a. The employee must consult with the employer and make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the employer's operations subject to the approval of the HCP.
- b. Intermittent leave or leave on a reduced schedule must be medically necessary due to a serious health condition, injury or illness. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operation, subject to the approval of the health care provider.

C. Unforeseeable Leave

1. Timing of notice

- a. An employee must provide notice as soon as practicable under the facts and circumstances of the case.

- b. Notice may be given by the employee's spokesperson if the employee is unable to do so personally.
2. Content of notice
- a. An employee shall provide sufficient information for an employer to reasonably determine whether the FMLA may apply to the leave request, and the anticipated duration of the absence.
  - b. Calling in sick without providing more information will not be considered sufficient notice to trigger an employer's obligations under the FMLA. The employer may obtain any additional required information by contacting the employee or the employee's spokesperson through informal means.
  - c. The employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
  - d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.
  - e. If an employee requires emergency medical treatment, they would not be required to follow the call-in procedure until their condition is stabilized and they have access to, and is able to use, a phone.

## VI. [Employer Notice Requirements](#)

- A. Posting general notice.
  - 1. All employers are required to post, in conspicuous places, notices explaining the provisions of the FMLA.
  - 2. Electronic posting is sufficient. See the Department of Labor (DOL) Web site for a prototype notice.

3. The DOL notice form may be used, or another format may be used so long as the information provided includes, at a minimum, all the information contained in the DOL notice.
- B. If the employer has an employee handbook or other document explaining employee benefits or leave rights, information concerning FMLA entitlement, and employer/employee responsibilities and obligations must be included.
- C. Eligibility notice
1. When an employee requests FMLA leave or when the employer acquires knowledge that an employee's leave may be for an FMLA qualifying reason, the employer must notify the employee of eligibility to take FMLA leave within 5 business days, absent extenuating circumstances.
  2. If the employee is not eligible, the notice must state at least one reason why.
  3. Notification of eligibility may be oral or in writing and employers may use DOL forms to provide notice.
- D. Rights and responsibilities notice.
1. Employers must provide written notice detailing the specific expectations and obligations of the employee and explain any consequences of a failure to meet these obligations.
  2. This notice must be provided each time an eligibility notice is provided.
  3. The notice must, at minimum, include, as appropriate:
    - a. That the leave may be designated and counted against the employee's annual FMLA leave entitlement;
    - b. Any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to do so;
    - c. That the employer will substitute paid leave and the employee's entitlement to take unpaid FMLA leave if they do not have sufficient accrued paid leave;



- d. Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
  - e. The employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and,
  - f. The employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.
4. The employer may use the appropriate DOL form as the notice of rights and responsibilities. This notice may be distributed electronically so long as it otherwise meets the requirements of this section.

E. Designation Notice

1. When the employer has enough information to determine whether the leave is being taken for an FMLA qualifying reason, the employer must notify the employee whether the leave will be designated and counted as FMLA leave within 5 business days absent extenuating circumstances.
  - a. At the time of designating the leave as FMLA leave; the employer must indicate that paid leave will be utilized when the employee has accumulated leave balances.
  - b. An employee with no accumulated sick or annual leave balances must take leave as unpaid, unless otherwise stipulated in other TBR leave policies.
  - c. TBR leave policies and the FMLA leave policies shall run concurrently and not consecutively.
2. Only one notice of designation is required for each FMLA qualifying reason per applicable 12-month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave, or intermittent or reduced schedule leave.

3. If the employer determines that the leave will not be designated as FMA qualifying, the employee must be so notified.
4. If the employer will require the employee to present a fitness-for-duty certification to be restored to employment, the employer must provide notice of such requirement with the designation notice.
  - a. If the fitness-for-duty certification must address the employee's ability to perform the essential functions of their position, the employer must so indicate in the designation notice, and must include a list of the essential functions of the position.
5. The designation notice must be in writing and the appropriate DOL form may be used for this purpose. If the leave cannot be designated as FMLA leave, the notice may be in the form of a simple written statement.
6. The employer must notify the employee of the amount of leave counted against their FMLA leave entitlement.
  - a. If the amount of leave needed is known at the time the leave is designated as FMLA leave, the employer must notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement in the designation notice.
  - b. If it is not possible to provide this information, such as in the case of unforeseeable intermittent leave, the employer must provide notice of the amount of leave counted against the employee's FMLA leave entitlement at the request of the employee, but no more often than once in a 30-day period and only if FMLA leave was taken in that period.

## VII. Designation of FMLA Leave

### A. Employer responsibilities.

1. The decision to designate leave as FMLA qualifying must be based only on information received from the employee or the employee's spokesperson.

2. If the employer does not have sufficient information about the reason for the use of leave, the employer should inquire further of the employee or spokesman.
  3. The employer must then provide the appropriate notice pursuant to the prior section.
- B. Employee responsibilities
1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the FMLA or even mention the FMLA to meet the obligation to provide notice, though they would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements of Section V.
  2. If an employee fails to adequately explain the need for FMLA leave, the request may be denied.
- C. Retroactive designation.
1. The employer may retroactively designate leave as FMLA leave with appropriate notice to the employee provided the employer's failure to timely designate leave does not cause harm or injury to the employee.

## VIII. Certification

- A. General
1. A request for certification must be made in writing.
  2. The employer should make a request for certification at the time the employee gives notice of the need for leave or within 5 business days thereafter; or, in the case of unforeseen leave, within 5 business days after the leave begins.
  3. The employee must provide the requested certification within 15 calendar days after the request unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. The employee is responsible for paying any costs associated with obtaining a certification or recertification, and any necessary clarification or authentication.
  4. If the employee does not provide a complete and sufficient certificate, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. If items on the certification are not filled in, or

the information provided is vague, ambiguous or non-responsive, the certification may be considered incomplete. The employee must be allowed 7 calendar days to cure any deficiencies.

5. No information beyond that specified below in Section IX may be required to be provided.
6. The employee may provide the employer with an authorization, release or waiver allowing the employer to communicate directly with the HCP, but the employee must not be required to do so.

B. Consequences

1. At the time the employer requests certification, the employee must be advised that the FMLA leave request may be denied if the certification is incomplete or insufficient despite the opportunity to cure the deficiencies, or if the employee fails to provide any certification.
2. It is the employee's responsibility to furnish a complete and sufficient certification, or to furnish the HCP the necessary authorization to complete the certification.
3. These principles apply whether the request is the initial certification, a recertification, a second or third opinion, or a fitness for duty certificate, including any clarifications necessary to determine if such certifications are authentic and sufficient.

IX. **Certification of Serious Health Condition of Employee or a Covered Family Member**

A. Permissible information

1. The name, address, telephone number and fax number of the HCP, and type of medical practice/specialization;
2. The approximate date on which the serious health condition began, and its probable duration;
3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested.
  - a. These facts must be sufficient to support the need for leave and may include information on symptoms, diagnosis, hospitalization, doctor visits, whether

medication has been prescribed, any referrals for evaluation or treatment, or any other regimen of continuing treatment.

4. If the employee is the patient, information sufficient to establish that they cannot perform the essential functions of their job, the nature of any other work restrictions; and, the likely duration of such inability.
  5. If the patient is a covered family member, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the leave required to care for the family member.
  6. If the employee requests leave on an intermittent or reduced schedule basis for planned medical treatment for themselves, or a family member, information sufficient to establish the medical necessity and an estimate of the dates and duration of such treatments and any periods of recovery.
  7. If the employee requests leave on an intermittent or reduced schedule basis for a serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such leave and an estimate of the frequency and duration of the episodes of incapacity.
  8. If the employee requests leave on an intermittent or reduced schedule basis to care for a covered family member, a statement that such leave is medically necessary to care for the family member who can include assisting in recovery, and an estimate of the frequency and duration of the required leave.
- B. The appropriate DOL form may be used to obtain information concerning the employee's serious health condition or the serious health condition of a covered family member. These forms may also be used if seeking second and third opinions.
- C. Workers' compensation - If the employee is concurrently on FMLA leave and workers' compensation leave, the FMLA does not prevent the employer from following the workers' compensation provisions in seeking information even if such would allow

inquires beyond that allowed under the FMLA. Information received may be considered in determining the employee's entitlement to FMLA protected leave.

- D. ADAAA - If the employee's serious health condition may also be a disability pursuant to the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA. Any information received may be considered in determining the employee's entitlement to FMLA protected leave.
- E. Clarification and authentication of certification.
  - 1. If the employee submits an incomplete or insufficient certification signed by the HCP, the employer may contact the HCP for purposes of clarification and authentication.
    - a. The employee must first have been given 7 calendar days to cure the deficiency.
    - b. Employers may not ask for additional information beyond that required by the certification form as set out in Section IX.A.
  - 2. The employee must provide an authorization for the employer to contact the HCP.
  - 3. A HCP, human resources professional, leave administrator or a management official may contact the HCP for clarification or authentication. Under no circumstances shall the employee's direct supervisor contact the HCP.
  - 4. "Authentication" means providing the HCP with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the HCP who signed the document.
  - 5. "Clarification" means contacting the HCP to understand the handwriting on the medical certification or to understand the meaning of a response.
  - 6. It is the employee's responsibility to provide a complete and sufficient certification and to clarify the certification if necessary. Failure to do so or failure to provide authorization to contact the HCP may result in the denial of FMLA leave.
- F. Second and Third Opinions
  - 1. Second opinion

- a. If the employer doubts the validity of a certification, the employee may be required to obtain a second opinion which shall be at the employer's expense.
    - b. The employer is permitted to designate the HCP but the HCP must not be employed on a regular basis by the employer.
  2. Third opinion
    - a. If the first and second opinions differ, the employer may require the employee to obtain certification from a third HCP at the employer's expense.
    - b. The third HCP must be designated or approved jointly by the employer and the employee.
    - c. The third opinion shall be final and binding.
  3. Pending receipt of a second or third opinion, the employee is provisionally entitled to the benefits of the FMLA, including maintenance of group health benefits.
- G. FMLA leave may be denied and the leave designated as paid or unpaid under the employer's established leave policies if:
1. The certifications do not ultimately establish entitlement to FMLA leave; or,
  2. The employee fails to provide authorization for their HCP to release all relevant medical information pertaining to the serious health condition at issue if requested by the HCP designated to provide the second or third opinion.
- H. Recertification
1. 30-day rule - An employer may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless sections 2 or 3 apply.
  2. More than 30 days
    - a. If the medical certification indicates the minimum duration of the condition is more than 30 days, an employer must wait until that minimum duration period expires before requesting a recertification.
    - b. Notwithstanding the limitation set forth above, an employer may request a recertification every 6 months in connection with an absence by the employee.

3. Less than 30 days - An employer may request certification in less than 30 days if:
  - a. The employee requests an extension of leave;
  - b. Circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, or complications); or,
  - c. The employer receives information that casts doubt on the stated reason for the absence or the continuing validity of the certification.
4. The employee must provide the recertification within the timeframe requested by the employer which must allow no less than 15 calendar days.
5. The employer may ask for the same information as that permitted for the original certification, and the employee has the same obligation to participate and cooperate in providing a complete and sufficient certification.
6. The employer may provide the HCP with a record of the employee's absence pattern and ask if the serious health condition and need for leave is consistent with such a pattern.
7. Any recertification requested by the employer may be at the employee's expense.
8. No second or third opinion on recertification may be required.

## X. Certification of Qualifying Exigency

### A. Active duty orders

1. The first time an employee requests leave based on a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the employer may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the active duty service. This information need only be provided once.
2. A copy of new active duty orders or other documentation issued by the military shall be provided to the employer if the need for leave because of a qualifying exigency



arises out of a different active duty or call to active duty status of the same or a different covered military member.

B. Required information - The employer may require a certification from the employee that sets forth the following information:

1. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, including the type of qualifying exigency and any documentation which supports the request for leave.
2. The approximate date(s) of the qualifying exigency.
  - a. If the event is a single, continuous period of time, the beginning and end dates.
  - b. If the leave request is for an intermittent or reduced schedule, an estimate of the frequency and duration of the qualifying exigency.
3. If the event involves meeting with a third party, appropriate contact information for the third party, and a brief description of the purpose of the meeting.

C. The appropriate DOL form may be used. No information beyond that specified may be required.

D. Verification

1. If the certification is complete and sufficient to support the request for leave, no additional information may be requested.
2. However, if the qualifying exigency concerns meeting with a third party, the employer may contact the third party to verify the nature and time of the meeting.
3. The employer may contact the Department of Defense to request verification that a covered military member is on active duty or call to active duty status.
4. If verification occurs pursuant to either item 2 or 3, no additional information may be requested and the employee's permission is not required.

#### XI. [Certification for Service member \(Military Caregiver\) Leave](#)

A. Required information from HCP - An employer may require an employee to obtain a certification completed by any one of the following:

1. A United States Department of Defense ("DOD") HCP;

2. A United States Department of Veterans Affairs (“VA”) HCP;
  3. A DOD TRICARE network authorized private HCP;
  4. A DOD non-network TRICARE authorized private HCP.
- B. If the authorized HCP is unable to make certain military-related determinations specified below, the authorized HCP may rely on determinations from an authorized DOD representative. An employer may request that the HCP provide the following information:
1. The name, address and appropriate contact information (telephone number, fax number, and/or email address) of the HCP, the type of medical practice, the medical specialty, and whether the health care provider is one of the following:
    - a. A DOD HCP;
    - b. A VA HCP;
    - c. A DOD TRICARE network authorized private HCP; or
    - d. A DOD non-network TRICARE authorized private HCP.
  2. Whether the covered Servicemember’s injury or illness was incurred in the line of duty on active duty.
  3. The approximate date on which the serious injury or illness began and its probable duration.
  4. A statement or description of appropriate medical facts regarding the covered Servicemember’s health condition for which FMLA leave is requested.
    - a. These facts must include information on whether the injury or illness may render the covered Service member medically unfit to perform the duties of the Servicemember’s office, grade, rank or rating and whether the member is receiving medical treatment, recuperation or therapy.
  5. Information sufficient to establish that the covered Service member is in need of care and whether they will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

6. If intermittent or reduced schedule leave is requested for planned medical treatment appointments, whether there is a medical necessity for the covered Service member to have such periodic care and an estimate of the treatment schedule of such appointments.
  7. If intermittent or reduced schedule leave is requested for other than planned medical treatment (e.g., episodic flare-ups of a medical condition), whether there is a medical necessity to have such periodic care, which can include assisting the covered Servicemember's recovery, and an estimate of the frequency and duration of the periodic care.
- C. The employer may also ask the employee and/or the covered Service member to include the following information in the certification:
1. The name and address of the employer of the employee requesting leave to care for a covered Service member, the name of the employee requesting such leave, and the name of the covered Service member for whom the employee is requesting leave to care.
  2. The relationship of the employee to the covered Service member.
  3. Whether the covered Service member is a member of the Armed Forces, the National Guard or Reserves; and their military branch, rank and current unit assignment.
  4. Whether the covered Service member is assigned to a military medical facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, and the name of the medical treatment facility or unit.
  5. Whether the covered Service member is on the temporary disability retired list.
  6. A description of the care to be provided and an estimate of the leave needed to provide the care.
- D. The appropriate DOL form may be used to obtain certification that meets the FMLA's requirements.

1. No information may be required beyond that specified on the certification.
  2. Authentication and/or clarification of the certification may be sought.
  3. Second and third opinions and recertification are not permitted.
  4. Confirmation of covered family relationship to the covered Service member may be required.
- E. Invitational travel order (“ITO”) or invitational travel authorization (“ITA”).
1. An employer must accept an ITO or an ITA as sufficient certification to allow FMLA leave. No additional or separate certification may be required.
  2. If leave is needed beyond the period specified in the ITO/ITA, the employer may request certification from one of the authorized HCPs listed in B.1.
  3. The employer may seek authentication and clarification of the ITO/ITA. The employer may not seek a second or third opinion, or a recertification during the period of time in which leave is supported by an ITO/ITA.
  4. The employer may require an employee to provide confirmation of covered family relationship to the covered Service member.

## XII. [Intent to Return to Work](#)

- A. An employer may require an employee on FMLA leave to report periodically on their status and intent to return to work.
- B. If an employee gives an unequivocal notice of intent not to return to work, the employer’s obligations under FMLA to maintain health benefits and to restore the employee cease.
1. However, these obligations continue if the employee indicates they may be unable to return to work but expresses a continuing desire to do so.
- C. An employee may need more leave than initially requested or the employee may not need as much leave as initially requested.
1. In the latter instance, the employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

2. The employer may require the employee to provide reasonable notice (i.e., within two business days) of the changed circumstances where foreseeable.
3. The employer may also obtain information on such changed circumstances through requested status reports.

### XIII. [Fitness-for-Duty Certification](#)

- A. As a condition for restoring an employee whose own serious health condition required FMLA leave, the employer may impose a uniformly-applied policy or practice that requires all similarly-situated employees to provide certification from their HCPs that the employee is able to resume work.
- B. The fitness-for-duty certification may only pertain to the specific health condition that required FMLA leave.
- C. The certification must state that the employee is able to resume work.
  1. Additionally, the employer may require the certification to specifically address the employee's ability to perform the essential functions of their job.
  2. In order to do so, the employer must provide the employee with a list of the essential functions of the job no later than with the designation notice.
  3. The designation notice must indicate that the certification must address the employee's ability to perform those essential functions.
- D. Authentication and/or clarification of the certification is allowed. However, the employee's return to work may not be delayed while contact with the HCP is being made.
- E. No second or third opinions may be required.
- F. The cost of a return-to-work certification shall be borne by the employee.
- G. Restoration may be delayed until the employee submits a required fitness-for-duty certification if the employer has provided notice of the need for such in the designation notice.

- H. If a fitness-for-duty certification is required, an employee who does not provide such or who does not request additional FMLA leave is no longer entitled to reinstatement under the FMLA.
- I. Return from intermittent or reduced schedule leave.
  - 1. The employer may not require a new certification after each absence if the employee is on intermittent or reduced scheduled leave.
  - 2. However, an employer is entitled to a certification for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which leave was taken.
    - a. "Reasonable safety concerns" means a reasonable belief of significant risk of harm to the individual employee or others.
    - b. The nature and severity of the potential harm, and the likelihood that potential harm will occur must be considered in making this determination.
  - 3. The employer must inform the employee at the time the designation notice is issued that for each subsequent instance of intermittent or reduced schedule leave, the employee will be required to submit a fitness-for-duty certification unless one has already been submitted within the past 30 days.
  - 4. An employee may not be terminated while awaiting such a certification.
- J. If an employee's serious health condition may also be a disability under the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA.

#### XIV. **Failure to Provide Certification**

- A. Foreseeable leave
  - 1. If the employee fails to provide certification in a timely manner, FMLA coverage may be denied until certification is provided.
- B. Unforeseeable leave

1. FMLA coverage may be denied if the employee fails to provide a certification within 15 calendar days from receipt of the request for certification unless not practicable due to extenuating circumstances.
  - a. Absent those circumstances, if the employee fails to timely return the certification, FMLA protections can be denied following expiration of the 15-day time period until a sufficient certification is provided.
  - b. If the employee never produces the certification, the leave is not FMLA leave.

C. Recertification

1. An employee must provide recertification within the time requested by the employer (which must allow at least 15 calendar days after the request) or as soon as practicable under the particular facts and circumstances.
  - a. Failure to do so may result in denial of continuation of FMLA leave protections until a sufficient recertification is produced.
  - b. If one is never provided, the leave is not FMLA.
2. Recertification does not apply to leave taken for a qualifying exigency or to care for a covered Service member.

D. Fitness-for-duty

1. The employee must provide medical certification at the time they seek reinstatement if such is requested pursuant to the employer's policy or practice, if the employer provided the required notice.
2. If the employee fails to do so, restoration may be delayed until the certification is provided.
3. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee may be terminated.

XV. **Job Restoration**

A. Right to Reinstatement

1. Upon returning from FMLA leave, an employee must be restored to their original position or to an equivalent position.
  - a. An equivalent position is one that is virtually identical to the former position in terms of pay, benefits and working conditions, including privileges, perquisites and status.
  - b. This involves restoration to a position having the same or substantially similar duties and responsibilities and having substantially equivalent skill, effort, responsibility and authority.
  - c. An employee is entitled to such reinstatement even if the employee has been replaced or their position has been restructured to accommodate the employee's absence.
  - d. This applies only to employees returning from FMLA leave and may not apply to employees who used additional leave beyond the 12/26 workweek FMLA entitlement, as provided in other TBR leave policies.
2. An employee returning from FMLA leave is entitled to any general or unconditional pay increases that all other employees have received during the period the employee was on leave.
3. An employee is entitled to shift or work schedule assignments equivalent to those in effect prior to the beginning of the leave period and to the same or a geographically proximate work location where previously employed.
4. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc., as a result of the leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return to work.

B. Limitations on Reinstatement

1. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.



- a. Thus, if a work location is closed, a shift eliminated, overall work hours for an entire unit reduced, or positions abolished through a reduction in force, the employee is only entitled to conditions that would have been in effect for the employee if the leave had never been taken.
    1. For example, if an employee's shift is eliminated during the time period that leave was taken, the employee is not entitled to assignment to the previous shift's work hours or to shift differential pay when returning from leave that other employees formerly on the shift no longer receive.
  - b. However, the employee is entitled to employment in a position meeting all other previous employment conditions.
  - c. An employer must be able to show that he/she would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
2. If an employee can no longer perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA.
    - a. However, the provisions of the ADAAA may apply. Such cases should be referred to the ADAAA coordinator.
  3. If an employee should require more or less FMLA leave than was originally anticipated, they are required to provide the employer 2 business days' notice where feasible.
    - a. Regarding an employee who wants to return to work earlier than anticipated, they shall be restored once such notice is given, or where such notice is not feasible.
  4. In situations where an employee notifies the employer that they are not returning to work, the obligation to restore the employee to a position ends.

- a. Should the employee indicate they are unable to return to work but continues to want to return, restoration requirements remain in effect.
5. If an employee was hired for a specific term or only to perform work on a discrete project, the employer has no obligation to restore the employee if the employment term or project is over and the employer would not otherwise have continued to employ the employee.

XVI. **Prohibition against Interfering with Employee Rights**

- A. FMLA prohibits interference with an employee's rights under the law, and with legal proceedings or inquiries relating to an employee's rights.
- B. "Interfering with" the exercise of an employee's rights would include, for example, not only refusing to authorize FMLA leave, but discouraging an employee from using such leave.
- C. FMLA's prohibition against interference prohibits an employer from discriminating or retaliating against an employee or prospective employee for having exercised or attempted to exercise FMLA rights.
- D. Employees cannot waive, nor may employers induce employees to waive, their prospective rights under the FMLA.
- E. This does not prevent the settlement or release of FMLA claims by employees based on past employer conduct without the approval of the Department of Labor or a court.

XVII. **Recordkeeping**

- A. Records must be made, kept and preserved in accordance with the recordkeeping requirements of the Fair Labor Standards Act.
  1. The records must be kept for no less than 3 years and made available for inspection, copying and transcription by representatives of the Department of Labor upon request.
- B. Required records:
  1. Basic payroll and identifying employee data.

2. Dates FMLA leave was taken. The leave must be designated in records as FMLA leave.
  3. The hours of leave taken, if less than in increments of a day.
  4. Employee notices provided to the employer and notices given to employees as required by the FMLA.
  5. Documents describing employee benefits or employer policies and practices regarding paid and unpaid leave.
  6. Premium payments of employee benefits.
  7. Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave.
- C. Confidential records
1. Records and documents relating to certifications, recertification or medical histories of the employee or their family members created for purposes of FMLA, shall be maintained as confidential medical records in separate files, separate from the usual personnel files.
  2. If the ADAAA is also applicable, such records shall be maintained in conformance with ADAAA confidentiality requirements.

## XVIII. [Impact of FMLA Leave on Health Insurance and Other Benefits](#)

- A. Insurance Coverage
1. For the duration of FMLA leave, the employer is required to maintain an employee's health coverage under the State Group Insurance Plan under the same conditions coverage would have been provided if the employee had continued working.
    - a. It is very important that the employer communicate approval of FMLA leave to the insurance preparer.
  2. The same health benefits provided to an employee prior to taking FMLA leave must be maintained during the FMLA leave.
    - a. For example, if family coverage is provided to an employee, family coverage must be maintained during the FMLA leave.

- b. Moreover, an employee temporarily working a reduced schedule (for purposes of this section, less than 30 hours per week) during a period of FMLA leave is entitled to maintain the same insurance coverage(s) that were in effect prior to the FMLA leave period.
- 3. If an employer provides a new health plan or benefits, or changes health benefits or plans while an employee is on FMLA leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave.
  - a. For example, if an employer changes a group health plan so that dental care becomes covered under the plan, an employee on FMLA leave must be given the same opportunity as other employees to receive (or obtain) the dental care coverage.
- 4. Notice of any opportunity to change plans or benefits must also be given to an employee on FMLA leave.
  - a. If the plan permits an employee to change from single to family coverage upon the birth of a child or otherwise add new family members, such a change in benefits must be made available while an employee is on FMLA leave.
  - b. If the employee requests the changed coverage it must be provided by the employer.
- 5. The employer is responsible for advising the employee of the options to continue or discontinue insurance coverage(s) prior to the beginning of the leave period.
  - a. If the employee elects to continue insurance coverage(s), the employer must provide the employee with written notice of the terms and conditions under which premiums must be paid.
- 6. If coverage is not to be continued, the employee must contact the insurance preparer prior to the beginning of the leave.
  - a. When an employee returns from leave, the employee is entitled to be automatically reinstated on the same terms as prior to taking the leave, including

family or dependent coverage, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

7. To ensure that an employee on unpaid FMLA leave is reinstated with the same benefits in effect prior to the leave period, the employer shall pay the employer as well as any employee portion of premiums which has not been remitted. Premiums paid on behalf of the employee will be deducted from the employee's paycheck following their return to work.
8. For purposes of determining insurance premium payment responsibilities, an employee is deemed to have returned to work if they have returned for 30 calendar days.
  - a. An employee who retires immediately following FMLA leave or during the first 30 days after returning to work is also deemed to have returned to work.
  - b. If the employee fails to return to work or does not stay 30 calendar days, the employer portion of the insurance premium paid during FMLA leave may be recovered except for the following reasons:
    1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under FMLA; or
    2. Other circumstances beyond the employee's control, such as an unexpected transfer of the employee's spouse to a job location more than 75 miles from the employee's worksite or the lay-off of the employee while on leave.
9. If the employee fails to return to work due to a serious health condition, the employer may require medical certification of the employee's or the family member's serious health condition.
10. The employer portion of the health premium may not be recovered during workers' compensation leave designated as FMLA leave.

B. Longevity

1. An employee on FMLA leave, paid or unpaid, shall receive longevity in accordance with the provisions of TBR Guideline P-120 Longevity Pay.

2. Note: The employer may not eliminate benefits which otherwise would not be provided to part-time employees.
3. Therefore, an employee who has been temporarily transferred to a part-time position during a period of FMLA leave retains eligibility for longevity pay regardless of the percentage of employment.

C. Leave Accrual

1. Employees shall accrue leave in accordance with the annual and sick leave policies.
2. Due to the fact that leave is based on the number of hours worked per week, the accrual rate may be proportionately reduced.

## Sources

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### Authority

T.C.A. § 49-8-203; [T.C.A. § 8-50-809](#)

All Federal and State statutes, codes, Acts, rules and regulations referenced in this policy.

### History

TBR Meeting, June 25, 1995 (Finance and Administration approval January 17, 1996); TBR Meeting, March 29, 1996 (Finance and Administration approval November 13, 1996); TBR Meeting September 28, 2007; TBR Meeting June 26, 2008; TBR Meeting March 25, 2010 (Complete Revision); [TBR Meeting June 16, 2023 \(effective July 1, 2023\)](#).

## Related Policies

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- [Longevity Pay](#)

# Family, Medical, and Service Member Leave:

## 5.01.01.14

### Policy Area

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Personnel Policies

### Applicable Divisions

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TCATs, Community Colleges, System Office

### Purpose

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In compliance with the Family and Medical Leave Act of 1993, as amended, ("FMLA" or "the Act") it is the policy of the Tennessee Board of Regents ("TBR") to provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, or for a qualifying exigency; or, up to 26 workweeks of leave for military caregiver leave during a 12-month period for reasons specified in this Policy, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period.

### Definitions

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- State - shall be defined as any State agency, the TBR System, and/or the University of Tennessee System, for purposes of this policy.
- Other definitions are part of the policy text.

### Policy

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#### XIX. [Employee Eligibility](#)

- A. In order to be considered "eligible," an employee must: (1) have worked for the State for at least 12 months; and, (2) have worked at least 1,250 hours during the year preceding the start of the leave.
- B. The determination of whether an employee meets the eligibility criteria for receiving FMLA leave is based on the amount of service (including prior service) the employee has as of the date the leave actually begins.
- C. This policy applies to both regular and temporary employees.
- D. The right to take FMLA leave applies equally to male and female employees.

- E. This policy contains no exceptions for "key employees" (e.g., a salaried FMLA eligible employee who is among the highest paid 10 percent of all the employees of the institution).
- F. The 12 months of required work with the State do not have to be consecutive in order for an employee to be eligible. However, employment prior to a break in service lasting 7 or more years will not be counted unless the break was due to fulfillment of a National Guard or Reserve military service obligation. The time served performing the military service must also be counted in determining whether the employee has been employed for at least 12 months by the employer.
- G. If an employee is maintained on the payroll for any part of a week, that week is considered a week of employment, with 52 weeks of such employment considered equal to 12 months.
- H. In determining "hours worked" for the purposes of FMLA eligibility, all hours actually worked by an employee (including overtime hours) should be calculated.
  - 1. Annual and sick leave hours which have been used during the 12-month period preceding the start of the leave are not counted as hours worked.
  - 2. In situations where a full-time employee is considered "exempt" from the overtime provisions of the Fair Labor Standards Act (FLSA) and no record of overtime hours worked has been maintained, the employee is presumed to have met the 1,250 hour requirement if they have worked for the State for at least 12 months.
  - 3. For purposes of this policy, full-time faculty satisfy the 1,250 hour test.
- I. The determination of eligibility must be made as of the date the leave commences or within 5 business days (absent extenuating circumstances) of when notification of an FMLA qualifying event has been received.
  - 1. If an employee gives notice that leave is required before meeting the eligibility criteria, they must either be:
    - a. Provided with confirmation of when eligibility will be attained, based upon a projection; or



- b. Advised when the criteria have been met.
- 2. In the latter case, the notice of leave will remain current and outstanding until the employee is advised that eligibility has been attained.
- 3. Eligibility that is confirmed at the time the notice is received may not be subsequently challenged.
- 4. If notice of leave has been given and confirmation of eligibility is not given prior to commencement of the leave, the employee is deemed eligible; FMLA leave may not be denied.
- 5. In addition, if notice of the need for leave has not been given more than 5 business days prior to commencement of the leave, a determination of eligibility must be confirmed within 5 business days following notice.
- 6. If such a determination is not provided, the employee will be considered eligible.
- J. Leave requests for regular employees who do not satisfy the FMLA eligibility requirements shall be processed in accordance with the appropriate TBR leave policies.

## XX. [Leave Entitlement - FMLA Qualifying Events](#)

### A. Family Leave

- 1. The birth of a son/daughter and to care for the newborn child.
  - a. In addition to leave taken after the birth of a child, FMLA leave may be taken by an expectant mother for the purpose of prenatal visits, pregnancy-related symptoms, and in situations where a serious health condition prevents her from performing her job duties prior to the child's birth.
  - b. Husbands may also use FMLA to accompany an expectant spouse to prenatal visits, to care for an expectant spouse with a serious health condition, or if needed to care for the spouse following the birth of the child if the spouse has a serious health condition.
- 2. The adoptive or foster care placement of a son or daughter with the employee.
  - a. FMLA leave may be taken prior to an adoptive or foster care placement if the leave is necessary for the placement to proceed. This would include granting

leave for required counseling sessions, court appearances, and legal or medical consultations.

- b. Adoption: There is no requirement in the Act that the source of an adoption be from a licensed adoption agency in order for an employee to be eligible for FMLA leave. (See Section II, A.3., for age limitations for son/daughter.)
  - c. Paid Parental Leave: Eligible employees will receive six (6) weeks of paid parental leave in accordance with TBR Policy 5.01.01.08, Parental Leave. FMLA leave shall run concurrently with parental leave, whether paid or unpaid.
  - d. Foster Care: This is defined as "24-hour care for children in substitution for, and away from, their parents or guardian." The Act requires that this placement be made by or in agreement with the State and that State action be involved in the removal of the child from parental custody. Foster care may include children of relatives placed within the employee's home by the State.
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition, as defined below:
- a. Spouse: For purposes of this policy is defined by the U.S. Department of Labor - Family Medical Leave Act. (Code of Federal Regulations; 29 CFR 825.102 Definitions)
  - b. Parent: Biological parent or an individual who currently stands or stood in place of an absent parent to an employee when the employee was a child as defined in son/daughter below. The definition does not include parents-in-law.
  - c. Son/Daughter: Biological, adopted, foster child, stepchild, legal ward, or child of a person standing in place of an absent parent, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability. An individual "incapable of self-care" means that the individual requires active assistance or supervision in performing 3 or more activities of daily living. An individual with a "physical or mental disability" means that the individual has an impairment that substantially limits one or more of the major

life activities of an individual. Regulations at 29 CFR Part 1630, issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), 42 U.S.C. 12101 et seq., define these terms.

1. For purposes of confirmation of family relationship, the president/Chancellor/or designee (hereafter referred to as "Employer") may require the employee giving notice of a need for leave to provide reasonable documentation or statement of family relationship.
2. This documentation may take the form of a simple statement from the employee, a birth certificate, a court document, etc.
3. After examination, the employee is entitled to the return of the official document.

B. Medical Leave. The employee has a serious health condition resulting in an inability to perform job functions.

1. An employee is unable to perform the functions of their position if the Health Care Provider ("HCP") finds that the employee is:
  - a. Unable to work at all; or
  - b. Unable to perform any one of the position's essential functions within the meaning of the ADAAA, 42 USC 12101, et. seq. and the regulations at 29 CFR Sec. 1630.2 (n). For FMLA purposes, the essential functions must be determined with reference to the employee's position when the notice is given or the leave commenced, whichever is earlier.
2. An employee absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. The Designator may provide a copy of the essential functions of the employee's position for the HCP to review when requiring certification.

C. Service member [or Military Family] Leave

1. “Qualifying Exigency.” Employees with a spouse, son, daughter, or parent (“the Servicemember”) on covered active duty or a Federal call to covered active duty in the regular Armed Forces, the National Guard or Reserves, or a retired member of the regular Armed Forces or Reserves may use leave to address exigencies listed below arising out of the covered active duty or impending covered active duty deployment of the Service member to a foreign country:
  - a. Short-notice deployment (up to 7 days of leave);
  - b. Attending certain military events;
  - c. Child care or school activities;
  - d. Addressing financial and legal arrangements;
  - e. Periods of rest and recuperation with the Service member (up to 5 days of leave)
  - f. Attending counseling sessions related to active duty;
  - g. Attending post-deployment activities (available for up to 90 days after the termination of the covered Servicemember’s active duty status);
  - h. Other activities arising out of the Service member’s active duty or call to active duty, and agreed upon by the institution and employee.
2. Military Caregiver Leave
  - a. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered Service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the covered Service member who has a serious injury or illness incurred in the line of duty while on covered active duty in the Regular Armed Forces, National Guard or Reserves provided that such injury or illness may render the Service member medically unfit to perform duties for which the Service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
    1. A serious health condition also includes any injury or illness that existed before the beginning of the Servicemember’s covered active duty that was aggravated by service in the line of duty on covered active duty.

2. A veteran of the regular Armed Forces, National Guard or Reserves will be considered a covered Service member for purposes of this leave entitlement if:
  1. They are undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred by or aggravated while on covered active duty in the Armed Forces, whether or not the illness or injury manifested itself before or after the member became a veteran; and
  2. They were a member of the Armed Forces, National Guard, or Reserves at any time during the five-year period before beginning the treatment, recuperation or therapy.
- b. An employee may take up to 26 workweeks of leave on a per Service member, per injury/illness basis during a 12-month period, beginning on the first day of leave. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- c. "Next of kin" means the nearest blood relative other than the covered Servicemember's spouse, parent or child designated by the Service member in the following order of priority:
  1. A legal guardian or custodian; or
  2. A sibling, grandparent, aunt/uncle, or first cousin, unless the Service member has specifically designated in writing another blood relative as his/her nearest blood relative.

XXI. [FMLA definition of "a serious health condition" and "period of incapacity"](#)

- A. "Serious health condition" means an illness, injury, impairment, or physical or mental condition involving any of the following:
  1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity; or
  2. Continuing treatment by a HCP which includes:

- a. A period of incapacity lasting more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
    - 1. Treatment 2 or more times by or under the supervision of a HCP (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
    - 2. Treatment on at least one occasion by a HCP (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment. (e.g., prescription medication, physical therapy)
  - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the HCP is not necessary for each absence; or
  - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a HCP, and may involve episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). A visit to a HCP is not necessary for each absence; or
  - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, or terminal stages of a disease). Only supervision by a HCP is required, rather than active treatment; or
  - e. Any absences to receive multiple treatments, including any period of recovery therefrom, for restorative surgery after an accident or other injury; or, for a condition that would likely result in a period of incapacity of more than 3 days if not treated.
- B. "Period of incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery.

- C. Absences due to pregnancy or prenatal care, or chronic conditions as specified above, fall within FMLA even if no treatment from a HCP is received, and even if the absence does not last more than 3 consecutive, full calendar days.

## XXII. [Determination of the 12 Workweek/26 Workweek Periods](#)

### A. Limitations on Length and Duration

1. Eligible employees are entitled to up to a total of 12 workweeks of leave for family or medical leave, and for a qualifying exigency under Service member leave; and, up to 26 workweeks of leave to care for a Service member with an injury or illness during a 12-month period.
  - a. The initial 12-month period starts on the date the employee's FMLA leave first begins.
  - b. A new 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.
    1. For example, an employee who first uses FMLA leave on October 7, 2008, would have their 12-month period begin on that date and continue through October 6, 2009.
    2. If this employee subsequently needed to use FMLA leave starting on December 2, 2009, a new 12-month period would be established from that date forward through December 1, 2010.
2. A holiday that occurs within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave.
  - a. Exception: If the institution/System Office is temporarily closed for work for 1 or more weeks (e.g., closing for the Christmas/New Year holiday, summer breaks), those days do not count as FMLA leave.
  - b. If the employee takes intermittent leave, the holiday is not counted unless the employee would have been scheduled to work the holiday.

3. Overtime hours. If the employee is normally scheduled to work overtime but is unable to do so because of a serious health condition, the overtime missed may be counted as FMLA leave.
    - a. For example, if an employee would normally be required to work 48 hours in a particular week, but due to a serious health condition the employee is unable to work more than 40 hours that week, the employee would utilize 8 hours of FMLA protected leave.
    - b. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement.
  4. Part-time employees receive FMLA leave on a pro rata or proportional basis.
  5. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 workweeks prior to the beginning of the leave period would be used for calculating the employee's normal workweek.
- B. Leave entitlement for the birth of a child or for adoption or foster care placement of a child expires at the end of the 12-month period beginning on the date of the birth or placement. FMLA leave for these reasons must be concluded within this time period.
- C. Leave to care for an injured or ill Service member is to be applied on a per-covered Service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered Servicemember's or to care for the same Service member with a subsequent serious injury or illness. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- D. FMLA leave limitations when both spouses are State employees.
1. Spouses who are both employees of the State are limited to a combined total of 12 workweeks of FMLA leave during a 12-month period if the leave is taken for the following reasons:
    - a. Birth of a child or for care of the child after birth; or



- b. Adoptive or foster care placement of a son or a daughter or for care of the child after placement; or
    - c. To care for a parent with a serious health condition.
    - d. However, each employee would be entitled to take 12 workweeks of FMLA leave to care for a child, including a newborn, with a serious health condition.
  - 2. In situations where both the husband and wife use a portion of FMLA leave for one of the reasons listed in the previous paragraph, each spouse is entitled to the difference between the amount each has taken individually and 12 workweeks of FMLA leave for reasons other than those listed.
    - a. For example, if both spouses use 6 workweeks of leave for the birth of a child, each could take an additional 6 workweeks of leave for personal illness, or to care for a family member with a serious health condition.
    - b. In situations where FMLA leave is not taken due to birth, adoption, or foster care, or to care for a parent during a given year, each spouse is entitled to full 12 workweeks of leave.
    - c. Additionally, each employee would be entitled to take 12 workweeks of FMLA leave to care for a newborn child or child if that child has a serious health condition.
  - 3. If one spouse is ineligible for FMLA leave, the spouse who meets the eligibility requirement is entitled to 12 workweeks of FMLA leave.
  - 4. Service member Leave. The aggregate number of workweeks of leave to which both that husband and wife may be entitled is limited to 26 workweeks during a 12-month period.
- E. Use of an intermittent or reduced leave schedule.
- 1. "Intermittent Leave" is leave taken in separate blocks of time due to a single qualifying reason and may include leave periods from an hour to several weeks. A "reduced leave schedule" reduces an employee's usual number of working hours per work-day or work-week.

2. An employee may take intermittent FMLA leave or have a reduced leave schedule over a 12-month time period when medically necessary for:
  - a. Planned and/or unanticipated medical treatment of a serious health condition by or under the supervision of a HCP;
  - b. Recovery from the condition;
  - c. Recovery from treatment of the condition; or
  - d. To provide care to an immediate family member with a serious health condition.
    1. Employees may not use intermittent FMLA leave following the birth of a child, or adoptive or foster care placement for any reason other than medical necessity.
3. Intermittent leave or a reduced schedule may also be used for absences where the employee or family member is incapacitated or unable to perform the position's essential functions due to a chronic serious health condition even if treatment is not rendered by a HCP.
4. If an employee requests intermittent leave or leave resulting in a reduced work schedule, the employer may require that the employee transfer temporarily to another position for which the employee is qualified and which better accommodates the employee's need for recurring leave periods.
  - a. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced leave.
  - b. This temporary position must have equivalent pay and benefits, but need not have equivalent duties.
  - c. For information regarding benefits (e.g., insurance and longevity) not ordinarily provided to part-time employees that may not be eliminated, see Section XVIII.
  - d. An employee may not be transferred to an alternative position in an effort to discourage use of FMLA leave or otherwise work a hardship on the employee (e.g., a day-shift employee may not be reassigned to a later shift).

- e. When an employee who transferred to an alternative position is able to return to full-time work, they shall be placed in the same or equivalent position as the job held when the leave commenced.
  - f. An employee cannot be required to take more FMLA leave than the circumstance for the leave requires.
5. The employer must account for intermittent or reduced leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that an employee's FMLA leave entitlement may not be reduced by more than the amount of leave actually taken.

### XXIII. **Employee Notice Requirements**

#### A. General.

- 1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the Act or even mention the FMLA to meet the obligation to provide notice though the employee would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements.
- 2. However, if the employee fails to explain the reasons for the leave, the request may be denied.

#### B. Foreseeable leave

##### 1. Timing of notice

- a. The employee must provide at least 30 days advance notice before the leave is to begin, or if 30 days is not practicable, as soon thereafter as possible. The employer may require the employee to explain the reasons why notice was not given at least 30 days prior to the leave.
- b. Notice need be given only once but the employee shall advise the employer as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

##### 2. Content of notice

- a. An employee shall provide at least verbal notice sufficient to make the employer aware that the employee needs FMLA qualifying leave, and the anticipated timing and duration of the leave.
- b. The employer may request medical certification to support the need for the leave to determine if the condition qualifies as a serious health condition. The employer may request certification to support the need for leave for a qualifying exigency or for military caregiver leave.
- c. An employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
- d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

3. Scheduling leave

- a. The employee must consult with the employer and make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the employer's operations subject to the approval of the HCP.
- b. Intermittent leave or leave on a reduced schedule must be medically necessary due to a serious health condition, injury or illness. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operation, subject to the approval of the health care provider.

C. Unforeseeable Leave

1. Timing of notice

- a. An employee must provide notice as soon as practicable under the facts and circumstances of the case.

- b. Notice may be given by the employee's spokesperson if the employee is unable to do so personally.
2. Content of notice
- a. An employee shall provide sufficient information for an employer to reasonably determine whether the FMLA may apply to the leave request, and the anticipated duration of the absence.
  - b. Calling in sick without providing more information will not be considered sufficient notice to trigger an employer's obligations under the FMLA. The employer may obtain any additional required information by contacting the employee or the employee's spokesperson through informal means.
  - c. The employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
  - d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.
  - e. If an employee requires emergency medical treatment, they would not be required to follow the call-in procedure until their condition is stabilized and they have access to, and is able to use, a phone.

#### XXIV. [Employer Notice Requirements](#)

- A. Posting general notice.
  - 1. All employers are required to post, in conspicuous places, notices explaining the provisions of the FMLA.
  - 2. Electronic posting is sufficient. See the Department of Labor (DOL) Web site for a prototype notice.

3. The DOL notice form may be used, or another format may be used so long as the information provided includes, at a minimum, all the information contained in the DOL notice.
- B. If the employer has an employee handbook or other document explaining employee benefits or leave rights, information concerning FMLA entitlement, and employer/employee responsibilities and obligations must be included.
- C. Eligibility notice
1. When an employee requests FMLA leave or when the employer acquires knowledge that an employee's leave may be for an FMLA qualifying reason, the employer must notify the employee of eligibility to take FMLA leave within 5 business days, absent extenuating circumstances.
  2. If the employee is not eligible, the notice must state at least one reason why.
  3. Notification of eligibility may be oral or in writing and employers may use DOL forms to provide notice.
- D. Rights and responsibilities notice.
1. Employers must provide written notice detailing the specific expectations and obligations of the employee and explain any consequences of a failure to meet these obligations.
  2. This notice must be provided each time an eligibility notice is provided.
  3. The notice must, at minimum, include, as appropriate:
    - a. That the leave may be designated and counted against the employee's annual FMLA leave entitlement;
    - b. Any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to do so;
    - c. That the employer will substitute paid leave and the employee's entitlement to take unpaid FMLA leave if they do not have sufficient accrued paid leave;

- d. Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
  - e. The employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and,
  - f. The employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.
4. The employer may use the appropriate DOL form as the notice of rights and responsibilities. This notice may be distributed electronically so long as it otherwise meets the requirements of this section.

E. Designation Notice

1. When the employer has enough information to determine whether the leave is being taken for an FMLA qualifying reason, the employer must notify the employee whether the leave will be designated and counted as FMLA leave within 5 business days absent extenuating circumstances.
  - a. At the time of designating the leave as FMLA leave; the employer must indicate that paid leave will be utilized when the employee has accumulated leave balances.
  - b. An employee with no accumulated sick or annual leave balances must take leave as unpaid, unless otherwise stipulated in other TBR leave policies.
  - c. TBR leave policies and the FMLA leave policies shall run concurrently and not consecutively.
2. Only one notice of designation is required for each FMLA qualifying reason per applicable 12-month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave, or intermittent or reduced schedule leave.

3. If the employer determines that the leave will not be designated as FMA qualifying, the employee must be so notified.
4. If the employer will require the employee to present a fitness-for-duty certification to be restored to employment, the employer must provide notice of such requirement with the designation notice.
  - a. If the fitness-for-duty certification must address the employee's ability to perform the essential functions of their position, the employer must so indicate in the designation notice, and must include a list of the essential functions of the position.
5. The designation notice must be in writing and the appropriate DOL form may be used for this purpose. If the leave cannot be designated as FMLA leave, the notice may be in the form of a simple written statement.
6. The employer must notify the employee of the amount of leave counted against their FMLA leave entitlement.
  - a. If the amount of leave needed is known at the time the leave is designated as FMLA leave, the employer must notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement in the designation notice.
  - b. If it is not possible to provide this information, such as in the case of unforeseeable intermittent leave, the employer must provide notice of the amount of leave counted against the employee's FMLA leave entitlement at the request of the employee, but no more often than once in a 30-day period and only if FMLA leave was taken in that period.

## XXV. [Designation of FMLA Leave](#)

- A. Employer responsibilities.
  1. The decision to designate leave as FMLA qualifying must be based only on information received from the employee or the employee's spokesperson.



2. If the employer does not have sufficient information about the reason for the use of leave, the employer should inquire further of the employee or spokesman.
  3. The employer must then provide the appropriate notice pursuant to the prior section.
- B. Employee responsibilities
1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the FMLA or even mention the FMLA to meet the obligation to provide notice, though they would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements of Section V.
  2. If an employee fails to adequately explain the need for FMLA leave, the request may be denied.
- C. Retroactive designation.
1. The employer may retroactively designate leave as FMLA leave with appropriate notice to the employee provided the employer's failure to timely designate leave does not cause harm or injury to the employee.

## XXVI. Certification

- A. General
1. A request for certification must be made in writing.
  2. The employer should make a request for certification at the time the employee gives notice of the need for leave or within 5 business days thereafter; or, in the case of unforeseen leave, within 5 business days after the leave begins.
  3. The employee must provide the requested certification within 15 calendar days after the request unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. The employee is responsible for paying any costs associated with obtaining a certification or recertification, and any necessary clarification or authentication.
  4. If the employee does not provide a complete and sufficient certificate, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. If items on the certification are not filled in, or

the information provided is vague, ambiguous or non-responsive, the certification may be considered incomplete. The employee must be allowed 7 calendar days to cure any deficiencies.

5. No information beyond that specified below in Section IX may be required to be provided.
6. The employee may provide the employer with an authorization, release or waiver allowing the employer to communicate directly with the HCP, but the employee must not be required to do so.

B. Consequences

1. At the time the employer requests certification, the employee must be advised that the FMLA leave request may be denied if the certification is incomplete or insufficient despite the opportunity to cure the deficiencies, or if the employee fails to provide any certification.
2. It is the employee's responsibility to furnish a complete and sufficient certification, or to furnish the HCP the necessary authorization to complete the certification.
3. These principles apply whether the request is the initial certification, a recertification, a second or third opinion, or a fitness for duty certificate, including any clarifications necessary to determine if such certifications are authentic and sufficient.

XXVII. **Certification of Serious Health Condition of Employee or a Covered Family Member**

A. Permissible information

1. The name, address, telephone number and fax number of the HCP, and type of medical practice/specialization;
2. The approximate date on which the serious health condition began, and its probable duration;
3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested.
  - a. These facts must be sufficient to support the need for leave and may include information on symptoms, diagnosis, hospitalization, doctor visits, whether

medication has been prescribed, any referrals for evaluation or treatment, or any other regimen of continuing treatment.

4. If the employee is the patient, information sufficient to establish that they cannot perform the essential functions of their job, the nature of any other work restrictions; and, the likely duration of such inability.
  5. If the patient is a covered family member, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the leave required to care for the family member.
  6. If the employee requests leave on an intermittent or reduced schedule basis for planned medical treatment for themselves, or a family member, information sufficient to establish the medical necessity and an estimate of the dates and duration of such treatments and any periods of recovery.
  7. If the employee requests leave on an intermittent or reduced schedule basis for a serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such leave and an estimate of the frequency and duration of the episodes of incapacity.
  8. If the employee requests leave on an intermittent or reduced schedule basis to care for a covered family member, a statement that such leave is medically necessary to care for the family member who can include assisting in recovery, and an estimate of the frequency and duration of the required leave.
- B. The appropriate DOL form may be used to obtain information concerning the employee's serious health condition or the serious health condition of a covered family member. These forms may also be used if seeking second and third opinions.
- C. Workers' compensation - If the employee is concurrently on FMLA leave and workers' compensation leave, the FMLA does not prevent the employer from following the workers' compensation provisions in seeking information even if such would allow

inquires beyond that allowed under the FMLA. Information received may be considered in determining the employee's entitlement to FMLA protected leave.

- D. ADAAA - If the employee's serious health condition may also be a disability pursuant to the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA. Any information received may be considered in determining the employee's entitlement to FMLA protected leave.
- E. Clarification and authentication of certification.
  - 1. If the employee submits an incomplete or insufficient certification signed by the HCP, the employer may contact the HCP for purposes of clarification and authentication.
    - a. The employee must first have been given 7 calendar days to cure the deficiency.
    - b. Employers may not ask for additional information beyond that required by the certification form as set out in Section IX.A.
  - 2. The employee must provide an authorization for the employer to contact the HCP.
  - 3. A HCP, human resources professional, leave administrator or a management official may contact the HCP for clarification or authentication. Under no circumstances shall the employee's direct supervisor contact the HCP.
  - 4. "Authentication" means providing the HCP with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the HCP who signed the document.
  - 5. "Clarification" means contacting the HCP to understand the handwriting on the medical certification or to understand the meaning of a response.
  - 6. It is the employee's responsibility to provide a complete and sufficient certification and to clarify the certification if necessary. Failure to do so or failure to provide authorization to contact the HCP may result in the denial of FMLA leave.
- F. Second and Third Opinions
  - 1. Second opinion

- a. If the employer doubts the validity of a certification, the employee may be required to obtain a second opinion which shall be at the employer's expense.
    - b. The employer is permitted to designate the HCP but the HCP must not be employed on a regular basis by the employer.
  2. Third opinion
    - a. If the first and second opinions differ, the employer may require the employee to obtain certification from a third HCP at the employer's expense.
    - b. The third HCP must be designated or approved jointly by the employer and the employee.
    - c. The third opinion shall be final and binding.
  3. Pending receipt of a second or third opinion, the employee is provisionally entitled to the benefits of the FMLA, including maintenance of group health benefits.
- G. FMLA leave may be denied and the leave designated as paid or unpaid under the employer's established leave policies if:
1. The certifications do not ultimately establish entitlement to FMLA leave; or,
  2. The employee fails to provide authorization for their HCP to release all relevant medical information pertaining to the serious health condition at issue if requested by the HCP designated to provide the second or third opinion.
- H. Recertification
1. 30-day rule - An employer may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless sections 2 or 3 apply.
  2. More than 30 days
    - a. If the medical certification indicates the minimum duration of the condition is more than 30 days, an employer must wait until that minimum duration period expires before requesting a recertification.
    - b. Notwithstanding the limitation set forth above, an employer may request a recertification every 6 months in connection with an absence by the employee.

3. Less than 30 days - An employer may request certification in less than 30 days if:
  - a. The employee requests an extension of leave;
  - b. Circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, or complications); or,
  - c. The employer receives information that casts doubt on the stated reason for the absence or the continuing validity of the certification.
4. The employee must provide the recertification within the timeframe requested by the employer which must allow no less than 15 calendar days.
5. The employer may ask for the same information as that permitted for the original certification, and the employee has the same obligation to participate and cooperate in providing a complete and sufficient certification.
6. The employer may provide the HCP with a record of the employee's absence pattern and ask if the serious health condition and need for leave is consistent with such a pattern.
7. Any recertification requested by the employer may be at the employee's expense.
8. No second or third opinion on recertification may be required.

## XXVIII. Certification of Qualifying Exigency

### A. Active duty orders

1. The first time an employee requests leave based on a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the employer may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the active duty service. This information need only be provided once.
2. A copy of new active duty orders or other documentation issued by the military shall be provided to the employer if the need for leave because of a qualifying exigency

arises out of a different active duty or call to active duty status of the same or a different covered military member.

B. Required information - The employer may require a certification from the employee that sets forth the following information:

1. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, including the type of qualifying exigency and any documentation which supports the request for leave.
2. The approximate date(s) of the qualifying exigency.
  - a. If the event is a single, continuous period of time, the beginning and end dates.
  - b. If the leave request is for an intermittent or reduced schedule, an estimate of the frequency and duration of the qualifying exigency.
3. If the event involves meeting with a third party, appropriate contact information for the third party, and a brief description of the purpose of the meeting.

C. The appropriate DOL form may be used. No information beyond that specified may be required.

D. Verification

1. If the certification is complete and sufficient to support the request for leave, no additional information may be requested.
2. However, if the qualifying exigency concerns meeting with a third party, the employer may contact the third party to verify the nature and time of the meeting.
3. The employer may contact the Department of Defense to request verification that a covered military member is on active duty or call to active duty status.
4. If verification occurs pursuant to either item 2 or 3, no additional information may be requested and the employee's permission is not required.

#### XXIX. [Certification for Service member \(Military Caregiver\) Leave](#)

A. Required information from HCP - An employer may require an employee to obtain a certification completed by any one of the following:

1. A United States Department of Defense ("DOD") HCP;

2. A United States Department of Veterans Affairs (“VA”) HCP;
  3. A DOD TRICARE network authorized private HCP;
  4. A DOD non-network TRICARE authorized private HCP.
- B. If the authorized HCP is unable to make certain military-related determinations specified below, the authorized HCP may rely on determinations from an authorized DOD representative. An employer may request that the HCP provide the following information:
1. The name, address and appropriate contact information (telephone number, fax number, and/or email address) of the HCP, the type of medical practice, the medical specialty, and whether the health care provider is one of the following:
    - a. A DOD HCP;
    - b. A VA HCP;
    - c. A DOD TRICARE network authorized private HCP; or
    - d. A DOD non-network TRICARE authorized private HCP.
  2. Whether the covered Servicemember’s injury or illness was incurred in the line of duty on active duty.
  3. The approximate date on which the serious injury or illness began and its probable duration.
  4. A statement or description of appropriate medical facts regarding the covered Servicemember’s health condition for which FMLA leave is requested.
    - a. These facts must include information on whether the injury or illness may render the covered Service member medically unfit to perform the duties of the Servicemember’s office, grade, rank or rating and whether the member is receiving medical treatment, recuperation or therapy.
  5. Information sufficient to establish that the covered Service member is in need of care and whether they will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.



6. If intermittent or reduced schedule leave is requested for planned medical treatment appointments, whether there is a medical necessity for the covered Service member to have such periodic care and an estimate of the treatment schedule of such appointments.
  7. If intermittent or reduced schedule leave is requested for other than planned medical treatment (e.g., episodic flare-ups of a medical condition), whether there is a medical necessity to have such periodic care, which can include assisting the covered Servicemember's recovery, and an estimate of the frequency and duration of the periodic care.
- C. The employer may also ask the employee and/or the covered Service member to include the following information in the certification:
1. The name and address of the employer of the employee requesting leave to care for a covered Service member, the name of the employee requesting such leave, and the name of the covered Service member for whom the employee is requesting leave to care.
  2. The relationship of the employee to the covered Service member.
  3. Whether the covered Service member is a member of the Armed Forces, the National Guard or Reserves; and their military branch, rank and current unit assignment.
  4. Whether the covered Service member is assigned to a military medical facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, and the name of the medical treatment facility or unit.
  5. Whether the covered Service member is on the temporary disability retired list.
  6. A description of the care to be provided and an estimate of the leave needed to provide the care.
- D. The appropriate DOL form may be used to obtain certification that meets the FMLA's requirements.

1. No information may be required beyond that specified on the certification.
  2. Authentication and/or clarification of the certification may be sought.
  3. Second and third opinions and recertification are not permitted.
  4. Confirmation of covered family relationship to the covered Service member may be required.
- E. Invitational travel order (“ITO”) or invitational travel authorization (“ITA”).
1. An employer must accept an ITO or an ITA as sufficient certification to allow FMLA leave. No additional or separate certification may be required.
  2. If leave is needed beyond the period specified in the ITO/ITA, the employer may request certification from one of the authorized HCPs listed in B.1.
  3. The employer may seek authentication and clarification of the ITO/ITA. The employer may not seek a second or third opinion, or a recertification during the period of time in which leave is supported by an ITO/ITA.
  4. The employer may require an employee to provide confirmation of covered family relationship to the covered Service member.

XXX. **Intent to Return to Work**

- A. An employer may require an employee on FMLA leave to report periodically on their status and intent to return to work.
- B. If an employee gives an unequivocal notice of intent not to return to work, the employer’s obligations under FMLA to maintain health benefits and to restore the employee cease.
  1. However, these obligations continue if the employee indicates they may be unable to return to work but expresses a continuing desire to do so.
- C. An employee may need more leave than initially requested or the employee may not need as much leave as initially requested.
  1. In the latter instance, the employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

2. The employer may require the employee to provide reasonable notice (i.e., within two business days) of the changed circumstances where foreseeable.
3. The employer may also obtain information on such changed circumstances through requested status reports.

XXXI. **Fitness-for-Duty Certification**

- A. As a condition for restoring an employee whose own serious health condition required FMLA leave, the employer may impose a uniformly-applied policy or practice that requires all similarly-situated employees to provide certification from their HCPs that the employee is able to resume work.
- B. The fitness-for-duty certification may only pertain to the specific health condition that required FMLA leave.
- C. The certification must state that the employee is able to resume work.
  1. Additionally, the employer may require the certification to specifically address the employee's ability to perform the essential functions of their job.
  2. In order to do so, the employer must provide the employee with a list of the essential functions of the job no later than with the designation notice.
  3. The designation notice must indicate that the certification must address the employee's ability to perform those essential functions.
- D. Authentication and/or clarification of the certification is allowed. However, the employee's return to work may not be delayed while contact with the HCP is being made.
- E. No second or third opinions may be required.
- F. The cost of a return-to-work certification shall be borne by the employee.
- G. Restoration may be delayed until the employee submits a required fitness-for-duty certification if the employer has provided notice of the need for such in the designation notice.

- H. If a fitness-for-duty certification is required, an employee who does not provide such or who does not request additional FMLA leave is no longer entitled to reinstatement under the FMLA.
- I. Return from intermittent or reduced schedule leave.
  - 1. The employer may not require a new certification after each absence if the employee is on intermittent or reduced scheduled leave.
  - 2. However, an employer is entitled to a certification for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which leave was taken.
    - a. "Reasonable safety concerns" means a reasonable belief of significant risk of harm to the individual employee or others.
    - b. The nature and severity of the potential harm, and the likelihood that potential harm will occur must be considered in making this determination.
  - 3. The employer must inform the employee at the time the designation notice is issued that for each subsequent instance of intermittent or reduced schedule leave, the employee will be required to submit a fitness-for-duty certification unless one has already been submitted within the past 30 days.
  - 4. An employee may not be terminated while awaiting such a certification.
- J. If an employee's serious health condition may also be a disability under the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA.

#### XXXII. **Failure to Provide Certification**

- A. Foreseeable leave
  - 1. If the employee fails to provide certification in a timely manner, FMLA coverage may be denied until certification is provided.
- B. Unforeseeable leave

1. FMLA coverage may be denied if the employee fails to provide a certification within 15 calendar days from receipt of the request for certification unless not practicable due to extenuating circumstances.
  - a. Absent those circumstances, if the employee fails to timely return the certification, FMLA protections can be denied following expiration of the 15-day time period until a sufficient certification is provided.
  - b. If the employee never produces the certification, the leave is not FMLA leave.

C. Recertification

1. An employee must provide recertification within the time requested by the employer (which must allow at least 15 calendar days after the request) or as soon as practicable under the particular facts and circumstances.
  - a. Failure to do so may result in denial of continuation of FMLA leave protections until a sufficient recertification is produced.
  - b. If one is never provided, the leave is not FMLA.
2. Recertification does not apply to leave taken for a qualifying exigency or to care for a covered Service member.

D. Fitness-for-duty

1. The employee must provide medical certification at the time they seek reinstatement if such is requested pursuant to the employer's policy or practice, if the employer provided the required notice.
2. If the employee fails to do so, restoration may be delayed until the certification is provided.
3. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee may be terminated.

XXXIII. [Job Restoration](#)

A. Right to Reinstatement

1. Upon returning from FMLA leave, an employee must be restored to their original position or to an equivalent position.
  - a. An equivalent position is one that is virtually identical to the former position in terms of pay, benefits and working conditions, including privileges, perquisites and status.
  - b. This involves restoration to a position having the same or substantially similar duties and responsibilities and having substantially equivalent skill, effort, responsibility and authority.
  - c. An employee is entitled to such reinstatement even if the employee has been replaced or their position has been restructured to accommodate the employee's absence.
  - d. This applies only to employees returning from FMLA leave and may not apply to employees who used additional leave beyond the 12/26 workweek FMLA entitlement, as provided in other TBR leave policies.
2. An employee returning from FMLA leave is entitled to any general or unconditional pay increases that all other employees have received during the period the employee was on leave.
3. An employee is entitled to shift or work schedule assignments equivalent to those in effect prior to the beginning of the leave period and to the same or a geographically proximate work location where previously employed.
4. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc., as a result of the leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return to work.

B. Limitations on Reinstatement

1. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

- a. Thus, if a work location is closed, a shift eliminated, overall work hours for an entire unit reduced, or positions abolished through a reduction in force, the employee is only entitled to conditions that would have been in effect for the employee if the leave had never been taken.
    1. For example, if an employee's shift is eliminated during the time period that leave was taken, the employee is not entitled to assignment to the previous shift's work hours or to shift differential pay when returning from leave that other employees formerly on the shift no longer receive.
  - b. However, the employee is entitled to employment in a position meeting all other previous employment conditions.
  - c. An employer must be able to show that he/she would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
2. If an employee can no longer perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA.
    - a. However, the provisions of the ADAAA may apply. Such cases should be referred to the ADAAA coordinator.
  3. If an employee should require more or less FMLA leave than was originally anticipated, they are required to provide the employer 2 business days' notice where feasible.
    - a. Regarding an employee who wants to return to work earlier than anticipated, they shall be restored once such notice is given, or where such notice is not feasible.
  4. In situations where an employee notifies the employer that they are not returning to work, the obligation to restore the employee to a position ends.

- a. Should the employee indicate they are unable to return to work but continues to want to return, restoration requirements remain in effect.
5. If an employee was hired for a specific term or only to perform work on a discrete project, the employer has no obligation to restore the employee if the employment term or project is over and the employer would not otherwise have continued to employ the employee.

#### XXXIV. [Prohibition against Interfering with Employee Rights](#)

- A. FMLA prohibits interference with an employee's rights under the law, and with legal proceedings or inquiries relating to an employee's rights.
- B. "Interfering with" the exercise of an employee's rights would include, for example, not only refusing to authorize FMLA leave, but discouraging an employee from using such leave.
- C. FMLA's prohibition against interference prohibits an employer from discriminating or retaliating against an employee or prospective employee for having exercised or attempted to exercise FMLA rights.
- D. Employees cannot waive, nor may employers induce employees to waive, their prospective rights under the FMLA.
- E. This does not prevent the settlement or release of FMLA claims by employees based on past employer conduct without the approval of the Department of Labor or a court.

#### XXXV. [Recordkeeping](#)

- A. Records must be made, kept and preserved in accordance with the recordkeeping requirements of the Fair Labor Standards Act.
  1. The records must be kept for no less than 3 years and made available for inspection, copying and transcription by representatives of the Department of Labor upon request.
- B. Required records:
  1. Basic payroll and identifying employee data.



2. Dates FMLA leave was taken. The leave must be designated in records as FMLA leave.
  3. The hours of leave taken, if less than in increments of a day.
  4. Employee notices provided to the employer and notices given to employees as required by the FMLA.
  5. Documents describing employee benefits or employer policies and practices regarding paid and unpaid leave.
  6. Premium payments of employee benefits.
  7. Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave.
- C. Confidential records
1. Records and documents relating to certifications, recertification or medical histories of the employee or their family members created for purposes of FMLA, shall be maintained as confidential medical records in separate files, separate from the usual personnel files.
  2. If the ADAAA is also applicable, such records shall be maintained in conformance with ADAAA confidentiality requirements.

## XXXVI. [Impact of FMLA Leave on Health Insurance and Other Benefits](#)

- A. Insurance Coverage
1. For the duration of FMLA leave, the employer is required to maintain an employee's health coverage under the State Group Insurance Plan under the same conditions coverage would have been provided if the employee had continued working.
    - a. It is very important that the employer communicate approval of FMLA leave to the insurance preparer.
  2. The same health benefits provided to an employee prior to taking FMLA leave must be maintained during the FMLA leave.
    - a. For example, if family coverage is provided to an employee, family coverage must be maintained during the FMLA leave.

- b. Moreover, an employee temporarily working a reduced schedule (for purposes of this section, less than 30 hours per week) during a period of FMLA leave is entitled to maintain the same insurance coverage(s) that were in effect prior to the FMLA leave period.
- 3. If an employer provides a new health plan or benefits, or changes health benefits or plans while an employee is on FMLA leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave.
  - a. For example, if an employer changes a group health plan so that dental care becomes covered under the plan, an employee on FMLA leave must be given the same opportunity as other employees to receive (or obtain) the dental care coverage.
- 4. Notice of any opportunity to change plans or benefits must also be given to an employee on FMLA leave.
  - a. If the plan permits an employee to change from single to family coverage upon the birth of a child or otherwise add new family members, such a change in benefits must be made available while an employee is on FMLA leave.
  - b. If the employee requests the changed coverage it must be provided by the employer.
- 5. The employer is responsible for advising the employee of the options to continue or discontinue insurance coverage(s) prior to the beginning of the leave period.
  - a. If the employee elects to continue insurance coverage(s), the employer must provide the employee with written notice of the terms and conditions under which premiums must be paid.
- 6. If coverage is not to be continued, the employee must contact the insurance preparer prior to the beginning of the leave.
  - a. When an employee returns from leave, the employee is entitled to be automatically reinstated on the same terms as prior to taking the leave, including

family or dependent coverage, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

7. To ensure that an employee on unpaid FMLA leave is reinstated with the same benefits in effect prior to the leave period, the employer shall pay the employer as well as any employee portion of premiums which has not been remitted. Premiums paid on behalf of the employee will be deducted from the employee's paycheck following their return to work.
8. For purposes of determining insurance premium payment responsibilities, an employee is deemed to have returned to work if they have returned for 30 calendar days.
  - a. An employee who retires immediately following FMLA leave or during the first 30 days after returning to work is also deemed to have returned to work.
  - b. If the employee fails to return to work or does not stay 30 calendar days, the employer portion of the insurance premium paid during FMLA leave may be recovered except for the following reasons:
    1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under FMLA; or
    2. Other circumstances beyond the employee's control, such as an unexpected transfer of the employee's spouse to a job location more than 75 miles from the employee's worksite or the lay-off of the employee while on leave.
9. If the employee fails to return to work due to a serious health condition, the employer may require medical certification of the employee's or the family member's serious health condition.
10. The employer portion of the health premium may not be recovered during workers' compensation leave designated as FMLA leave.

B. Longevity

1. An employee on FMLA leave, paid or unpaid, shall receive longevity in accordance with the provisions of TBR Guideline P-120 Longevity Pay.

2. Note: The employer may not eliminate benefits which otherwise would not be provided to part-time employees.
3. Therefore, an employee who has been temporarily transferred to a part-time position during a period of FMLA leave retains eligibility for longevity pay regardless of the percentage of employment.

C. Leave Accrual

1. Employees shall accrue leave in accordance with the annual and sick leave policies.
2. Due to the fact that leave is based on the number of hours worked per week, the accrual rate may be proportionately reduced.

## **Sources**

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### **Authority**

T.C.A. § 49-8-203; T.C.A. § 8-50-809

All Federal and State statutes, codes, Acts, rules and regulations referenced in this policy.

### **History**

TBR Meeting, June 25, 1995 (Finance and Administration approval January 17, 1996); TBR Meeting, March 29, 1996 (Finance and Administration approval November 13, 1996); TBR Meeting September 28, 2007; TBR Meeting June 26, 2008; TBR Meeting March 25, 2010 (Complete Revision); TBR Meeting June 16, 2023 (effective July 1, 2023).

## **Related Policies**

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- [Longevity Pay](#)